

# DEVELOPMENT REVIEW APPLICATION PACKAGE

## TOWN OF LOS GATOS COMMUNITY DEVELOPMENT DEPARTMENT

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

I. **PURPOSE:** All applications for development approval by the Town are submitted to the Community Development Department. This handout provides general information regarding the development review process and application submittal requirements. The Community Development Department is the central point of contact for all Development Applications in Los Gatos.

II. **ENCLOSURES:** The materials in this handout include:

- A. Applicant Submittal Checklist
- B. Application for Development Permits
- C. Hazardous Wastes and Substances Statement
- D. Requirements for Preparation of Development Plans
- E. Fee Schedule
- F. Restaurant and CUP Checklist
- G. Community Development Application Process Agreement

III. **PRE-SUBMITTAL:** Prior to the formal submittal of a specific development application, it is recommended that an applicant contact or meet with a planner at the counter and various departments/divisions to determine specific requirements and to assess completeness of the proposal. Pre-submittal review can reduce the time required for processing the application. Phone numbers of departments/divisions are:

Community Development	Planning Division	354-6874
	Building Division	354-6876
Parks and Public Works	Engineering Division	399-5771
Police Department		354-6859
Santa Clara County Fire Department		378-4010

IV. **SUBMITTAL REQUIREMENTS:** The following constitutes a complete application package submitted to the Town (incomplete submittals will not be accepted):

- A. Applicant Submittal Checklist (attached).
- B. Application for Development Permits - All sections completed and all required signatures (attached).
- C. Hazardous Wastes and Substances Statement (attached).
- D. Plans – Dimensions not to exceed 24 in. by 36 in. Plans submitted shall include all of the applicant's information detailed in the Requirements for Preparation of Development Plans included in this packet (Attachment D).

The number of sets of plans required at submittal is as follows (please note that additional plans may be required for consultant review and subsequent hearings):

Planned Developments (five or more lots): Sixteen (16) copies of the tentative map and six (6) copies of all other plans with all information specified on the Requirements for Preparation of Development Plans supplement.

Subdivision Application (five or more lots): Sixteen (16) copies of the tentative map with all applicable information specified on the Requirements for Preparation of Development Plans supplement, unless a Planned Development (PD) has been approved for the project. If a PD has been approved see all other applications below.

All Other Applications: Five (5) copies of the plans with all information specified on the Requirements for Preparation of Development Plans supplement. Additional copies may be required if staff determines that other agencies or consultants need to review the plans.

- E. Fee Schedule - Application, Consultant, and Environmental Study fees are required to be paid at the time the application is filed (Attachment E).
- F. Signed Community Development Application Process Agreement (Attachment G).
- G. One (1) copy of the Grant Deed for the subject property.
- H. Two (2) copies of Chain of Title and one (1) copy of all recorded documents - Required for properties not part of a recorded subdivision where it is necessary to document when and by what means a parcel was created.
- I. Two copies of a Preliminary Title Report - Updated to reflect current ownership and conditions of property. Dated within thirty (30) days of filing. Policies of title insurance are not acceptable.
- J. Letter of Justification - Letter shall include the evolution of the project, and where applicable, required findings, and compliance with the General Plan.
- K. Photographs of the site and existing development.
- L. Environmental Checklist Form.
- M. Structure Condition Report - Required only when a demolition of an existing residence is proposed. Must be prepared by a licensed architect or structural engineer not associated with the project. See Section I-7 on the Requirements for Preparation of Development Plans supplement.
- N. Restaurant and Conditional Use Permit Checklist - If application involves a restaurant use.
- O. Build It Green GreenPoint Rated Checklist - For single-family remodel, new single-family, and new multi-family projects.
- P. Hillside Development Standards & Guidelines Compliance Checklist - For hillside projects. If the criteria is not applicable, please mark as 'n/a.'

V. **DEVELOPMENT REVIEW PROCESS:** All development applications of any type are required to go through a three (3) or four (4) step process, depending on the type of application. This process is:

**A. Technical Review:**

1. Staff representatives of Town departments, which include Community Development (Planning and Building Divisions), Fire, and Parks and Public Works (Engineering Division) meet with the project applicant to ensure that the project:
  - a. Is complete;
  - b. Meets all code and policy requirements; and
  - c. Meets the requirements of the California Environmental Quality Act.

Applications that do not meet all of these requirements are continued at this level until the application is complete. Pursuant to adopted fee schedule, if the requested information from any of the Technical Reviews is not submitted within one hundred eighty (180) days of a Technical Review meeting, the applicant will be required to pay a fee of ten (10) percent of the current application fee. Applications not proceeding in a reasonable manner to complete these requirements will be considered abandoned, denied, or recommended for denial.

2. Technical Review meetings are held Wednesday mornings beginning at 9:00 A.M. in the Town Council Chambers located in the lower level of Town Hall. Applicants are informed in writing of this review meeting. These meetings are not open to the general public. The applicants and/or their representatives are required to be present.
3. To be scheduled for a Technical Review meeting, applications must be submitted with all required information by **Wednesday, 11:00 A.M., twenty-one (21) days in advance of the next Technical Review date**. Complex projects may require a longer review period prior to a meeting date.

**B. Development Review Committee:**

1. When complete, the application is forwarded to either the Development Review Committee (DRC) or Planning Commission. The DRC is a staff committee which includes the members of the technical review process.
2. The DRC meets Tuesday mornings beginning at 10:00 A.M. in the Town Council Chambers located in the lower level of Town Hall. Applicants are mailed a copy of the DRC agenda. Please note that these are public meetings and the applicants and/or their representatives are required to be present.
3. The DRC has the authority to approve certain applications pursuant to Town Code and/or policy requirements. Public hearing notices are mailed pursuant to Town Code requirement.
4. If any applicants or members of the public wish to appeal an action or decision of the DRC, such appeal must be made in writing with the required fee, to the Community Development Department within ten (10) calendar days of the DRC's action or decision. The matter will then be set for hearing on the next available Planning Commission agenda.

5. Applications that the DRC cannot act on, are forwarded to the Planning Commission when they are deemed complete.
6. Any development application approved by the DRC automatically expires two (2) years from the date of approval unless the use for which approval is granted is vested, or substantial construction has taken place. A one-time extension may be granted by the DRC. If the development application approval expires, the application becomes void.

**C. Planning Commission:**

1. The Planning Commission meets at 7:00 P.M. on the second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Wednesdays of each month (except for November and December) in the Town Council Chambers in the lower level of Town Hall. In order for an application to be scheduled for a Planning Commission hearing, the following must be completed at least twenty-one (21)-days before the hearing:
  - a. Staff certification of completeness;
  - b. Receipt of seventeen (17) copies of 11 in. by 17 in. electronic and photographic reductions of the development plans;
  - c. Seventeen (17) copies of any application materials that have color graphics;
  - d. One (1) or two (2) full-size display sets; and
  - e. Story Pole installation and certification.
2. The staff report and agenda will be posted online prior to the meeting. Planning Commission meetings are advertised public hearings and the applicants and/or their representatives must be present to respond to questions.
3. The action of the Planning Commission is final on all applications except for certain applications, such as, zone changes, planned developments, and/or Conditional Use Permits with alcohol service. In these cases, a Planning Commission recommendation will be forwarded to the Town Council. Final actions of the Planning Commission can be appealed to the Town Council. No building permits shall be filed for any approval until the end of the ten (10) day appeal period or until any appeal is heard. Appeals to the Town Council must be filed with the Town Clerk within ten (10) calendar days of the Planning Commission's action or decision. The appeal must be accompanied by the required fees and be on forms available in the Town Clerk's Office.
4. Any development application approved by the Planning Commission automatically expires two (2) years from the date of approval unless the use for which approval is granted is vested, or substantial construction has taken place. A one-time extension may be granted by the Planning Commission. If the development application approval expires, the application becomes void.

**D. Town Council**

1. Town Council meets at 7:00 P.M. on the first (1<sup>st</sup>) and third (3<sup>rd</sup>) Tuesdays of each month (except July) in the Town Council Chambers on the lower level of Town Hall.
2. The staff report and agenda will be posted online prior to the meeting. Town Council meetings are advertised public hearings and the applicants and/or their representatives must be present to respond to questions.

3. The action of the Town Council is final on all applications.
4. Any development application approved by Town Council automatically expires two (2) years from the date of approval unless the use for which approval is granted is vested, or substantial construction has taken place. A one-time extension may be granted by the Town Council. If the development application approval expires, the application becomes void.

