

# APPLICATION FOR A TWO-UNIT HOUSING DEVELOPMENTS

TOWN OF LOS GATOS - COMMUNITY DEVELOPMENT DEPARTMENT  
110 E MAIN STREET, LOS GATOS, CA 95030  
[PLANNING@LOSGATOSCA.GOV](mailto:PLANNING@LOSGATOSCA.GOV)  
408-354-6872

PLEASE SUBMIT APPLICATION WITH ALL REQUIRED DOCUMENTS VIA THE CITIZEN'S PORTAL:  
<https://permits.losgatosca.gov/Login-and-Manage-My-Records>

**1. Application Type:**

- Construction of two new primary dwelling units  
 Construction of one new primary dwelling unit and retention of one existing primary dwelling unit  
 Construction of one new primary dwelling unit on a lot created with an urban lot split

PLEASE TYPE OR PRINT CLEARLY

**2. PROPERTY LOCATION:**

Address of subject property \_\_\_\_\_

Zoning:  R-1

R-1D

HR

**3. PROPERTY DETAIL:**

Lot Area: \_\_\_\_\_ APN: \_\_\_\_\_ Number of existing units: \_\_\_\_\_

**4. APPLICANT:**

Name \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

**5. NAME OF PROPERTY OWNER: (If same as above, check here )**

Name \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

I hereby certify that I am the owner of record of the property described in Box #2 above, and that I approve of the action requested herein.

**SIGNATURE OF OWNER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**DO NOT WRITE IN THIS SPACE.**

	FEES PAID:
PLPERMIT	\$ 1,340.00
PLTRACK	\$ 53.60
PLANAP	\$ 134.00
TOTAL	\$ 1,527.60

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](http://www.losgatosca.gov).

## **ADMINISTRATIVE PROCEDURE FOR THE PROCESSING OF APPLICATIONS FOR TWO-UNIT HOUSING DEVELOPMENTS**

1. The following materials constitute an application package and must be submitted through the Town's online portal:
  - a. Completed Application.
  - b. Filing fee.
  - c. One set of plans to include the minimum submittal requirements (see attached).
  - d. Written description of proposed project.
  - e. Verification of property ownership and easements (grant deed and preliminary title report).
  - f. Photos of subject property.
  - g. Comprehensive occupancy history if demolition or alteration of an existing housing unit is proposed.
  - h. One set of stamped, addressed envelopes for the neighbor notification letters. The Planning Department will assist the applicant in determining the neighboring properties to be notified.
2. The Director of Community Development reviews the application using the Town's Residential Design Guidelines, Town Code requirements, and Urgency Ordinance 2326 (available online here: <https://www.losgatosca.gov/2703/Senate-Bill-9>).
3. A separate address will be required for new primary dwelling units prior to submitting an application for a future Building Permit. Address applications are available on the Town website at <https://www.losgatosca.gov/DocumentCenter/View/604/Address-Application>.

### **Other Requirements**

1. If demolition is proposed, approval must be received from the Bay Area Air Quality Management District prior to obtaining a Building Permit. Contact the Building Division at 354-6876 for more information.
2. Written clearance from West Valley Sanitation District will be required prior to issuance of a Building Permit. Clearance is not guaranteed, so the applicant should begin this process prior to application.
3. If work is proposed in or near a creek (wet or dry), please contact the California Department of Fish and Wildlife at (415) 948-8743 to discuss its regulations and to determine whether or not permits are required.
4. If construction is proposed within 50 feet of a water course, please contact the Santa Clara Valley Water District at (408) 265-2600 ext. 2253 to discuss its regulations and to determine whether or not permits are required.
5. If demolition or alteration is proposed, the applicant shall submit a signed affidavit to the Community Development Director attesting that the existing housing unit is not subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income; is not subject to any form of rent or price control; and has not been occupied by a tenant in the last three years, .
6. The proposed dwelling unit(s) shall comply with applicable Building and Fire Codes. Please contact the Santa Clara County Fire Department at (408) 378-4010 for more information.

7. An Encroachment Permit, issued by the Parks and Public Works Department, shall be required for the installation of utilities to serve a two-unit housing development.
8. Prior to issuance of Building Permit, a deed restriction must be recorded documenting that leases for durations of less than 30-days on any new primary dwelling unit are prohibited, and specifying that the property can only be used for residential purposes.

**TOWN OF LOS GATOS  
COMMUNITY DEVELOPMENT DEPARTMENT**

**REQUIREMENTS FOR SUBMITTAL OF A TWO-UNIT HOUSING DEVELOPMENTS**

The following is a list of the minimum requirements for the submittal of plans to the Community Development Department. Applicants are to use this as a checklist to ensure completeness of the proposal.

**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.
- 6. Zoning Designation on cover sheet.

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

- 1. All property lines.
- 2. All yards or building setbacks.
- 3. All buildings, existing and proposed, including:
  - a. Use of all buildings;
  - b. Which buildings (or portions thereof) to be removed; and
  - c. Existing and proposed grades.
- 4. Tree information:
  - a. Existing trees including diameter, location, species, existing grade at the base, and driplines; and
  - b. Include the following note: *"The property owner takes responsibility for any damages that may occur to any protected tree as defined in Town Code Chapter 29 (zoning regulations), and agrees to indemnify and hold the Town harmless pursuant to Town Code Section 1.10.115."*
- 5. Driveways and off-street parking spaces including stall size, driveway length, driveway width, curbs, and surfacing materials.
- 6. Location, materials, and height of proposed fencing.
- 7. Location of all structures on adjacent properties located within 50 feet of subject property.
- 8. Average slope.
- 9. Site area exceeding 30 percent average slope.

