Use Permit (P)

****A Pre-Application Meeting is Required Prior to Submittal of the Use Permit Application****

The following is a list of documentation required by the Planning Office in order to process your application for Use Permit. 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 the Santa Clara County Planning Office (408) 299-5770.

**Checklist of Required Application Materials**

The documents listed below are required for your Use Permit 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”x24” 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.
- Project Description Include a detailed description of the project including detailed work or operational plan, activities, number of employees/volume of people, types of material to be used or stored on-site, traffic impact and/or number of vehicle trips per day, noise information.
- 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 (1 original and 10 copies) including photos of project site & Fee
  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.

**Additional Application Materials that may be Required**

The documents listed below may be required for your Use Permit. 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 one (1) original wet signed paper copy and one (1) electronic copy (PDF on CD). Contact County Geologist at (408) 299-5774.
- 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 Use Permit. 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.
- 1 Set of Mailing Labels (See mailing labels handout for details)
  Mailing labels are only required if your property is within 300 feet of a County boundary line.

***Turn page for additional requirements***
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 Use Permit application. DEH charges an additional fee for site evaluations. Contact DEH at (408) 918-3400. South County office: (408) 779-0631

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) is 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.

Rural Resources Impact Study (See rural resources impact study template for details). If located in rural areas such as RR, HS, A, or AR zoning districts, certain land use classifications, such as Clubs- Private and Non-profit, Hospitals and Clinics, Manufacturing: Small Scale Rural, Non-Profit Institutions, Religious Institutions, Retail Sales and Services – Local Serving, Schools, and Commercial Uses within the San Martin Commercial and Industrial Use Permit Area may require a rural resources impact study per County Zoning Ordinance Section 2.20.090.

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.

Use Permit Pre-Application (PA)
The following is a list of documentation required by the Planning Office in order to process your Use Permit Pre-Application meeting. Your application will not be accepted unless it is signed by the property owner or authorized representative, 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 the Santa Clara County Planning Office (408) 299-5770.

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