VI. **GENERAL INFORMATION:**

- A. Other data such as letters, petitions, drawings, and/or photographs that the applicant wishes to present with the application, may be submitted. Additional information may also be required by the Director of Community Development. All such exhibits become part of the public record and cannot be returned.
- B. The Town strongly recommends that applicants for any development proposal make contact with surrounding neighbors to determine their concerns prior to submittal of the development application. Neighborhood concerns should then be incorporated into the proposal to the extent feasible.
- C. At the time any development proposal is agendized for a Planning Commission hearing, all property owners and residents within a minimum of three hundred (300) feet of the property will be advised of the hearing and invited to participate in the hearing process.
- D. There is no way to anticipate potential changes to the Zoning Ordinance. Amendments to the Zoning Ordinance occasionally occur in all zones. It is the responsibility of every applicant who is submitting a development application to keep track of changes in the Zoning Ordinance.
- E. Plans submitted for Building Permit approval shall be prepared and certified by the person qualified under applicable State Code provisions to submit for Building Permit approval. Other than single-family buildings, this usually means a licensed architect or engineer.
- F. No Building Permits or other entitlements shall be granted by the Town until all Conditions of Approval are satisfied.
- G. The following additional information may be required to be shown on the development plans, depending on the type of application:
  1. Energy Considerations - The Town has made a commitment to maximize both active and passive solar opportunities to reduce our dependence on fossil fuels. As a result of this commitment, development plans or proposals submitted to the Town must exhibit the following:
    - a. Solar access to existing building and all installed solar energy systems on adjacent properties shall be identified and protected.
    - b. The provision and protection of solar access in all new development shall be required through the dedication of private solar access covenants.
    - c. The design of all new developments shall be required to the extent feasible, to take advantage of passive solar heating and cooling opportunities.

- d. The use of solar water heaters on all new residential buildings shall be required where solar access is available and natural gas is not available. Pre-plumbing for solar water heaters shall be required on all other new residential construction where solar access is available.
  - e. Solar energy shall be required as the primary means of heating new swimming pools, where solar access is available.
2. Alarm Systems - The Police Department recommends that intrusion alarm systems be installed in all single-family homes and be so noted on the plans.

**VII. The minimum time limits for the processing Development Applications is as follows:**

Filing for Technical Review is twenty-one (21) days minimum. A more accurate time schedule will depend on a number of factors, including the completeness of the submittal, the complexity of the proposal, and the applicant's responses. Because of these variables, time limits can vary considerably.

# TOWN OF LOS GATOS COMMUNITY DEVELOPMENT DEPARTMENT

NAME OF APPLICANT	ADDRESS	ZIP CODE	TELEPHONE
APPLICANT'S SIGNATURE	SITE AREA		EMAIL
ADDRESS OR LOCATION OF PROJECT SITE	PARCEL NUMBER	ZONING	

## APPLICANT SUBMITTAL CHECKLIST

### NOTE TO APPLICANTS

A Development Application must include certain minimum information before a project will be accepted and processed for review as the submittal begins a legal time limit. The applicant is responsible for submitting the general information listed below as well as the specific application requirements indicated on the attached sheets. All information, including plans, must be clear, legible, and easily readable. Incomplete, inaccurate, or illegible information will not be accepted and will delay processing of the application.

1. \_\_\_\_\_ COMPLETED APPLICATION FORM - Form must include the signature of the property owner(s).
2. \_\_\_\_\_ COMMUNITY DEVELOPMENT APPLICATION PROCESS AGREEMENT
3. \_\_\_\_\_ APPLICATION FILING FEE - Fee for proposed application based on Planning fee schedule.
4. \_\_\_\_\_ WRITTEN DESCRIPTION OF PROPOSED PROJECT - A complete written description of the proposal.
5. \_\_\_\_\_ LETTER OF JUSTIFICATION - For all applications except a single-family residence with no demolition.
6. \_\_\_\_\_ VERIFICATION OF PROPERTY OWNERSHIP AND EASEMENTS – One (1) copy of a grant deed for the subject property. Two (2) copies of a preliminary title report for the subject property if new development (i.e. new construction, additions, grading, subdivisions, etc.) is proposed.
7. \_\_\_\_\_ STRUCTURE CONDITION REPORT - For demolition of any residential structure.
8. \_\_\_\_\_ ENVIRONMENTAL CHECKLIST FORM - When applicable, form must be completely filled out. Available online at [www.losgatosca.gov/planning](http://www.losgatosca.gov/planning).
9. \_\_\_\_\_ HAZARDOUS MATERIALS/AIR QUALITY CHECKLIST – Form must be completely filled out.
10. \_\_\_\_\_ BUILD IT GREEN GREENPOINT RATED CHECKLIST – For residential projects. There is a list for remodels, new single – family residential, and new multi-family residential. Available at [www.builditgreen.org](http://www.builditgreen.org).
11. \_\_\_\_\_ HILLSIDE DEVELOPMENT STANDARDS AND GUIDELINES COMPLIANCE CHECKLIST - For hillside projects.
12. \_\_\_\_\_ HOW TO READ YOUR NEIGHBORHOOD WORKBOOK – For non-hillside residential projects.
13. \_\_\_\_\_ C.3 DATA FORM or SMALL PROJECTS WORKSHEET – Available online at [www.losgatosca.gov](http://www.losgatosca.gov) (Parks and Public Works Dept, Engineering Services - Stormwater Regulations).
14. \_\_\_\_\_ PHOTOS OF PROPERTY - Photos of the subject property from each side and photos of adjacent properties.
15. \_\_\_\_\_ MINIMUM SIX (6) SETS OF COMPLETE DEVELOPMENT PLANS AND AN ELECTRONIC COPY - If the application is for a Planned Development of five (5) or more lots or if the application is for a subdivision of five (5) or more lots that is not a PD – sixteen (16) sets of the map is also required.

### AUTHORIZATION AND CERTIFICATION OF PROPERTY OWNER

I/We certify that, as the property owner(s), I/we authorize the filing of this application. I/We understand that pursuant to the Code of the Town of Los Gatos, conditions of approval are binding upon both the applicant and property owner(s). I/We agree to implement the conditions of approval to the best of my/our ability.

Name (please print)	Address (with zip code)	Telephone
Signature	Date	

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

APPLICATION FOR DEVELOPMENT PERMITS

(PLEASE TYPE OR PRINT CLEARLY)

- 1. APPLICANT REQUEST: (Check appropriate boxes)
Architecture & Site
Conditional Use Permit
Environmental Impact Assessment
Zone Change (Rezone from ... to ...)
Variance
Subdivision
Other

- 2. PROPERTY DETAIL:
Lot Size
Average Slope
Existing or Last Previous Use

3. PROPERTY LOCATION:
Address of subject property:
Zoning
Assessor's Parcel Number(s)

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

7. OTHERS INVOLVED: (WILL NOT GET COPY OF AGENDA OR CORRESPONDENCE)
(Architect, engineer, planner, landscape architect, etc.; attached addition sheet if necessary)
CAPACITY NAME (Please print) FIRM & ADDRESS (include ZIP Code) PHONE/EMAIL

DO NOT WRITE BELOW THIS LINE

8. RECEIVED BY
STAFF MEETING
HPC AGENDA
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.

Table with 2 columns: Fee Type (PLPERMIT, PLTRACK, PLANAP, ENGDEV, \*PLRTE85, \*\*PLN40) and Amount (\$). Includes sub-totals and a grand total.

\* If site is located within Route 85 Study Plan Area
\*\* If site is located within North 40 Study Plan Area



# TOWN OF LOS GATOS

## DEVELOPMENT APPLICATION SUPPLEMENT HAZARDOUS WASTES AND SUBSTANCES STATEMENT

California Government Code Section 65962.5 requires that "before a lead agency accepts as complete an application for any development project . . . the applicant shall consult the lists" contained in this section which identify sites determined to contain hazardous wastes or contamination, as reported by the Secretary for Environmental Protection. These lists are available in the Community Development Department. The form, properly completed and signed, must accompany the development application submitted to the Town Community Development Department.

Please complete the following information:

Site Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

Assessor's Parcel Number (APN): \_\_\_\_\_

APPLICANT	PROPERTY OWNER
Name/Company	Name/Company
Mailing Address	Mailing Address
Telephone	Telephone

I hereby acknowledge that I have reviewed these lists and declare that the project site:

\_\_\_\_\_ Is not included on any Hazardous Wastes and Substances Sites List.

\_\_\_\_\_ Is included on the following list pursuant to Section 65962.5 of the Government Code:

\_\_\_\_\_

Regulator identification number: \_\_\_\_\_

Date of List: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Note: State of California/Hazardous Waste & Substances Sites List for Los Gatos is attached.

