The following is a list of documentation required by the Planning Office in order to process your application for Architectural and Site Approval. Your application will not be accepted unless it is signed by the property owner, accompanied by the current filing fee, and includes all the pertinent items described below. Following initial distribution and review of submitted materials additional information may be required.

Questions? Contact: Planning Office (408) 299-5770

**Architectural and Site Approval (A)**

The documents listed below are **required** for your Architectural and Site Approval and **must be submitted in electronic form on a CD or thumb drive, along with 2 copies of the plans on paper.** Incomplete submittals will not be accepted. All plans must be legibly drawn to an appropriate scale, and the paper copies must be sheet size 18”x 24” minimum to 24”x36” maximum, and folded.

- **Site Plan** (See “Sample Site Plan” and for items that are required to be shown on the site plan.)
- **Exterior Elevations** (Elevations and floor plans must be submitted for all proposed structures on site.)
- **Floor Plans**
- **Sign Program** (if applicable)
- **Project Description**
- **Copy of Assessor’s Parcel Map** (Available at the Assessor’s Office-5th Floor, County Government Center)
- **Copy of Current Recorded Grant Deed**
- **Evidence showing legal creation of lot** (see handout enclosed with application packet)
- **Environmental Information Forms including photos of project site.** An environmental assessment will be required for your project unless it is determined that your project qualifies for an exemption from environmental assessment.
- **Completed Well Information Questionnaire** (enclosed with application packet)
- **Hazardous Sites Questionnaire** (enclosed with application packet)
- **Acknowledgements and Agreements Form** signed by owner.

### Checklist of Required Application Materials

**Additional Application Materials that may be Required**

The documents listed below may or may not be required for your ASA. Please consult staff to make an accurate determination.

- **General Plan Conformance / Contiguity Statement**
  Applicants proposing Architectural and Site Approval within a City’s urban service area and under County jurisdiction must **first** file this form initiating annexation if the property is directly adjacent to city boundary, across the street from city boundary, or within 300 feet from the city boundary along a public road. Note: This form must be completed by the applicant, the County Planning Office, and the involved city before the application can be accepted.

- **Petition for Exemption from Environmental Assessment Form & Applicable Fee**
  Your project may qualify for a Categorical Exemption from the required environmental review process. See list of Categorical Exemptions. If your petition for a categorical exemption is not approved, you will be required to apply for an environmental assessment and pay the applicable fee.

- **2 Geologic Reports & Applicable Fee** (1 paper copy and 1 electronic copy)
  A geologic report may be required, depending on the project and location. If a geologic report is required, submit two (2) original wet signed paper copies and one (1) electronic copy (PDF on CD). Contact County Geologist at (408) 299-5774.

- **Septic System Plan** (field checked and signed by Department of Environmental Health (DEH) field office)
  If a septic system is existing or proposed, each site must be evaluated by DEH. The evaluation entails a site assessment, a soil profile trench and a percolation test. One copy of the site plan should be field checked, stamped, and signed by DEH field office and then submitted with the Architectural and Site Approval application. DEH charges an additional fee for site evaluations. Contact DEH at (408) 918-3400. South County office: (408) 779-0631.

- **Early Notification and Outreach Policy**
  Certain types of projects as referenced under Section 5.20 of the Zoning Ordinance are subject to the Department of Planning Early Notification and Outreach Policy based on project scope. If your project is subject to the Early Notification and Outreach Policy, notification tools such as signs, mailing notices and community meetings may be required.

***Turn page for additional requirements***
Preliminary Landscape Plan
Landscape plan should include any existing and all proposed on-site landscaping, including any fencing and/or screening. All trees at least 12” in diameter should be shown, indicating any which are to be removed.

Williamson Act Compatible Use Determination
If the subject property is restricted by a Williamson Act contract, file for and obtain a Compatible Use Determination prior to filing the application for ASA. Refer to the Williamson Act Compatible Use Determination checklist for more details.

Identification of Potential Historic Resources (Part I and Part II forms)
If the project includes demolition of structures 50 years or older, submit a completed and signed Identification of Properties for Potential Historic Significance forms, a copy of the Santa Clara County Residential Unit Property Record (available from the County Assessor’s Office, 5th Floor) for the subject property and photographs of each elevation of the subject structure and any related structures or associated features. Please note that the 50-year age reference is a discretionary guideline; there are circumstances where a property less than 50 years old may be potentially significant.

Santa Clara Valley Habitat Plan-Coverage Screening Form
If the subject property is located within the Habitat Plan Permit Area, submit a completed Coverage Screening Form. The Coverage Screening Form will assist in determining if the proposed project is classified as a “covered project” under the Plan. If the project is identified as a “covered project” per the Screening Form, submit the Fees and Conditions Worksheet with the application.

Fire Protection Information
- Total square footage of proposed structure(s).
- Type of construction per California Building Code of all existing and proposed structures.
- Water source (name of water provider or on-site well).
- If the source of water is on-site well, show the location and capacity of existing or proposed aboveground water tank(s), and means of delivering water at required pressure (e.g., fire pump or gravity).
- Hydrants: Show type (wharf or standard) and location of closest available or proposed hydrant(s).
- Private Access Road/Driveways: Show drivable width, vertical clearance, surface, load-bearing capacity, turning radii, percent grade, turnarounds, turnouts and bridges.

Clean Water Program (CWP) Questionnaire
Pursuant to the Federal Clean Water Act, the NPDES Municipal Storm Water Discharge Permit issued by the Regional Water Quality Control Board and County Nonpoint Source Pollution Ordinance, the County requires storm water treatment measures and pesticide use reduction measures for certain types of projects. A CWP questionnaire is required if your project is both: (1) located within the San Francisco Bay Watershed, and (2) not an individual single family home. The questionnaire assists the Land Development Engineering Section in determining whether the project will require storm water treatment measures.

Stanford University
Submit one copy of the Stanford University General Use Permit Project Checklist (8½ x 11) signed by a Stanford University LUEP Planner. Incorporate the completed checklist into the project plan set submittal.

Other Reports/Studies
Your project may require a detailed report or study. For example, a biological, archeological, noise, or traffic study could be required depending on the location and/or intensity of the project.