

Habitat Conservation Plan (HCP) Application

Note: Required at Development Permit submittal (DEV Application).

The following is a list of documentation required by the Planning Office in order to process your application for HCP Application. 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 HCP Application and **must be submitted in electronic form on a thumb drive**, along with **one (1) copy of the documents on paper**. **Incomplete submittals will not be accepted.**

- HCP Application Form**
- Project Description** (Label as Attachment 1) – Include description of both permanent and temporary impacts.
- Vicinity Map** (Label as Figure 1) – Show project site, surrounding neighborhood, and natural features (i.e. waterways).
- Site Plan** (Label as Figure 2 – Show proposed development area, land cover types, landforms (i.e. roads, creeks) and permanent and temporary buffer areas)
- Condition Compliance Documentation** (Label as Attachment 2) – Describe how project complies with HCP Conditions.
- HCP Fees Calculator** (Permanent Impact Fee Calculator – Label as Exhibit 2, Temporary Impact Fee Calculator – Label as Exhibit 3).
- Acknowledgements and Agreements Form**, signed by owner.
- HCP Application Review Fee**

Additional Application Materials that may be Required

The documents listed below **may** be required for your HCP application. **Please consult staff to make an accurate determination.**

- Land Cover Verification Report with Field Surveys for Plants & Wildlife Species** – This documentation is required to be completed by a qualified biologist. If HCP conditions require specific surveys this should be included with the report. Land Cover report if not completed already must provide adequate documentation on the land cover types on the subject site.
- Site Photographs (Label as Figure 3)**
Provide photographs of temporary impact areas (i.e. equipment staging, grading abatement restoration etc.)
- Map of Waterways (Label as Figure 4)** – Show all wetlands ponds, streams, creeks, riparian woodland and other waterways impacted by the project.
- Biologist Resume** (Label as Attachment 3) – If a biology report (land cover verification with surveys) is being submitted with the HCP Application, resume describing qualifications of the biologist to conduct the work.

Materials for Submittal after HCP Application is deemed complete.

The documents listed below are required to be submitted by appointment with the Habitat Plan Coordinator assigned to your project.

- GIS/CAD file of Figures 1 and 2** – Provide electronic copy on USB Drive
- HCP Agency Fees** – Check payable to Santa Clara County.