# Town of Los Gatos

## Hazardous Waste and Substances Sites List

FACILITY_ID	PE	DESCRIPTION	FACILITY_NAME	SITE_ADDRESS	CITY
FA0250673	2205	GENERATES 100 KG YR TO <5 TONS/YR	A RENTAL CENTER	15721 LOS GATOS BL	LOS GATOS
FA0250604	2205	GENERATES 100 KG YR TO <5 TONS/YR	A&M MOTOR SUPPLY INC	16165 LOS GATOS BL	LOS GATOS
FA0259226	2271	SILVER WASTE ONLY <100 KG/YR	ANNIE KRYSAL DDS	15466 LOS GATOS BL 208	LOS GATOS
FA0258242	2205	GENERATES 100 KG YR TO <5 TONS/YR	ASSOCIATED PATHOLOGY MEDICAL GROUP	105 COOPER CT A	LOS GATOS
FA0201983	2205	GENERATES 100 KG YR TO <5 TONS/YR	AUTOBAHN LOS GATOS	16203 LOS GATOS BL A	LOS GATOS
FA0250660	2202	GENERATES < 100 KG/YR	BILLY JONES WILDCAT RAILROAD	201 BLOSSOM HILL RD	LOS GATOS
FA0261824	2205	GENERATES 100 KG YR TO <5 TONS/YR	BLOSSOM HILL CLEANERS	15944 LOS GATOS BL	LOS GATOS
FA0201807	2205	GENERATES 100 KG YR TO <5 TONS/YR	BLOSSOM VALLEY VALERO	14000 BLOSSOM HILL RD	LOS GATOS
FA0260496	2205	GENERATES 100 KG YR TO <5 TONS/YR	BOB'S GARAGE	545 N SANTA CRUZ AV	LOS GATOS
FA0260992	2202	GENERATES < 100 KG/YR	BR RACING	15553 LOS GATOS BL	LOS GATOS
FA0263344	2205	GENERATES 100 KG YR TO <5 TONS/YR	CALERA CORPORATION	100 ALBRIGHT AV A	LOS GATOS
FA0263342	2205	GENERATES 100 KG YR TO <5 TONS/YR	CALERA CORPORATION	14600 WINCHESTER BL	LOS GATOS
FA0256033	2205	GENERATES 100 KG YR TO <5 TONS/YR	CALPATH MEDICAL ASSOCIATES	100 ALBRIGHT WY C	LOS GATOS
FA0252264	2271	SILVER WASTE ONLY <100 KG/YR	CHRISTINA HERRERA DDS	700 W PARR AV H	LOS GATOS
FA0265441	2202	GENERATES < 100 KG/YR	CIRTEC MEDICAL SYSTEMS LLC	104 COOPER CT	LOS GATOS
FA0265439	2205	GENERATES 100 KG YR TO <5 TONS/YR	CIRTEC MEDICAL SYSTEMS LLC	101 COOPER CT B	LOS GATOS
FA0201787	2205	GENERATES 100 KG YR TO <5 TONS/YR	COMPUGRAPHICS USA	120 ALBRIGHT WY	LOS GATOS
FA0202242	2205	GENERATES 100 KG YR TO <5 TONS/YR	CUNNINGHAM'S AUTO SERVICE INC	805 UNIVERSITY AV L	LOS GATOS
FA0250194	2272	SILVER WASTE ONLY 100+ KG/YR & < 100 KG/MO	DRS LETTICE & KULA	555 KNOWLES DR 201	LOS GATOS
FA0240326	2205	GENERATES 100 KG YR TO <5 TONS/YR	DRYCLEAN CITY	653 N SANTA CRUZ AV	LOS GATOS
FA0263732	2206	GENERATES 5 TO <25 TONS/YR	EL CAMINO HOSPITAL-LOS GATOS	815 POLLARD RD	LOS GATOS
FA0261211	2205	GENERATES 100 KG YR TO <5 TONS/YR	EL GATO CLEANERS	15720 LOS GATOS BL	LOS GATOS
FA0201961	2202	GENERATES < 100 KG/YR	EL GATO VETERINARY HOSPITAL	15748 LOS GATOS BL	LOS GATOS
FA0255757	2272	SILVER WASTE ONLY 100+ KG/YR & < 100 KG/MO	ERICH M WERNER DDS	15000 LOS GATOS BL 6	LOS GATOS
FA0266290	2272	SILVER WASTE ONLY 100+ KG/YR & < 100 KG/MO	ESCUADERO DDS & TORRES DDS INC	11 E MAIN ST	LOS GATOS
FA0252663	2202	GENERATES < 100 KG/YR	EZ CLEANERS	540 N SANTA CRUZ AV	LOS GATOS
FA0261692	2205	GENERATES 100 KG YR TO <5 TONS/YR	FASHION CLEANERS & DRAPERIES	461 N SANTA CRUZ AV	LOS GATOS
FA0250089	2272	SILVER WASTE ONLY 100+ KG/YR & < 100 KG/MO	GARY S SCHEININ DPM	555 KNOWLES DR 220	LOS GATOS
FA0253426	2205	GENERATES 100 KG YR TO <5 TONS/YR	GENUINE AUTOMOTIVE	15367 LOS GATOS BL	LOS GATOS
FA0201962	2205	GENERATES 100 KG YR TO <5 TONS/YR	GOODYEAR AUTO SERVICE CENTER	15751 LOS GATOS BL	LOS GATOS
FA0259793	2271	SILVER WASTE ONLY <100 KG/YR	GREGG TRENT DDS	14777 LOS GATOS BL 103	LOS GATOS
FA0256032	2205	GENERATES 100 KG YR TO <5 TONS/YR	GYNE PATH LABORATORY INC	100 ALBRIGHT WY C	LOS GATOS
FA0202199	2205	GENERATES 100 KG YR TO <5 TONS/YR	JAGUAR PERFORMANCE CENTER	608 UNIVERSITY AV	LOS GATOS
FA0260938	2271	SILVER WASTE ONLY <100 KG/YR	JAHANARA MORTAZAVI DDS	812 POLLARD RD 3	LOS GATOS
FA0258196	2202	GENERATES < 100 KG/YR	JAMES R COHEN MD	15400 NATIONAL AV 201	LOS GATOS
FA0258257	2202	GENERATES < 100 KG/YR	JOHN B MCCLEVE DDS	751 BLOSSOM HILL RD STE C	LOS GATOS
FA0262979	2271	SILVER WASTE ONLY <100 KG/YR	JULIA H TOWNSEND DDS	15215 NATIONAL AV 202	LOS GATOS
FA0258335	2271	SILVER WASTE ONLY <100 KG/YR	KOH, HEDA DDS	15827 LOS GATOS BL B	LOS GATOS
FA0268089	2205	GENERATES 100 KG YR TO <5 TONS/YR	LA RINCONADA COUNTRY CLUB	17445 ZENA AV	LOS GATOS
FA0265485	2202	GENERATES < 100 KG/YR	LARK AVENUE 76	15171 LOS GATOS BL	LOS GATOS
FA0252674	2205	GENERATES 100 KG YR TO <5 TONS/YR	LOS GATOS 76	666 N SANTA CRUZ AV	LOS GATOS
FA0201922	2202	GENERATES < 100 KG/YR	LOS GATOS 76	15380 LOS GATOS BL	LOS GATOS
FA0201982	2206	GENERATES 5 TO <25 TONS/YR	LOS GATOS ACURA	16151 LOS GATOS BL	LOS GATOS
FA0202149	2202	GENERATES < 100 KG/YR	LOS GATOS ALMADEN CHEVRON	441 LEIGH AV	LOS GATOS
FA0251447	2205	GENERATES 100 KG YR TO <5 TONS/YR	LOS GATOS AUTO CARE	300 LOS GATOS-SARATOGA RD	LOS GATOS
FA0202004	2205	GENERATES 100 KG YR TO <5 TONS/YR	LOS GATOS BODY SHOP INC	17462 SHELburne WY	LOS GATOS
FA0202210	2205	GENERATES 100 KG YR TO <5 TONS/YR	LOS GATOS CHEVRON	700 BLOSSOM HILL RD	LOS GATOS
FA0252069	2205	GENERATES 100 KG YR TO <5 TONS/YR	LOS GATOS CORP YARD	41 MILES AV	LOS GATOS
FA0202053	2272	SILVER WASTE ONLY 100+ KG/YR & < 100 KG/MO	LOS GATOS DENTAL CENTER	220 OAK MEADOW DR	LOS GATOS
FA0230485	2202	GENERATES < 100 KG/YR	LOS GATOS DOG & CAT HOSPITAL	17480 SHELburne WY	LOS GATOS
FA0250636	2205	GENERATES 100 KG YR TO <5 TONS/YR	LOS GATOS EUROPEAN	622 UNIVERSITY AV B	LOS GATOS
FA0202022	2205	GENERATES 100 KG YR TO <5 TONS/YR	LOS GATOS HIGH SCHOOL	20 HIGH SCHOOL CT	LOS GATOS
FA0266212	2205	GENERATES 100 KG YR TO <5 TONS/YR	LOS GATOS LUXURY CARS	620 BLOSSOM HILL RD	LOS GATOS
FA0201900	2205	GENERATES 100 KG YR TO <5 TONS/YR	LOS GATOS SURGICAL CENTER	15195 NATIONAL AV 100	LOS GATOS
FA0201997	2202	GENERATES < 100 KG/YR	LOS GATOS VALERO	16500 LOS GATOS BL	LOS GATOS
FA0240239	2206	GENERATES 5 TO <25 TONS/YR	MISSION OAKS HOSPITAL	15891 LOS GATOS-ALMADEN RD	LOS GATOS
FA0201938	2206	GENERATES 5 TO <25 TONS/YR	MOORE BUICK-PONTIAC-GMC TRUCK	15500 LOS GATOS BL	LOS GATOS
FA0202201	2205	GENERATES 100 KG YR TO <5 TONS/YR	MORROW'S AUTOMOTIVE	611 UNIVERSITY AV	LOS GATOS
FA0258519	2240	GENERATES < 10 GAL/YR	NOB HILL #604	15710 LOS GATOS-ALMADEN RD	LOS GATOS
FA0250672	2205	GENERATES 100 KG YR TO <5 TONS/YR	O'REILLY AUTO PARTS #2572	15525 LOS GATOS BL	LOS GATOS
FA0257810	2272	SILVER WASTE ONLY 100+ KG/YR & < 100 KG/MO	OAK MEADOW DENTAL CENTER	210 OAK MEADOW DR	LOS GATOS
FA0201919	2205	GENERATES 100 KG YR TO <5 TONS/YR	ORCHID CLEANERS	15310 LOS GATOS BL	LOS GATOS
FA0257337	2271	SILVER WASTE ONLY <100 KG/YR	ORCHID DENTAL CARE	320 LOS GATOS-SARATOGA RD	LOS GATOS
FA0261357	2271	SILVER WASTE ONLY <100 KG/YR	PAUL LIPPI DDS	246 BLOSSOM HILL RD	LOS GATOS
FA0257711	2206	GENERATES 5 TO <25 TONS/YR	PENINSULA HISTOPATHOLOGY LAB INC	160 ALBRIGHT WY STE A	LOS GATOS
FA0202208	2205	GENERATES 100 KG YR TO <5 TONS/YR	PREFERRED IMAGE THE	663 UNIVERSITY AV	LOS GATOS
FA0240369	2271	SILVER WASTE ONLY <100 KG/YR	PRITI A PATEL DDS	15066 LOS GATOS ALMADEN RD	LOS GATOS
FA0201868	2205	GENERATES 100 KG YR TO <5 TONS/YR	RINCONADA CLEANERS	1488 POLLARD RD	LOS GATOS
FA0259284	2205	GENERATES 100 KG YR TO <5 TONS/YR	RITE AID #5972	15920 LOS GATOS BL	LOS GATOS
FA0267805	2240	GENERATES < 10 GAL/YR	RITZ CAMERA & IMAGE #1343	730 BLOSSOM HILL RD	LOS GATOS
FA0262115	2202	GENERATES < 100 KG/YR	ROSEMARY WANG	812 POLLARD RD 8	LOS GATOS
FA0253462	2202	GENERATES < 100 KG/YR	ROTTEN ROBBIE #01	15299 LOS GATOS BL	LOS GATOS
FA0265559	2205	GENERATES 100 KG YR TO <5 TONS/YR	SADRA MEDICAL	160 KNOWLES DR	LOS GATOS
FA0255453	2205	GENERATES 100 KG YR TO <5 TONS/YR	SANTA CLARA COUNTY FIRE DEPT-SHOP	14850 WINCHESTER BL	LOS GATOS
FA0202136	2206	GENERATES 5 TO <25 TONS/YR	SCVWD-RINCONADA TREATMENT PLANT	400 MORE AV	LOS GATOS
FA0201848	2205	GENERATES 100 KG YR TO <5 TONS/YR	SCVWD-VASONA METER SHOP	14545 OKA RD	LOS GATOS

