

# SANTA CLARA COUNTY PLANNING DEVELOPMENT APPLICATION

PROPERTY OWNER'S NAME	Phone	Email	Prefer correspondence: Email <input type="checkbox"/> Mail <input type="checkbox"/>
Mailing Address	City	Zip	
APPLICANT OR APPELLANT NAME	Phone	Email	Prefer correspondence: Email <input type="checkbox"/> Mail <input type="checkbox"/>
Mailing Address	City	Zip	
ADDRESS OF SUBJECT PROPERTY: _____ APN: _____			
EXISTING USE OF PROPERTY: _____ ACCESS RESTRICTIONS (gate, dog, etc.): _____			
The ACKNOWLEDGEMENTS AND AGREEMENTS FORM on the reverse side of this application must be completed and signed by the property owner(s).			

## FOR DEPARTMENT USE ONLY

FILE NUMBER: \_\_\_\_\_ - \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

APPLICATION TYPES	FEE(S)	COMMENTS / SUBMITTAL MATERIALS
Architecture and Site Approval / ASX		
Building Site Approval / BA (Urban / Rural)		
Certificate of Compliance		
Design Review / DRX		
CEQA (EA / Cat Ex / Prior CEQA / EIR)		
Compatible Use Determination (WA / OSE)		
Geologic Report / Letter		
Grading Approval / Abatement		
Lot Line Adjustment / Lot Merger		
Pre-Screening		
Special Permit		
Subdivision		
Use Permit		
Variance		
Other		
<b>TOTAL FEES</b>		

**Application fees are not refundable.**

Submittal reviewed  
and received by: \_\_\_\_\_  
Date: \_\_\_\_\_

Coordinates: X \_\_\_\_\_ Y \_\_\_\_\_  
Zoning: \_\_\_\_\_  
General Plan: \_\_\_\_\_  
Parcel Size: \_\_\_\_\_

USA / SOI \_\_\_\_\_  
WA / OSE / HCP \_\_\_\_\_  
Early Outreach: L1 / L2 \_\_\_\_\_  
Previous Files: \_\_\_\_\_

# ACKNOWLEDGEMENTS AND AGREEMENTS

FILE NUMBER: \_\_\_\_\_ — \_\_\_\_\_

## I. INDEMNITY

**Applies to all Planning applications.**

As it relates to the above referenced application, pursuant to County of Santa Clara Ordinance Code Section A33-6, except where otherwise expressly prohibited by state or federal law, I hereby agree to defend, indemnify and hold harmless the County and its officers, agents, employees, boards and commissions from any claim, action or proceeding brought by any person or entity other than the applicant ("third party") against the County or its officers, agents, employees, boards and commissions that arises from or is in any way related to the approval of this application, including but not limited to claims, actions or proceedings to attack, set aside, void or annul the approval. If a third party claim, action or proceeding is filed, the County will promptly notify the applicant of the claim, action or proceeding and will cooperate fully in the defense. Notwithstanding the above, the County has the right to participate in the defense of any claim, action or proceeding provided the County bears its own costs and attorney fees directly associated with such participation and defend the action in good faith. The applicant will not be required to pay or perform any settlement unless the applicant agrees to the settlement.

## II. FEES

**Applies to hourly billable application types. Refer to Department of Planning and Development fee schedule.**

- a. I/We the Owner(s) of the subject property, understand that my/our application requires payment of a minimum non-refundable fee, plus additional funds when staff hours devoted to the application exhaust the initial payment. Staff hours are billed at the hourly rate in effect at the time the staff hours are accrued.
- b. Typical tasks charged to an application include, but are not limited to, the following: intake and distribution of application, staff review of plans and other relevant materials; correspondence; discussions/ meetings with owner, applicant and/or other interested parties; visits to the project site by authorized agency staff; file maintenance; environmental assessment; staff report preparation; agenda and meeting preparation; meeting attendance; presentations to boards, commissions, and community groups; contract administration.
- c. The minimum nonrefundable fees for development applications are based on staff billing rates and staff hours needed to process a typical application. Staff hours may exceed a base application fee (requiring additional billing) due to project complexity and public interest on a project. This could include the need to review technical reports, conduct several meetings with the owner / applicant, and respond to public inquiries.
- d. Invoiced fees are due within 30 days of the date on the billing letter. **Fees not paid within 30 days are considered late and are subject to collection at the expense of the Owner.** While such fees are outstanding, the Planning Office reserves the right to cease all work on a project until said fees are paid in full.
- e. Any fees not paid within 45 days of invoicing shall be subject to interest charged at a rate equal to that earned by the County Treasury investment pool for that period.
- f. The owner and applicant are encouraged to periodically check on the status of their projects and fees. Questions regarding the status of hours charged to an application may be addressed to the planner assigned to the project.
- g. For more information on Planning Office application fees and how they are calculated, visit the County Planning Office web site at [www.sccplanning.org](http://www.sccplanning.org).

## III. APPLICATION AUTHORIZATION AND AGREEMENT TO PAY

I (We), the Owner(s) of the subject property, hereby authorize(s) the filing of this application and on-site visit by authorized staff. In addition I (We) acknowledge and understand the information above related to fees and agree to pay all application fees. I (We) certify and accept the terms and conditions as described above.

OWNER'S NAME(S) (Please Print)

OWNER'S SIGNATURE(S)

DATE