



**CITY OF SAN JOSE**

Planning, Building and Code Enforcement  
 200 East Santa Clara Street  
 San José, CA 95113-1905  
 tel (408) 535-3555 fax (408) 292-6055  
 Website: [www.sanjoseca.gov/planning](http://www.sanjoseca.gov/planning)

**PERMIT ADJUSTMENT APPLICATION**

TO BE COMPLETED BY PLANNING COUNTER STAFF					
FILE NUMBER <b>AD</b>	RECEIPT # _____ DATE _____ AMOUNT _____ BY _____				
PROPERTY LOCATION/ ADDRESS				ZONING	
QUAD #					
PD ZONING FILE #					
<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL					

TO BE COMPLETED BY THE APPLICANT (PLEASE PRINT OR TYPE)
PROPERTY LOCATION/ ADDRESS
ASSESSOR'S PARCEL NUMBER(S) <i>(Attach Map)</i>
DESCRIPTION OF THE PROPOSED MINOR CHANGE <i>(Approval is limited to description contained herein)</i>
<p>DOES THE PROJECT INVOLVE HUD FEDERAL FUNDING/ASSISTANCE?    <input type="checkbox"/> NO    <input type="checkbox"/> YES</p> <p><b>Please</b> indicate whether HUD Funding has been awarded, is proposed, or is anticipated, for the proposed project.          If <b>yes</b>, indicate type of funding (i.e. CDBG Grant, HOME Investment Partnership Program, Section 108 Loan Guarantee, etc.), funding amount, whether awarded (if known) or application is pending, and fiscal year of award or application request.</p> <p>PLEASE NOTE: Projects involving 1) acquisition of real property involving a change of use, or 2) new construction require an Environmental Assessment (EA). Concurrent environmental review per the California Environmental Quality Act (CEQA) is also required. The obtainment of a qualified environmental consultant to provide documentation services (i.e. a combined Initial Study/EA) is strongly required.</p>

SIGNATURE OF PROPERTY OWNER REQUIRED			
<p><b>Check One:</b></p> <p><input type="checkbox"/> I hereby certify that a Homeowner's Association/Architectural Review Committee does exist and have reviewed this project. Please include a copy of their letter and comments with the application.</p> <p><input type="checkbox"/> I hereby certify that a Homeowner's Association does not exist to comment on the requested change to my property.</p>			
PRINT NAME OF PROPERTY OWNER		DAYTIME TELEPHONE #	
ADDRESS		CITY	STATE      ZIP CODE
REQUIRED SIGNATURE OF PROPERTY OWNER (see page 2)			DATE

**PLEASE SUBMIT THIS APPLICATION IN PERSON TO THE DEVELOPMENT SERVICES CENTER, 1ST FLR, CITY HALL. APPOINTMENTS ARE NOT REQUIRED BUT MAY BE ACCOMMODATED BY CALLING (408) 535-3555.**

CONTACT PERSON			
PRINT NAME/COMPANY			
ADDRESS	CITY	STATE	ZIP CODE
PHONE # (       )	FAX # (       )	E-MAIL ADDRESS	

**Please complete the FRONT Sheet of this application and provide the following.  
INCOMPLETE APPLICATION WILL NOT BE ACCEPTED.**

- FILING FEE:**  
 \$314\* - Checks are made payable to the "City of San Jose".  
 \$749\* for Major Adjustment.  
 \$623\* for each adjustment after the 1st to process simultaneously  
 \$156\* per hour for consultation regarding review of a proposal prior to filing the application.  
*\*includes the General Plan Update fee*
  
- PROPERTY OWNER SIGNATURE.** Can be submitted as original wet signature, faxed copy signature or electronic signature or only the property owner or representative who has Power of Attorney (POA) can sign this application. A copy of the POA must be submitted with this application.
  
- ASSESSOR'S PARCEL MAP** marked with the project location.
  