# Town of Los Gatos

## Hazardous Waste and Substances Sites List

FACILITY_ID	PE	DESCRIPTION	FACILITY_NAME	SITE_ADDRESS	CITY
FA0202073	2205	GENERATES 100 KG YR TO <5 TONS/YR	SHELL OF LOS GATOS	255 LOS GATOS-SARATOGA RD	LOS GATOS
FA0260221	2202	GENERATES < 100 KG/YR	SHELL STATION #135565	255 LOS GATOS-SARATOGA RD	LOS GATOS
FA0264149	2272	SILVER WASTE ONLY 100+ KG/YR & < 100 KG/MO	SILICON VALLEY FOOT & ANKLE	15899 LOS GATOS-ALMADEN RD STE 11	LOS GATOS
FA0252899	2272	SILVER WASTE ONLY 100+ KG/YR & < 100 KG/MO	SILICON VALLEY MRI	15405 LOS GATOS BL 104	LOS GATOS
FA0202206	2205	GENERATES 100 KG YR TO <5 TONS/YR	SOUTH BAY AUTO BODY & PAINT	627 UNIVERSITY AV	LOS GATOS
FA0201987	2206	GENERATES 5 TO <25 TONS/YR	SOUTH BAY HONDA	16213 LOS GATOS BL	LOS GATOS
FA0230552	2206	GENERATES 5 TO <25 TONS/YR	SPEEDEE OIL CHANGE & TUNE UP	15643 LOS GATOS BL	LOS GATOS
FA0240206	2272	SILVER WASTE ONLY 100+ KG/YR & < 100 KG/MO	SPORTS-OCCUPATION MED ASSOC	555 KNOWLES DR 207	LOS GATOS
FA0260826	2240	GENERATES < 10 GAL/YR	STEPHANIE A BERG DDS	8 LOS GATOS BL	LOS GATOS
FA0261156	2202	GENERATES < 100 KG/YR	THE PAINTING PROS INC	14960 LOS GATOS BL	LOS GATOS
FA0263194	2240	GENERATES < 10 GAL/YR	THE YOUNG PROFESSIONALS INC	17471 W FARLEY RD	LOS GATOS
FA0255595	2205	GENERATES 100 KG YR TO <5 TONS/YR	TIRE PLUS/WHEELWORKS	15553 LOS GATOS BL	LOS GATOS
FA0201913	2240	GENERATES < 10 GAL/YR	TONY K CHOI DMD	15251 NATIONAL AV 102	LOS GATOS
FA0259025	2205	GENERATES 100 KG YR TO <5 TONS/YR	ULTIMATE AUTO REPAIR	441 LEIGH AV	LOS GATOS
FA0250641	2205	GENERATES 100 KG YR TO <5 TONS/YR	VASONA STATION ORCHID CLEANERS	14107 WINCHESTER BL Q	LOS GATOS
FA0202177	2272	SILVER WASTE ONLY 100+ KG/YR & < 100 KG/MO	VCA JOHNSON VETERINARY HOSPITAL	524 N SANTA CRUZ AV	LOS GATOS
FA0202256	2205	GENERATES 100 KG YR TO <5 TONS/YR	VERIZON CALIF-LOS GATOS PY	930 UNIVERSITY AV	LOS GATOS
FA0202046	2271	SILVER WASTE ONLY <100 KG/YR	W FREY & R ROSLAND DDS	216 BACHMAN AV	LOS GATOS
FA0201813	2206	GENERATES 5 TO <25 TONS/YR	WALGREENS #2786	14100 BLOSSOM HILL RD	LOS GATOS
FA0256400	2206	GENERATES 5 TO <25 TONS/YR	WALGREENS #7326	423 N SANTA CRUZ AV	LOS GATOS
FA0250586	2202	GENERATES < 100 KG/YR	YUKI FARMS	14927 LOS GATOS BL	LOS GATOS

**TOWN OF LOS GATOS  
COMMUNITY DEVELOPMENT DEPARTMENT**

**REQUIREMENTS FOR PREPARATION OF DEVELOPMENT PLANS**

Prior to preparing plans, please review all Town Code Zoning requirements and applicable specific plan(s) and development guidelines. The following is a listing 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 shown on each sheet.
2. North arrow on each sheet as applicable.
3. Sheet not to exceed 24" X 36" size.
4. Fully dimensioned.
5. For smaller projects, such as single-family residences, information may be combined on one (1) or two (2) sheets.

**B. PLAT OR SITE PLAN**

1. All property lines with lengths and bearings and plottable easements.
2. All required yards or building setbacks.
3. All buildings, existing and proposed, including:
  - a. Dimensioned floor plans;
  - b. Indication of the use of all areas;
  - c. Which buildings (or portions thereof) are to be demolished;
  - d. Existing and proposed grades.
4. Existing trees, including size, location, existing grade at the base, and driplines.
5. Driveways and off-street parking spaces, interior clear dimensions of garage including stall size, aisle widths, back up distance, curbs, and surfacing materials.
6. Loading spaces (where applicable).
7. Location and size of handicapped spaces (where applicable).
8. Public improvements, both existing and proposed, including streets, curbs, gutters, street lighting, street paving and fire hydrants.
9. Preliminary drainage plan, including disposition of all drainage, including roof leaders.
10. Preliminary grading plan, including:

- a. Location of all cuts and fills;
- b. Table of earthwork quantities with identification of individual areas of cut and fill (cellar, driveway, pool, landscape, etc.);
- c. Calculations of volumes;
- d. Total disturbed area, in square feet or acre;
- e. Clearly delineated existing and proposed contours;
- f. Interim erosion control measures;
- g. Retaining wall details, including:
  - (1) top and bottom of wall elevations;
  - (2) type of material;
  - (3) drainage for walls;
  - (4) temporary over excavation limits;
  - (5) type of wall construction.
- h. Building, garage (pad and finished floor), and deck elevations;
- i. Trees impacted by grading;
- j. Table of existing and proposed impervious areas, also identifying the square footage of impervious area that will be created and/or replaced with the improvements.
11. Location and elevations of screened trash container area for commercial buildings.
12. Location of buildings on adjacent parcels.
13. Location of existing and proposed public and private utilities and services (water service, sewage disposal system, storm drain, gas, electric, telephone, cable television, and transformers, meters, backflow preventers).
14. Shadow study diagram for two-story

- structures, clearly illustrating effect on structures on adjacent properties.  
Shadow study to include the following:
- a. Winter/Summer shadow lines at 9:00 A.M., noon, and 3:00 P.M. on June 21<sup>st</sup> and December 21<sup>st</sup>;
  - b. All structures on adjacent properties; and
  - c. Height and number of stories of adjacent structures.
15. Sight line studies (hillside only).
  16. Table giving the following:
    - a. Site area (gross and net);
    - b. Gross floor area (each floor and total);
    - c. Floor area ratio (FAR);
    - d. Lot area coverage (building footprints);
    - e. Percent "interior" landscaping for off-street parking lots;
    - f. Number of parking spaces;
    - g. Dwelling units (existing and proposed).
  17. Existing active or deactivated water wells.
  18. Average slope (see HR Zone Information).

