

**APPLICATION FOR MINOR DEVELOPMENT IN AN HISTORIC DISTRICT**  
**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

Date Received: \_\_\_\_\_  
 Received by: \_\_\_\_\_  
 APPLICATION #: \_\_\_\_\_

**1. PROPERTY LOCATION:**  
 Address or subject property \_\_\_\_\_

**2. APPLICANT REQUEST:**  
 \_\_\_\_\_ Residential first floor addition  
 \_\_\_\_\_ Residential addition less than 100 sq.ft. to the existing second story  
 \_\_\_\_\_ Residential accessory structure 450 sq.ft. or less, visible from the street or Victory Lane  
 \_\_\_\_\_ Commercial exterior modification  
 \_\_\_\_\_ Residential exterior modification

**3. PROPERTY DETAIL:**  
 Lot Area \_\_\_\_\_ Zoning \_\_\_\_\_ APN \_\_\_\_\_

**4. PROPERTY OWNER:**  
 Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
*I hereby certify that I am the owner of record of the property described in Box #1 and that I approve of the action requested herein.*  
**SIGNATURE OF PROPERTY OWNER** \_\_\_\_\_ **Date** \_\_\_\_\_

**5. APPLICANT:** (if same as above, check here \_\_\_\_\_ )  
 Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
*I hereby certify under penalty of perjury that all application materials and plans are true and correct.*  
**SIGNATURE OF APPLICANT** \_\_\_\_\_ **Date** \_\_\_\_\_

**6. ARCHITECTURAL DETAILS:**

	Existing	Addition Proposed	Total
Floor Area Ratio:	_____ %		_____ %
First Floor:	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
Second Floor:	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
Living Total:	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
Garage/Accessory Structure:	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
Exterior Material proposed:	_____		

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  
MINOR DEVELOPMENT  
IN AN HISTORIC DISTRICT**

This administrative procedure will be used to review the following projects:

- Additions to an existing second story residence where the additional area will be one hundred (100) square feet or less and is visible from the street(s) in the immediate neighborhood.
  - New residential accessory structures four hundred fifty (450) square feet or less in area visible from the street(s) in the immediate neighborhood.
  - Additions to the first floor of a residence (excluding additions not visible from the street that do not exceed 15% of the existing floor area of the house (excluding cellars) or 400 square feet of gross floor area, whichever is less).
  - Exterior alterations which require a building permit that changes the historic architectural style of the structure or eliminates/alters character defining features. This includes but is not limited to: new porches, porch enclosures, awnings, new dormer windows, bay windows and change in siding material.
1. An application shall be submitted with no filing fee.
  2. The Historic Preservation Committee reviews the application using the Town's Historic District Ordinance requirements. Copies of the ordinance(s) are available at Town Hall. The Committee meets the fourth Wednesday of every month. The filing deadline is 13 days prior to the meeting by 11:00 AM.
  3. The Director of Community Development reviews the application using the Town Code requirements.
  4. If the application is approved by the Historic Preservation Committee and the Director of Community Development, there is a ten (10) day appeal period. No permits by the Town will be issued until the appeal period has passed.
  5. If a demolition of an accessory structure is proposed, approval must be received from the Bay Area Air Quality District, prior to obtaining a building permit. Contact the Building Division at 354-6876 for more information.
  6. If work is proposed in or near a creek (wet or dry), please contact the Department of Fish and Game at (707) 944-5500 to discuss their regulations and to determine whether or not permits are required from their department.

**TOWN OF LOS GATOS  
COMMUNITY DEVELOPMENT DEPARTMENT  
MINOR RESIDENTIAL OR COMMERCIAL DEVELOPMENT  
IN AN HISTORIC DISTRICT  
REQUIREMENTS FOR SUBMITTAL**

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 insure completeness of the proposal.

**A. GENERAL REQUIREMENTS**

1. Scale shown on each sheet
2. North arrow on each sheet as applicable
3. Sheets not to exceed 24" x 36" size
4. Fully dimensioned
5. Submit one full size set of drawings and eleven sets of reductions (11" x 17")
6. Submit photographs of existing structure or bring to the meeting.

**B. PLAT OR SITE PLAN**

1. All property lines
2. All required yards or building setbacks
3. All buildings, existing and proposed including:
  - a. indication of the use of all buildings
  - b. which buildings (or portions thereof) are to be removed
  - c. demolition plan
  - d. existing and proposed grades
4. Existing trees near construction area, including size, location, species, existing grade at the base, and driplines
5. Driveways and off-street parking spaces, including stall size, curbs, and surfacing materials
6. Table giving the following:
  - a. site area
  - b. gross floor area (each floor and total)
  - c. floor area ratio
  - d. lot area coverage (building(s) footprint)
  - e. number of parking spaces

**C. FLOOR PLAN AND ELEVATIONS**

1. Dimensioned floor plans
2. Four elevations
  - a. existing and finished grade
  - b. height of structure
3. Exterior materials existing and proposed (roof, siding, window, etc.)