- 10. Location of separate utility connections (gas, electric, water, sewer).
- 11. Table including the following:
  - a. Site area;
  - b. Gross floor area for existing and proposed units (each floor and total);
  - c. Floor area ratio (maximum allowed and proposed); and
  - d. Lot area coverage.
- 12. Grading and drainage plan with grading quantities; location of all cuts and fills; calculations of volumes; total disturbed area in square feet; existing and proposed contour lines; and building, garage (pad and finished floor), and deck elevations.
- 13. Table of earthwork quantities with identification of individual areas of cut and fill (driveway, fire access, below-grade square footage, light wells, landscape, etc.)
- 14. Retaining wall details, including top and bottom of wall elevations; type of material; drainage for walls; and type of construction.

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

- 1. Dimensioned floor plans.
- 2. All elevations and sections (existing and proposed):
  - a. Existing and finished grade;
  - b. Proposed finished floor height;
  - c. Proposed plate heights;
  - d. Height of structure(s);
  - e. Height of structure(s) located within required side or rear setbacks; and
  - f. Exterior materials.
- 3. Step-back of second story (where applicable).
- 4. Second-story window height above floor.
- 5. Light Reflectivity Value of exterior materials (HR zones).

**D. DOES THE PROPOSAL COMPLY WITH THE REQUIREMENTS OF URGENCY ORDINANCE 2326:**

Yes No

- 1. In a Single-Family Residential zone.
- 2. On a legal parcel.
- 3. On an historic property.
- 4. In a Very High Fire Hazard Severity Zone.
- 5. On a Hazardous Waste Site.
- 6. Located within an Earthquake Fault Zone.
- 7. Located in a Flood Zone.
- 8. Have natural habitat.
- 9. On prime farmland or wetlands.
- 10. Demolition or alteration of existing affordable housing.
- 11. Demolition or alteration of rent/price-controlled housing.
- 12. Demolition or alteration of rental housing occupied by a tenant in the last three years.

# **Community Development Application Process Agreement**

Two-Unit Residential Development and Urban Lot Split Applications

*This document explains the decision-making process used by the Town of Los Gatos for ministerial land-use related applications and permits being considered by the Community Development Director. All applicants and their representatives/professionals are required to read, understand, acknowledge, and sign this disclosure prior to their application being deemed complete and ready for consideration.*

Staff review of Two-Unit Residential Development and Urban Lot Split Applications are based solely on the application of the Town's General Plan, Zoning and other ordinances, Specific Plans, Guidelines, and adopted policies. Staff's role is not to advocate for or support the interests of the applicant, but to ensure compliance with the applicable regulations.

Those signing below grant the Town of Los Gatos release to copy and reproduce electronically, in whole or in part, drawings and all other materials submitted with this development application for the Town's regulatory, administrative, and legal functions, including sharing of information with other governmental entities and for compliance with the California Public Records Act.

***The undersigned have reviewed this document and acknowledge and agree to the statements above.***

***Property Owner:*** \_\_\_\_\_

***DATE:*** \_\_\_\_\_

***Architect/Designer:*** \_\_\_\_\_

***DATE:*** \_\_\_\_\_

***Civil Engineer:*** \_\_\_\_\_

***DATE:*** \_\_\_\_\_

***Other:*** \_\_\_\_\_

***DATE:*** \_\_\_\_\_



# OWNER AFFIDAVIT – TWO UNIT HOUSING DEVELOPMENT APPLICATION

Community Development Department  
Planning Division – 110 East Main Street, CA 95030 – Phone 408-354-6872

Property Address: \_\_\_\_\_ APN: \_\_\_\_\_

## Property Owner Information

Name: _____	City: _____
Address: _____	State: _____ Zip: _____
Email: _____	Phone: _____

## Declaration

I, [insert name] \_\_\_\_\_, declare and state:

1. I am the owner of record of the property described above.
  
2. I am proposing demolition or alteration of an existing housing unit.  
 Yes: \_\_\_ (If “Yes”, fill out 2.a below)  
 No: \_\_\_ (If “No”, skip 2.a below)
  - 2.a. The housing unit(s) proposed to be demolished or altered in connection with the above application for a Two Unit Development is not subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income; is not subject to any form of rent or price control through a public entity’s valid exercise of its police power; and has not been occupied by a tenant at any time in the last three years [insert date of application] \_\_\_\_\_. [owner initial] \_\_\_\_\_.
  
3. If any existing dwelling unit is proposed to be demolished, I will replace the dwelling unit in compliance with the replacement housing provisions of Government Code Section 66300 (d).

I understand, agree, and authorize the Town of Los Gatos to undertake such action as it deems necessary to verify both the accuracy and veracity of this declaration. Such actions may include, but are not limited to, scheduled inspections and property record searches. I further authorize any person or entity contacted by the Town during such verification to release such pertinent information as the Town seeks.

If I fail to comply with this declaration, I authorize the Town of Los Gatos to pursue code enforcement or any other legal action authorized by law, to collect fines as described in the Los Gatos Municipal Code, and to recoup all reasonable attorneys’ fees and costs associated with any enforcement of a violation of this Affidavit.



# OWNER AFFIDAVIT – TWO UNIT HOUSING DEVELOPMENT APPLICATION

Community Development Department  
Planning Division – 110 East Main Street, CA 95030 – Phone 408-354-6872

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I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct.

Executed on (date): \_\_\_\_\_

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

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OFFICE USE ONLY

Application Number:		
Accepted By	Filing Date	
		By
		For the Director of Community Development      Date