**C. BUILDING ELEVATIONS**

1. Elevations labeled with cardinal direction of all sides of all existing buildings to be removed, existing to remain, and proposed.
2. Exterior materials (type, texture, and color).
3. Building height, including height plane for properties on sloping lots.
4. Location and method of screening of roof-mounted mechanical equipment.
5. Samples of colors, preferably mounted on 8 ½" X 11" soft (not cardboard, etc.) backing.
6. Schematic elevations illustrating building height and mass in relationship to:
  - a. Structures on the adjacent two (2) parcels on either side of the property;
  - b. Structures across the street and in back of the property.
7. Existing and proposed grade lines.

8. Streetscape to include the following:
  - a. Front elevation of structure and plan view with changes superimposed on existing structure;
  - b. Streetscape including both sides of street. Include at least three (3) structures on each side of applicant's property and six (6) structures on opposite side of the street.
9. Cross section showing property behind and across street.

**D. LANDSCAPING/TREE PLAN\***

- (\*tree plan only for single and two family residences unless located in the hillside).
1. Where feasible, landscape plans shall be designed to reduce impacts of pesticide use as follows:
    - a. Provide irrigation which reduces runoff and promotes surface infiltration;
    - b. Landscaping shall be designed and operated to treat stormwater runoff by incorporating elements that collect, detain, and infiltrate runoff.
  2. If rendering is provided, trees shown on plan(s) must reflect their size at time of planting. Additional renderings may be provided with year of the tree growth stated on the plan.
  3. Location and dripline on the site and landscaping plan of all existing and proposed trees over 4" in diameter.
  4. Table indicating the following for all existing trees anywhere near areas of construction:
    - a. Location symbol;
    - b. Common and botanical name;
    - c. Trunk circumference;
    - d. Physical condition;
    - e. To be saved, removed, or pruned;
    - f. Reason for removal;
    - g. DBH, canopy spread, height valuation.
  5. Table indicating the following for all new trees and shrubs to be planted:
    - a. Location symbol;
    - b. Common and botanical name;
    - c. Initial planting size;

- d. Size at maturity (height/width of dripline);
- e. Number to be planted.
- 6. Fencing, including height, location with construction detail showing materials.
- 7. Aggregate irrigated landscape area.

**E. WELO**

New construction projects with an aggregate landscape area equal to or greater than five hundred 500 square feet or rehabilitated landscape projects with an aggregate landscape area of 2,500 square feet are subject to the State's Model Water Efficiency Landscape Ordinance (WELO). A complete WELO Landscape Documentation Package is required prior to issuance of building and/or grading permits. A completed WELO Certificate of Completion is required prior to final inspection/certificate of occupancy.

**F. EXTERIOR LIGHTING**

- 1. Location.
- 2. Style of fixtures.
- 3. Intensity (wattage and type of light source).
- 4. Height of pole-mounted fixtures.
- 5. Notes indicating exterior fixtures will comply with Town requirements to be downward directed and shielded.

**G. TENTATIVE MAP**

- 1. Tract name or designation and property address.
- 2. Name and address of owner, subdivider, and registered civil engineer or licensed surveyor.
- 3. Locations, names, and widths of all adjoining highways, streets or ways, the names of adjacent subdivisions, and the names of all owners of properties adjacent to proposed tract.
- 4. Width and grades of all highways, streets, and ways within the proposed subdivision, with typical cross-sections showing proposed improvements.
- 5. Widths and locations of all existing or proposed easements, whether public or private.

- 6. Radius of all street curves.
- 7. Total size of property before and after street and right-of-way dedication (gross and net land area calculation).
- 8. Lot layout, including the dimension of each lot line, and exact square footage of each lot.
- 9. Location of all water courses and natural drainage channels, locations of all areas covered by water or subject to inundation, and existing and proposed storm drain facilities.
- 10. Source of water supply, including conceptual design.
- 11. Method of sewage disposal, including conceptual design.
- 12. Location of all buildings in close proximity to the proposed tract.
- 13. Proposed public areas (if any).
- 14. Contour lines (existing and proposed) showing one (1) foot contours for ground slopes of less than five (5) percent, and five (5) feet horizontal distance, and five foot contours for ground slopes in excess thereof.
- 15. Location or vicinity map, date, north arrow, and scale.
- 16. Number or letter identification for each lot.
- 17. Location and outline of each existing building and an accompanying note as to whether or not it is to be removed.
- 18. Each street shown by its actual street name or by a temporary name or symbol for the purpose of identification.
- 19. All trees shall be accurately identified and plotted with base grade data, dripline, and finished grades within the dripline.
- 20. All fire hydrant locations.
- 21. Required yards.
- 22. If condominium or townhouse project, two (2) copies of CC&R's and other related documents such as association by-laws.
- 23. Name of utility providers and location of closest existing services shown, including water, gas, electricity, telephone, cable television, sewage disposal and storm drain.

24. If in the Hillside Area, show grading required for roadway construction, including location of all cuts and fills, volumes, retaining walls or reinforced earth slopes (with top and base elevations), and existing and proposed contours.
25. If hillside, show conceptual driveways, building sites, drainage, and sanitary sewers.
26. Interim erosion control measures.
27. Copy of slope density calculations for properties in HR zone.
28. If it is impossible or impracticable to place upon the tentative map any of the information required above, such information shall be furnished on a separate document which shall be submitted with the map. The subdivider and his engineer shall familiarize themselves with the current subdivision design standards of the Town.

**H. PLANNED DEVELOPMENT - OFFICIAL DEVELOPMENT PLAN**

1. A land use plan locating all proposed uses.
2. A tentative site plan illustrating the following:
  - a. Building placement;
  - b. Open space (public and private), indicating how it is to be used;
  - c. Natural features such as creeks, major trees, bluffs, etc.;
  - d. Sidewalks, paths, and trails;
  - e. Vehicular circulation;
  - f. Major features on adjacent property which affect the development proposal or are potentially affected by it.
3. Schematic architectural elevations of all buildings and structures illustrated in relationship to each other and any major structures on adjacent property which are affected by the development proposal or are potentially affected by it.
4. Schedule for any phasing of development.
5. Future lot lines, condominium units and

easement areas, all subject to subdivision approval.

6. Tabulation of land area, including the areas of:
  - a. Entire planned development;
  - b. Public streets;
  - c. Private streets;
  - d. Sidewalks, paths, and trails;
  - e. Parking areas;
  - f. Vehicular circulation;
  - g. Major features on adjacent properties which affect the development proposal or are potentially affected by it.
7. Floor area of each type of building (for example: shops, offices, warehouses, or dwellings).
8. Floor Area Ratio (FAR).
9. Proposed number of off-street parking spaces.
10. Grading, soils, geologic and geotechnical information.
11. Copies of any instrument or document such as covenants, conditions, and restrictions which are intended to be used to affect the development of the land.
12. Such other information as the Planning Commission or Development Review Committee may require.

**I. OTHER INFORMATION**

1. Provide information required by applicable Town development standards and guidelines.
2. National Pollutant Discharge Elimination System (NPDES) requirements: An impervious surface prevents the infiltration or passage of water into the soil. Impervious surfaces include building rooftops, paved patios, covered patios, driveways, parking lots, paved walkways, sidewalks, and streets. All projects creating, adding, or replacing 10,000 square feet or more of impervious surface on the project site, or 5,000 square feet or more for new development projects for Special Land Use Categories (auto service facilities, retail gasoline outlets, restaurants and

- parking lots), must provide the following information on the development plans.
- Please Note:** Subdivisions of any size are not exempt from this requirement.
- a. Site size;
  - b. Existing impervious surface area (includes land covered by buildings, sheds, patios/covers, parking lots, streets, sidewalks, paved walkways and driveways);
  - c. Impervious surface area created, added, or replaced;
  - d. Total impervious surface area (new + existing);
  - e. Percent increase/replacement of impervious surface area;
  - f. Estimated area of land disturbance during construction (includes clearing, grading, or excavating);
  - g. Type of stormwater controls used (none, site design measure, source control measure, and/or stormwater treatment measure).
3. For more information regarding selection of Best Management Practices for stormwater pollution prevention of stormwater treatment contact the Engineering Division at (408) 399-5771. Or visit <http://www.losgatosca.gov/DocumentCenter/View/19721>.
  4. Floor and lot areas, number of stories, and FAR of other sites in the immediate neighborhood for residential projects.
  5. ADA compliance for commercial development.
  6. Hazardous Materials - For any development project, the applicant shall submit:
    - a. A signed statement indicating whether the project is located on a site which is identified by the Town as a solid waste disposal facility, or that there will be no usage and storage of hazardous materials or documentation of the following:
      - (1) Storage locations;
      - (2) Inventory list of chemical trade names;
      - (3) Quantities stored;
- (4) Containment plans.
  7. Letter of Justification - Where a letter of justification is either required or recommended, it should include the following information as applicable:
    - a. Description of the proposed request, i.e., type of operation or use, hours of operation, number of employees, products, shift detail, etc.;
    - b. Benefit to the community if the project should be approved;
    - c. Where a traffic impact is determined by the parks and public works department, provide specific sections of the general plan and any applicable specific plan clearly stating that the type of project will benefit the community;
    - d. List the facts that would in your opinion, justify the application;
    - e. For residential projects, how the proposal meets the town's housing needs as identified in the general plan.
    - f. For variance applications the letter should speak to the following required findings: "because of the following special circumstances that apply to the property (such as size, shape, topography, location, or surroundings) the strict application of the zoning regulations causes an undue hardship or poses practical difficulties relating to use of the land, deprives the property of privileges enjoyed by other properties in the vicinity and under identical zone classifications and would make the property otherwise unusable."
    - g. For conditional use permit applications, the letter should speak to the following required findings: "the proposed uses of the property are essential or desirable to the public conveniences or welfare; the proposed uses will not impair the integrity and character of the zoning district; the proposed uses would



not be detrimental to public health, safety, or general welfare; the proposed uses of the property are in harmony with the various elements or objectives of the General Plan and the purposes of this Ordinance."

