Pre-Screening (PS) Checklist
And Questionnaire

The following is a list of documentation required by the Planning Office in order to process your application for Pre-Screening Project Review. The 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 application and must be submitted in electronic form through the County InSite Public Portal. Incomplete submittals will not be accepted. All plans must be legibly drawn to an appropriate scale.

☐ Development Permit Application Form signed by the property owner(s).

☐ Site Plans: All plans must be legibly drawn to an appropriate scale, dimensioned, and on plan sheet size 11”x17” minimum, collated and folded, and include the following:
  • Vicinity Map, scale, and north arrow.
  • Dimensioned lot lines and site contours.
  • Existing and proposed structures. Identify the use of each structure.
  • Public/private roadways or right-of-ways used to access the property.
  • Parking, vehicle circulation areas and driveways.
  • Fire hydrants/water tanks and any easements (i.e., public utility, sewer).
  • Septic/sewer system and water availability.
  • Estimated Grading quantities (cut/fill/import/export) for buildings and other improvements.
  • Existing trees (common name, diameter measured 4.5 feet above grade).
  • Any watercourse including ponds, streams, creeks and drainage swales. Identify top of bank.

☐ Assessor’s Parcel Map: 1 copy (Available at http://www.sccassessor.org/ or the Assessor’s Office-5th Floor, County Government Center)

☐ 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.

☐ Filing Fee

Additional Application Materials that may be Required

The documents listed below may be required for your Pre-Screening Project Review. Please consult staff to make an accurate determination.

☐ Preliminary Floor Plans and Elevations and/or material samples/colors: For applications requiring Architectural and Site Approval or Design Review located within the Santa Clara Valley Viewshed or Milpitas Hillsides (-d), Historic Preservation (-h) or Scenic Road (-sr) Combining Districts.

☐ Building floor area: Existing and proposed in –n zoning districts.

☐ Photographs: Provide photographs of the site and adjacent properties.

☐ Environmental Information Form (6 copies)

Pre-Screening (PS) Questionnaire

☐ Written Description:
  • Describe the existing use of the property: ______________________________________________________________
  • What is the proposed project? ______________________________________________________________
What are your specific questions or major areas of concern you wish to address in the meeting? 

______________________________________________________________________________________________
______________________________________________________________________________________________
_______________________________________________________________________________________________________
___________________________________________________

Pre Screening County Agency Notes

Meeting Date: ___________
Agency:________________________ File #:____________________
Address:________________________ APN:____________________

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| Project Specific Requirements/Notes |