- PHOTOGRAPHS** of existing building or subject area.
  
- Four (4) COPIES** of the development plans. An Additional plan set is required if stormwater is required. The development plan should include:
  - a. A **SITE PLAN\* DRAWN TO SCALE** showing the location of the proposed changes on the subject property, and
  - b. A **DRAWING TO SCALE** of the proposed change (elevations, floor plans, construction, details, as appropriate).  
 \*A **Site Plan** should contain the following basic information:
    - Dimensions of subject property, lot lines, and existing and proposed driveways.
    - Streets adjoining the subject property.
    - Existing and proposed buildings and structures, including proposed building removal.
    - Dimensions of existing and proposed setbacks.
    - Existing and proposed off-street parking, loading, landscape and circulation areas.
  
- Existing trees to be removed. Include circumference of tree at 2 feet above ground level as well as distances from existing and proposed structures and/or trees on the site.
  
- **Stormwater Control Plan:**  
 (A Stormwater Control Plan is required for all projects creating, replacing or expanding impervious surface by 10,000 square feet or more)
  - a. Complete the Pervious and Impervious Surfaces Comparison Table located below.
  - b. All existing natural hydrologic features (depressions, names of watercourses, etc.) and significant natural resources.
  - c. Specify soil type(s).
  - d. Specify depth to groundwater.
  - e. 100-year flood elevation.
  - f. All existing and proposed topographic contours with drainage areas and sub areas delineated and arrows showing flow direction.
  - g. Separate drainage areas depending on complexity of drainage network.
  - h. For each drainage areas, specify types of impervious area (roof, plaza, sidewalk, streets, parking, etc) and area of each.
  - i. Show location, size, and identification (including description), of Source Control Measures (SCMs) and Water Quality Treatment Control Measures (TCMs) such as swales, detention basins, infiltration trenches, etc.
  - j. Details of all proposed water quality treatment control measures.
  - k. Location, size and identification of proposed landscaping/plant material.
  - l. Ensure consistency with Grading and Drainage Plan and Landscape Plan.
  - m. Supplemental Report :
    - 1. Calculations illustrating water quality treatment control measures meet numerical standards set forth in Post-Construction Urban Runoff Management Policy No. 6-29.
    - 2. Name and location of receiving water body.

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3. Identify pollutants and pollutant source areas, including loading docks, food service areas, refuse areas, outdoor processes and storage, vehicle cleaning, repair or maintenance, fuel dispensing.
4. Water quality Treatment Control Measure maintenance requirements.
5. Licensed certification that the specified Treatment Control Measures meet the requirements in Post-Construction Urban Runoff Management Policy No. 6-29.

A **LETTER** from the **Homeowner's Association/Architectural Review Committee** commenting specifically on the plans it reviewed, if applicable.

**HUD FEDERAL FUNDING AND ENVIRONMENTAL COMPLIANCE WITH THE NATIONAL ENVIRONMENTAL POLICY ACT (NEPA).** Compliance with the national environmental policy act (nepa) is required for all projects involving property acquisition, new construction for any project that has been awarded, proposes to include, or anticipates the use of federal funding from the department of Housing and Urban Development (HUD), for any portion of the project. Additional review, reports, and/or referrals may be necessary. additional fees will be required for projects funded by hud programs other than the cdbg program. please contact the plan implementation division environmental review team principal or senior planner for more information at 408.535-7801.

PERVIOUS AND IMPERVIOUS SURFACES COMPARISON						
	Existing Condition (sq. ft.)	%	Proposed Condition (sq. ft.)	%	Difference (sq. ft.)	%
<b>Site (acres)</b>	<b>Site (sq. ft.)</b>					
Building Footprint(s)						
Parking						
Sidewalks, Patios, Paths, etc.						
Streets (Public/Private)						
Landscaping						
<b>Total</b>						
Impervious Surfaces						
Pervious Surfaces						
<b>Total</b>						

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