8. If existing residential buildings are to be demolished, a Letter of Justification shall be submitted describing the structure's physical condition and be accompanied by photographs of the structure. Any request to demolish a Pre-1941 structure shall be reviewed by the Historic Preservation Committee for determination of whether the structure is a contributing historic structure. All applications to demolish an historic structure which has been identified as a contributor to an existing historic district, a potential historic district, or is eligible for local designation shall be accompanied by a detailed report describing all aspects of the structure's physical condition and shall incorporate pertinent information from the Town's Historic Resources Inventory describing the structure's historical and architectural characteristics. This report shall be prepared by a qualified person knowledgeable in historic preservation under contract with the Town at the applicant's expense. Applications for all other historic structures proposed for demolition shall be accompanied by a detailed report describing all aspects of the structure's physical condition prepared by an architect, licensed design professional or registered civil engineer at the applicant's expense.
9. The use of both passive and active solar energy measures is a high priority with the Town. Each proposal must be designed to maximize such measures to include the preplumbing and installation of solar collectors, window locations and building siting to maximize natural conditions, and proper use of roof overhangs. A written statement must accompany the application that clearly

describes these measures.

10. For historically designated structures or structures in historic districts, or structures built prior to 1941, provide a statement of why the proposed change (i.e., addition, remodel, demolition, etc.) is requested and how the proposal conforms with the designating ordinance as well as Section 29.80.215 through 29.80.320 of the Town Code. The Town's Historic Preservation Committee will review all applications which affect historic structures or sites.
11. For information on Pest Reduction please visit:  
<http://www.losgatosca.gov/DocumentCenter/View/19720>.

**TOWN OF LOS GATOS COMMUNITY DEVELOPMENT  
DEPARTMENT FEES  
Effective July 1, 2017**

The fees listed below constitute all fees imposed by the Planning Division. Certain types of applications must be reviewed/processed by other departments/agencies, which may impose separate fees. Applicants are advised that the fees for those services are not included in the Planning Department's fees. Where the term "actual cost" is used here, it shall mean: materials, supplies (including any costs of noticing or publication), outside consultants, employee cost will be billed at the top step, plus benefits, plus overhead. The following fee schedule is established for applications filed pursuant to the Town Code. The fees are collected by the Community Development Department at the time the application is filed unless otherwise noted.

**Fees for Additional Processing**

In the event additional processing services by the Town are required due to changes, modifications, additions, errors, omissions, or discrepancies caused by the applicant or his/her agents or representatives, the applicant shall pay an additional fee as determined by the Director of Community Development to cover the actual cost.

**Fees for Lack of Progress**

If additional information is required by the Town for an application and the requested information is not submitted within 180 days, the applicant will be required to pay a fee of 10 percent of the current application fee at the time the requested information is submitted. Any re-submittal after one year will be processed as a new application, subject to new fees.

**Fees for Major Projects**

If it is anticipated that the application processing costs of selected major projects will significantly exceed the following fees, the Director of Community Development may collect a deposit and charge actual time spent to process the applications based upon current hourly rates.

**Surcharges:** All of the following applications are subject to the surcharge fees as set forth in General Development Services and in Section 5.H of Planning Division.

**TOWN OF LOS GATOS COMMUNITY DEVELOPMENT DEPARTMENT FEES  
EFFECTIVE JULY 1, 2017  
CUMULATIVE EXAMPLE**

	Application Fee	4% Permit Tracking Fee	10% General Plan Update	10% Advance Planning Special Project	15% Engineering Dev Review Services Fee	Account Code and Fee Schedule	Total Fee	
		PLTRACK	PLGENPLN	PLANAP	ENGDEV			
<b>1</b>	<b>ZONING APPROVALS</b>							
A	Architecture and Site Applications*							
1	Development Review Committee (DRC) Approval							
	a. New Single family detached (HR & RC zone)	\$7,807.00	\$312.28	N/A	\$780.70	\$1,171.05	PLPERMIT (PARB 2018)	<b>\$10,071.03</b>
	b. New non custom single family detached (HR & RC zones) per unit/model, as part of a Planned Development**	\$5,422.00	\$216.88	N/A	\$542.20	\$813.30	PLPERMIT (PARB 2018)	<b>\$6,994.38</b>
	c. New single family or two family units	\$5,380.00	\$215.20	N/A	\$538.00	\$807.00	PLPERMIT (PARA 2018)	<b>\$6,940.20</b>
	d. New single family or two family (any other zone) per unit/model new nonresidential or multiple family per building as part of a Planned Development**	\$3,844.00	\$153.76	N/A	\$384.40	\$576.60	PLPERMIT (PARA 2018)	<b>\$4,958.76</b>
	e. Minor projects (a development proposal that does not significantly change the size, mass, appearance or neighborhood impact of a structure, property or parking lot)	\$1,950.00	\$78.00	N/A	\$195.00	\$292.50	PLPERMIT (PARC 2018)	<b>\$2,515.50</b>
2	Planning Commission Approval							
	a. Supplemental fee for DRC applications as determined in Section 1.A.(1) or minor residential development applications or applications that are part of a Planned Development that require Planning Commission approval	\$2,824.00	\$112.96	N/A	\$282.40	\$423.60	PLPERMIT (Various)	<b>\$3,642.96</b>
	b. New two family unit	\$8,206.00	\$328.24	N/A	\$820.60	\$1,230.90	PLPERMIT (PARD 2018)	<b>\$10,585.74</b>
	c. New nonresidential (includes conceptual Planned Development elevations)	\$9,419.00	\$376.76	N/A	\$941.90	\$1,412.85	PLPERMIT (PACA 2018)	<b>\$12,150.51</b>
	d. New multiple family (includes conceptual Planned Development elevations)	\$8,563.00	\$342.52	N/A	\$856.30	\$1,284.45	PLPERMIT (PARE 2018)	<b>\$11,046.27</b>
	e. Demolition request with a Planned Development Application	\$1,950.00	\$78.00	N/A	\$195.00	\$292.50	PLPERMIT (PDEM 2018)	<b>\$2,515.50</b>
	f. All other (i.e.: exceed FAR, major grading, etc.)	\$4,775.00	\$191.00	N/A	\$477.50	\$716.25	PLPERMIT (PAOG 2018)	<b>\$6,159.75</b>
B	Conditional Use Permits							
1	Conditional Use Permit	\$5,523.00	\$220.92	N/A	\$552.30	\$828.45	PLPERMIT (PCCA 2018)	<b>\$7,124.67</b>
2	Conditional Use Permit (when consolidated with another application for new development)	\$918.00	\$36.72	N/A	\$91.80	\$137.70	PLPERMIT (PCCB 2018)	<b>\$1,184.22</b>

