

ACCESSORY DWELLING UNIT (ADU) PERMIT APPLICATION PACKAGE

TOWN OF LOS GATOS COMMUNITY DEVELOPMENT DEPARTMENT

CIVIC CENTER
110 E. MAIN STREET
LOS GATOS, CA 95030

- I. **SUBMITTAL REQUIREMENTS:** The following materials constitute a complete Accessory Dwelling Unit (ADU) permit application package and must be submitted:
 - A. Application – All sections completed with signatures and filing fees (Attachment A); and
 - B. One set of plans and an electronic copy – See Attachment B for plan requirements.
- II. **REVIEW PROCESS:** The Director of Community Development reviews the application to determine that the application meets the requirements of the Town Code.
- III. **OTHER AGENCY REQUIREMENTS:** If work is proposed near a creek (wet or dry) the Guidelines and Standards for Land Use Near Streams must be followed. If construction is proposed within 50 feet of a water course, contact the Santa Clara Valley Water District at (408) 265-2600 for more information and to determine whether permits are required.
- IV. **RENTAL DISPUTE MEDIATION AND ARBITRATION FEE:** The Finance Department is notified of approved ADU permits, and rental units will be assessed an \$11.00 annual Rental Dispute Mediation and Arbitration fee.
- V. **BUILDING PERMITS:** Following approval of an Accessory Dwelling Unit permit by the Planning Division, issuance of Building permits is required by the Building Division for construction. Prior to submittal for a Building permit, a new address is required to be assigned for a new ADU (an address application can be found online at <http://www.losgatosca.gov/927/Forms-Information>);

Prior to issuance of Building permits:

- A. Written clearance from West Valley Sanitation District for sewage connection, or from County of Santa Clara for septic modification, is required;
- B. Bay Area Air Quality Management District approval is required for demolition of an entire structure (Contact the Building Division at (408) 354-6876 for more information); and
- C. In cases where a fire sprinkler system is required for the primary dwelling unit, a sprinkler system may be required for an ADU. Depending on site access and water availability, a sprinkler system may be required for any new ADU construction. Contact the Santa Clara County Fire Department at (408) 378-4010 for more information.

TOWN OF LOS GATOS - COMMUNITY DEVELOPMENT DEPARTMENT

CIVIC CENTER:

110 E. MAIN STREET
LOS GATOS, CA 95030

PHONE (408) 354-6874

FAX (408) 354-7593

ACCESSORY DWELLING UNIT PERMIT APPLICATION

(PLEASE TYPE OR PRINT CLEARLY)

1. ADU TYPE: (Check appropriate boxes)

- Detached
- Attached
- Conversion of Existing Floor Area
- Second-story

2. PROPERTY DETAIL:

Gross Lot Size _____
Average Slope _____
Net Lot Size _____

3. PROPERTY LOCATION:

Address of subject property _____

Zoning _____ Assessor's Parcel Number _____

4. REQUESTED ACTION: (Attach separate sheet if necessary)

Description of requested action _____

5. APPLICANT:

NAME _____ PHONE _____

EMAIL _____ ADDRESS _____

CITY _____ STATE _____ ZIP _____

I certify under penalty of perjury that all application materials and plans are true and correct.

SIGNATURE OF APPLICANT _____ DATE _____

6. PROPERTY OWNER: (If same as above check here)

NAME _____ PHONE _____

EMAIL _____ ADDRESS _____

CITY _____ STATE _____ ZIP _____

I hereby certify that I am the owner of record of the property described in Item #3 above, and that I approve of the action requested herein.

SIGNATURE OF OWNER _____ DATE _____

DO NOT WRITE BELOW THIS LINE

RECEIVED BY _____ DATE _____

APPLICATION NO. _____

Please Note: The information contained in this application is considered part of the public record. Therefore, it will appear in both the public record file for the site address, which is available upon request, and on the permitting system on the official Town of Los Gatos website at www.losgatosca.gov.

* If site is located within Route 85 Study Plan Area

** If site is located within North 40 Study Plan Area

PLPERMIT	\$ 1,438.00
PLTRACK	\$ 57.52
PLANAP	\$ 143.80
ENGDEV	\$ N/A

TOTAL \$ 1,639.32

*PLRTE85 \$ _____

TOTAL \$ _____

**PLN40 \$ _____

TOTAL \$ _____

**TOWN OF LOS GATOS
COMMUNITY DEVELOPMENT DEPARTMENT**

REQUIREMENTS FOR ACCESSORY DWELLING UNIT PERMIT PLANS

The following is a list of the minimum plan requirements for an Accessory Dwelling Unit (ADU). Applicants are to use this as a checklist to ensure completeness of the plans.

A. GENERAL REQUIREMENTS:

- 1. Scale on each sheet.
- 2. North arrow on each sheet as applicable.
- 3. Sheet size not to exceed 24" x 36" size.
- 4. Plans fully dimensioned.
- 5. Address on each sheet.

B. PLAT OR SITE PLAN WITH THE FOLLOWING MINIMUM INFORMATION:

- 1. All property lines.
- 2. All building setbacks.
- 3. All buildings, existing and proposed, including:
 - a. Use of all buildings;
 - b. Buildings (or portions thereof) to be removed; and
 - c. Existing and proposed grades.
- 4. Existing protected trees within area of work, including diameter, location, species, existing grade at base, and driplines.
- 5. Driveways and off-street parking spaces including stall size and surfacing materials.
- 6. Table giving the following:
 - a. Gross and net lot area;
 - b. Gross floor areas (ADU, primary dwelling, garage, and accessory structures);
 - c. Floor area ratio (maximum allowed and proposed); and
 - d. Lot area coverage.

- 7. Preliminary grading and drainage plan (if applicable).
- 8. Location of structures on adjacent properties within 50 feet of the subject property.
- 9. Average slope.

C. FLOOR PLAN AND ELEVATIONS WITH THE FOLLOWING MINIMUM INFORMATION:

- 1. Dimensioned floor plans.
- 2. All elevations (existing and proposed):
 - a. Existing and finished grade;
 - b. Height of structure; and
 - c. Exterior materials.
- 3. Elevations or pictures of main residence.