ASA Administrative Review of Minor Projects (ASX)

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

### Checklist of Required Application Materials

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.

- **Acknowledgements and Agreements Form,** signed by property owner.
- **Site Plan** (See “Sample Site Plan” for items that are required to be shown on the site plan.)
- **Exterior Elevations** (Elevations and floor plans must be submitted for all existing and proposed structures on site.)
- **Floor Plans**
- **Copy of Assessor’s Parcel Map** (Available at the Assessor’s Office-5th Floor, County Government Center)

### Additional Application Materials (depending on project type or location)

The documents listed below **may** be required for your ASA Small Project Exemption. **Please consult staff to make an accurate determination.**

- **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.

- **Wireless Facility Co-locations - Acknowledgements and Agreements Form,** signed by the **property owner.** The signature of the facility lessee(s) is not sufficient to satisfy this requirement.

- **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.