		Application Fee	4% Permit Tracking Fee PLTRACK	10% General Plan Update PLGENPLN	10% Advance Planning Special Project PLANAP	15% Engineering Dev Review Services Fee ENGDEV	Account Code and Fee Schedule	Total Fee
3	Conditional Use Permit for Restaurants							
	Minor Restaurant (DRC Approval)	\$3,361.00	\$134.44	N/A	\$336.10	\$504.15	PLPERMIT (PCCC 2018)	\$4,335.69
	Major Restaurant (PC Approval)							
	Tier 1	\$5,523.00	\$220.92	N/A	\$552.30	\$828.45	PLPERMIT (PCCB 2018)	\$7,124.67
	Tier 2 includes alcohol and/or entertainment (must pay #4 below with this application)	\$6,527.00	\$261.08	N/A	\$652.70	\$979.05	PLPERMIT (PCCB 2018)	\$8,419.83
4	Applications that require TC Approval (this fee supplements the above established fees)	\$2,824.00	\$112.96	N/A	\$282.40	\$423.60	PLPERMIT (PCCB 2018)	\$3,642.96
	a. Transcription Fee of PC Minutes	Actual Cost (\$500 min)	N/A	N/A	N/A	N/A	PLTRANS (PCCB 2018)	Varies
C	Variance	\$4,062.00	\$162.48	N/A	\$406.20	\$609.30	PLPERMIT (PVV 2018)	\$5,239.98
D	Rezoning (other than Planned Development)							
1	Without General Plan or Specific Plan Amendment	Actual Cost (\$5,000 minimum)	\$200 (min)	\$500 (min)	\$500 (min)	N/A	PLPERMIT (PMZR 2018)	\$6,200.00
2	With General Plan or Specific Plan Amendment	Actual Cost (\$7,000 minimum)	\$280 (min)	\$700 (min)	\$700 (min)	N/A	PLPERMIT (PMZR 2018)	\$8,680.00
3	Transcription Fee of PC Minutes	Actual Cost (\$500 min)	N/A	N/A	N/A	N/A	PLTRANS (PMZR 2018)	Varies
E	Planned Development							
1	Without General Plan or Specific Plan Amendment	Actual Cost	YES	YES	YES	N/A	PLPERMIT (PDPD 2018)	Varies
2	Without General Plan or Specific Plan Amendment (HR or RC Underlying Zone)	Actual Cost	YES	YES	YES	N/A	PLPERMIT (PDPD 2018)	Varies
3	With General Plan or Specific Plan Amendment	Actual Cost	YES	YES	YES	N/A	PLPERMIT (PDPD 2018)	Varies
4	With General Plan or Specific Plan Amendment (HR or RC Underlying Zone)	Actual Cost	YES	YES	YES	N/A	PLPERMIT (PDPD 2018)	Varies
5	Town Council Modification to a Planned Development	Actual Cost (\$5,000 minimum)	\$200 (min)	\$500 (min)	\$500 (min)	N/A	PLPERMIT (PDMD 2018)	\$6,200.00
6	DRC Modification to a Planned Development	Actual Cost (\$3,000 minimum)	\$120 (min)	\$300 (min)	\$300 (min)	N/A	PLPERMIT (PDMD 2018)	\$3,720.00
7	Publication costs for the Planned Development Ordinance shall be paid by the applicant.							
8	Transcription Fee of PC Minutes	Actual Cost (\$500 min)	N/A	N/A	N/A	N/A	PLTRANS (PMZR 2018)	Varies
F	Minor Residential Development (See Section 1.A.(2) a)	\$1,950.00	\$78.00	N/A	\$195.00	N/A	PLPERMIT (PMR 2018)	\$2,223.00
G	Agricultural Preserve Withdrawal	\$3,686.00	\$147.44	N/A	\$368.60	N/A	PLPERMIT (PMOA 2018)	\$4,202.04

		Application Fee	4% Permit Tracking Fee	10% General Plan Update	10% Advance Planning Special Project	15% Engineering Dev Review Services Fee	Account Code and Fee Schedule	Total Fee
			PLTRACK	PLGENPLN	PLANAP	ENGDEV		
H	Planning Division Certificates of Use and Occupancy							
1	Change of Use	\$299.00	\$11.96	N/A	\$29.90	N/A	PLPERMIT (CUC 2018)	\$340.86
2	Change of Occupancy (excluding change of proprietor of a continuing business enterprise)	\$146.00	\$5.84	N/A	\$14.60	N/A	PLPERMIT (CUC 2018)	\$166.44
3	Use/occupancy clearance if Conditional Use Permit is required or occupancy of a new secondary dwelling unit	No fee	No fee	No fee	No fee	N/A	No fee	No fee
I	Hazardous Materials Storage Facility Application	\$1,623.00	\$64.92	N/A	\$162.30	N/A	PLPERMIT	\$1,850.22
J	Home Occupation Permit	\$167.00	\$6.68	N/A	N/A	N/A	E2 (COR 2018)	\$173.68
K	Sign Application							
1	New Permanent Sign	\$404.00	\$16.16	N/A	\$40.40	N/A	PLPERMIT (CSS 2018)	\$460.56
2	Temporary Nonresidential	\$86.00	\$3.44	N/A	\$8.60	N/A	PLPERMIT (CST 2018)	\$98.04
3	Change of Face Only	\$165.00	\$6.60	N/A	\$16.50	N/A	PLPERMIT (CSC 2018)	\$188.10
4	Sign Program	\$1,923.00	\$76.92	N/A	\$192.30	N/A	PLPERMIT (CSP 2018)	\$2,192.22
L	Secondary Dwelling Units							
1	New Unit	\$1,438.00	\$57.52	N/A	\$143.80	N/A	PLPERMIT (PMS 2018)	\$1,639.32
2	One or Two Existing Units	\$1,237.00	\$49.48	N/A	\$123.70	N/A	PLPERMIT (PMS 2018)	\$1,410.18
M	Mobile Home Park Conversion Permit	Actual Cost (\$5,000 deposit)	Varies	Varies	Varies	N/A	PLPERMIT (PMOM 2018)	Varies
N	General Plan/Town Code Amendments	Actual Cost (\$5,000 deposit)	N/A	N/A	N/A	N/A	N/A (PMAT 2018)	Varies
O	Administrative Land Use Permit							
1	Minor telecommunications facility (i.e. microcell, 8021 lb or equivalent)	\$1,346.00	\$53.84	N/A	\$134.60	N/A	PLPERMIT (PLUP 2018)	\$1,534.44
2	Major telecommunications facility which do not require a Conditional Use Permit	\$3,201.00	\$128.04	N/A	\$320.10	N/A	PLPERMIT (PLUP 2018)	\$3,649.14
2	<b>SUBDIVISIONS</b>							
A	Lot Line Adjustment (DRC Approval)	\$1,850.00	\$74.00	N/A	\$185.00	\$277.50	PLPERMIT (PSLL 2018)	\$2,386.50
B	4 Lots or Less (DRC Approval)	\$7,733.00	\$309.32	\$773.30	\$773.30	\$1,159.95	PLPERMIT (PSPM 2018)	\$10,748.87
C	4 Lots or Less (as part of a Planned Development) (DRC Approval)	\$3,079.00	\$123.16	\$307.90	\$307.90	\$461.85	PLPERMIT (PSPM 2018)	\$4,279.81
D	5 Lots or More	\$12,260.00	\$490.40	\$1,226.00	\$1,226.00	\$1,839.00	PLPERMIT (PSTM 2018)	\$17,041.40

		Application Fee	4% Permit Tracking Fee	10% General Plan Update	10% Advance Planning Special Project	15% Engineering Dev Review Services Fee	Account Code and Fee Schedule	Total Fee
			PLTRACK	PLGENPLN	PLANAP	ENGDEV		
E	5 Lots or More (as part of a Planned Development) (DRC Approval)	\$3,610.00	\$144.40	\$361.00	\$361.00	\$541.50	PLPERMIT (PSTM 2018)	\$5,017.90
F	Vesting Tentative Map (VTM)	Fee to be based on the number of lots noted above	Varies	Varies	Varies	Varies	PLPERMIT (PSVM 2018)	Varies
G	Lot Merger and Reversion to Acreage (DRC Approval)	\$917.00	\$36.68	N/A	\$91.70	\$137.55	PLPERMIT (PSLM 2018)	\$1,182.93
H	Condominium	\$6,474.00	\$258.96	\$647.40	\$647.40	\$971.10	PLPERMIT (PCON 2018)	\$8,998.86
I	Condominium (as part of a Planned Development)	\$3,079.00	\$123.16	\$307.90	\$307.90	\$461.85	PLPERMIT (PCON 2018)	\$4,279.81
J	Certificate of Compliance (DRC Approval)	\$3,711.00	\$148.44	N/A	\$371.10	\$556.65	PLPERMIT (PSCC 2018)	\$4,787.19
K	VTM applications that require Town Council approval and/or DRC applications that require Planning Commission approval. This fee supplements the above established fees.	\$2,824.00	\$112.96	N/A	\$282.40	\$423.60	PLPERMIT	\$3,642.96
<b>3</b>	<b>MISCELLANEOUS APPLICATION FEES</b>							
A	Time Extensions To Approved Applications (excluding fees based on actual cost)	50% of Current Fee	Varies	Varies	Varies	Varies	PLPERMIT (PEXT 2018)	Varies
B	Modification of Approved Application (excluding fees based on actual cost)	75% of Current Fee	Varies	N/A	Varies	Varies	PLPERMIT (PMOD 2018)	Varies
C	Conceptual Development Advisory Committee Review	\$2,966.00	\$118.64	N/A	\$296.60	N/A	PLPERMIT (PCDAC 2018)	\$3,381.24
1	Special Noticing	Actual Cost (\$500 min)	N/A	N/A	N/A	N/A	PLPERMIT (PCDAC 2017)	Varies
D	Push Cart Permit	\$428.00	\$17.12	N/A	\$42.80	N/A	PLPERMIT (PPC 2018)	\$487.92
E	Auto Dealer Events							
1	Small promotional events	\$82.00	\$3.28	N/A	\$8.20	N/A	PLPERMIT	\$93.48
2	Large promotional events	\$401.00	\$16.04	N/A	\$40.10	N/A	PLPERMIT	\$457.14
F	Newsrack Permit	\$378.00	\$15.12	N/A	\$37.80	N/A	PLPERMIT (PNEW 2018)	\$430.92
G	Firearms Dealer Permit (\$766.00 of fee to Police)	\$4,454.00	N/A	N/A	N/A	N/A	PLPERMIT	\$4,454.00
<b>4</b>	<b>ENVIRONMENTAL ASSESSMENT FEES</b>							
A	Categorical Exemption	No Fee	N/A	N/A	N/A	N/A	PLPERMIT (BBH 2018)	No Fee
B	Initial Study (Deposit)***	\$5,000.00	N/A	N/A	N/A	\$750.00	PLENVIRN (PEIR 2018)	Varies
C	Draft Initial Study Review Fee (or actual cost if part of a Planned Development, General Plan and/or Town Code Amendment)	\$2,423.00	N/A	N/A	N/A	\$363.45	PLPERMIT (PND 2018)	\$2,786.45
D	Environmental Impact Report	Consultant's Fee	N/A	N/A	N/A	N/A	PLENVIRN (PEIR 2018)	Varies
E	Draft EIR Review Fee	\$12,184 Plus 10% EIR Cost	N/A	N/A	N/A	\$1,679.10	PLPERMIT (PEIR 2018)	Varies

		Application Fee	4% Permit Tracking Fee	10% General Plan Update	10% Advance Planning Special Project	15% Engineering Dev Review Services Fee	Account Code and Fee Schedule	Total Fee
			PLTRACK	PLGENPLN	PLANAP	ENGDEV		
F	Impact Monitoring Program (AB3180)	Actual Cost on an hourly basis plus cost of Consultant (if necessary)	N/A	N/A	N/A	N/A	PLPERMIT	Varies
<b>5</b>	<b>OTHER</b>							
A	Pre-application Conference Fee	Actual Cost	Varies	Varies	Varies	N/A	PLCONF	Varies
B	Fence Height Exceptions	\$240.00	N/A	N/A	N/A	N/A	PLPERMIT	\$240.00
C	Peer/Technical Review	\$2,000 deposit plus 10% of actual cost for administrative charge	N/A	N/A	N/A	N/A	Various	Varies
D	Fees for Additional Tech Review and/or DRC Review DRC beyond 3 meetings, Planning Commission hearing beyond 2 meetings, Town Council hearing beyond 1 meeting	Actual Cost	N/A	N/A	N/A	N/A	PLDRC	Varies
E	Request For Service Not Covered By Any Other Fee	Actual Cost	Varies	Varies	Varies	N/A	PLSERVCE	Varies
F	Laserfishing Files	Actual Cost	N/A	N/A	N/A	N/A	PLMICRO	Varies
G	Building Permit Plan Check Fee	20% of Building Fee	N/A	N/A	N/A	N/A	PLPLNCHK	Varies
H	Surcharges							
1	Permit Tracking Maintenance and Update Surcharge	4% of Development Application Fee (\$1.00 minimum)	N/A	N/A	N/A	N/A	PLTRACK	Varies
2	General Plan Update Surcharge	.5% of Bldg. Valuation for new construction and additions or 10% of zone change and subdivision fee		N/A	N/A	N/A	PLGENPLN	Varies
3	Route 85 Study Plan Surcharge ****	10% of Development Application Fee for property in Route 85 Study Plan Area		N/A	N/A	N/A	PLRTE85	Varies
4	Advanced Planning Projects	10% of Development Application Fee	N/A	N/A	N/A	N/A	PLANAP	Varies
5	North 40 Study Plan Surcharge	Actual Cost on proportionate basis	N/A	N/A	N/A	N/A	PLN40	Varies
I	Applications for Work Unlawfully Completed	Double Current Application Fee	N/A	N/A	N/A	N/A	PLPERMIT	Varies
J	Consultation	Actual Cost on an hourly basis	N/A	N/A	N/A	N/A	PLPERMIT	Varies
K	Outdoor Seating	Actual Cost	N/A	N/A	N/A	N/A	PLPERMIT	Varies
L	Valet Parking	Actual Cost	N/A	N/A	N/A	N/A	PLPERMIT	Varies

		Application Fee	4% Permit Tracking Fee	10% General Plan Update	10% Advance Planning Special Project	15% Engineering Dev Review Services Fee	Account Code and Fee Schedule	Total Fee
			PLTRACK	PLGENPLN	PLANAP	ENGDEV		
M	Appeals							
1	Fee to appeal Planning Commission decision to Town Council	\$381 per residential \$1,533 per commercial, multi-family or tentative map	N/A	N/A	N/A	N/A	PLAPPEAL	Varies
2	Fee to remand applications from Town Council to Planning Commission	Fee based on actual cost of time and materials	N/A	N/A	N/A	N/A		Varies
3	Fee to appeal Director of Community Development or Development Review Committee decision to Planning Commission	\$192 per residential \$767 per commercial	N/A	N/A	N/A	N/A	PLAPPEAL	Varies
4	Tree Appeals	\$78.00	N/A	N/A	N/A	N/A	PLAPPEAL (BBH 2018)	\$78.00
5	Appeal Transcription fee of Planning Commission minutes	Actual Cost - minimum \$500 deposit	N/A	N/A	N/A	N/A	PLTRANS (PCCB 2018)	Varies
N	Research Services Minimum Charge	Actual Cost - minimum \$100 deposit	N/A	N/A	N/A	N/A	PLRSRCH (BBH 2018)	Varies
M	Zoning Research							
1	Basic zoning letter	\$240.00	N/A	N/A	N/A	N/A	PLRSRCH (BBH 2018)	\$240.00
2	Legal non-conforming verification	\$565.00	N/A	N/A	N/A	N/A	PLRSRCH (BBH 2018)	\$565.00
3	Reconstruction of legal non-conforming structures (Burndown Letter)	\$240.00	N/A	N/A	N/A	N/A	PLRSRCH (BBH 2018)	\$240.00
N	Annexations							
a	One Lot	\$3,201.00	\$128.04	N/A	N/A	N/A	PLANEX1 (PANB 2018)	\$3,329.04
b	Two Lots	\$1,601.00	\$64.04	N/A	N/A	N/A	PLANEX2 (PANB 2018)	\$1,665.04
c	Three Lots	\$1,066.00	\$42.64	N/A	N/A	N/A	PLANEX3 (PANB 2018)	\$1,108.64
d	Four Lots	\$801.00	\$32.04	N/A	N/A	N/A	PLANEX4 (PANB 2018)	\$833.04
e	Five Lots or more (100% consent) plus advertising deposit of \$2,200	\$533.00	\$21.32	N/A	N/A	N/A	PLANEX5 (PANB 2018)	\$554.32

\* Aside from the fees noted above, no additional Architecture and Site application fees will be assessed for projects that involve an historic structure or site.

\*\* Any changes proposed to model homes, nonresidential, or multiple family buildings, a supplemental fee shall be based on a time and material basis to review the changes.

\*\*\*The \$5,000 deposit is a deposit only. The specific cost of the Initial Study and any required special studies shall be borne by the applicant. The deposit shall be increased before the Town will authorize work exceeding the amount on deposit.

\*\*\*\* Not charged to the following application 1H, 1J, 1K, 3C, 3D and 3E



# TOWN OF LOS GATOS

## RESTAURANT CONDITIONAL USE PERMIT CHECKLIST

	<u>YES</u>	<u>NO</u>
1. For existing restaurants, are more than two additional parking spaces required?	_____	_____
2. For new restaurants, are more than 10 parking spaces required?	_____	_____
3. Will there be a change in the service of alcoholic beverages?	_____	_____
4. Is this a new application for serving alcoholic beverages?	_____	_____
5. For existing restaurants, is additional floor area being constructed/utilized? (This does not include the addition of outdoor seating <u>only</u> .)	_____	_____
6. Is there a history of complaints at the restaurant within the last five years?	_____	_____

# Community Development Application Process Agreement

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

**All applications and permits presented to the Planning Commission and/or Town Council are solely at the discretion of those bodies, including General Plan Amendments, Zoning changes, Planned Developments, Architecture and Site Applications, Conditional Use Permits, or Conditions of Approval. Staff and consultant recommendations, including those of the consulting architect, are in no way limiting on or indicative of any subsequent decision or direction from the Planning Commission and/or Town Council.**

Staff and consultant recommendations 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 aforementioned policy direction and to consider the proposed development's impacts on both the immediate neighborhood and the broader community.

Town Council policy prohibits the Planning Commission from discussing pending applications or permits with either the proponents or opponents of the application. **Applicants and their representatives are prohibited from directly or indirectly contacting or communicating with Planning Commissioners regarding the application except through publicly disclosed written communications.**

For Planning Commission matters appealed to the Town Council, the Town Council must make one of the following findings to reverse or modify a Planning Commission decision:

1. There was an error or abuse of discretion on the part of the Planning Commission;
2. New information was presented to Council that was "not readily or reasonably available" for submission to the Planning Commission\*; or
3. There was an issue or policy which the Council must decide, not the Planning Commission.

\*Unless the new information has a minimal effect, the application is returned to the Planning Commission with the new information.

***The undersigned Town staff representative has provided and discussed this document with the applicant and the applicant's representatives:***

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

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

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

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

**Business Owner:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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

**Legal Counsel:** \_\_\_\_\_ **DATE:** \_\_\_\_\_