

PLANNED DEVELOPMENT ZONING APPLICATION



Department of Planning, Building and Code Enforcement
JOSEPH HORWEDEL, DIRECTOR

Planning Division Customers:

Re: Permit Information Update

Thank you for making an investment in San Jose with this development application. The City prides itself on being a leader in Smart Growth, but recognizes that much of that good work is the result of private investment choices made by each of our applicants to locate in San Jose. One of our goals is to help you succeed in your business, so that you can help us with our business.

San Jose's development process is based on our San Jose 2020 General Plan, supplemented by the Zoning Ordinance, and City Council adopted design guidelines and policies. Many of these documents can be found online at our web site listed below. Our staff utilizes these policies to ensure your application is promptly reviewed in a comprehensive manner with the goal of "no surprises" later in the process. Several changes are being made to the way we process development applications filed with the City, with the goal of continuously improving our customer service and overall process.

Processing Time Targets

The City has worked with the development community to establish processing time targets (attached) for many of our applications. These targets are intended to set expectations for City staff and our applicants of how long a given process should take. One important lesson we have learned is that responsive applicants keep their projects moving more successfully through the process. We will manage your project(s) according to these established targets.

If your project does not fit into these general targets we will work with you to identify the best course of action. For example, if your project requires more than a second cycle of plan review, we will schedule a meeting with you and your consultants to discuss the best way to keep the project moving consistent with the standard timelines.

As part of managing the schedule for your project, it is important to understand the overall discretionary review process and relevant milestones, public outreach, and the required environmental review. We will assist you with all aspects of your project, such as coordinating and scheduling a community meeting when one is necessary, or working with you to address the scope and specifics of complicated environmental issues.

Working With Your Project Manager

To provide you the best possible customer service, a project manager has been assigned as your key point of contact in the City's processing of your application. The project manager is responsible for managing your schedule, scheduling meetings, and providing feedback to you and your design

team regarding the various components of your project. In addition, the project manager will facilitate the resolution of key project issues to ensure you get the best possible information and decisions from all City departments in a timely manner. Your project manager has access to department management and upon your request will coordinate the necessary team meetings and decision-making to keep your project moving. This relationship is an important partnership to ensure good communication and a predictable development process – feel free to contact your project manager at any time.

Development Fee Program

One of the outcomes of the review of processing times and the budget for the development fee programs this fiscal year was the reconsideration of our fee structure which was previously set on a flat rate basis. The development review program in San Jose is paid for with the fees collected with application submittals. These fees pay for the City staff working on development projects. As a result of our budget review and working with the development community, a greater effort was made to ensure that fees collected reflect the level of work commensurate with specific classes of projects.

The fees paid for specific development applications now come with general limits of service that staff can provide. For a typical development application, the application fees pay for two cycles of plan review, one community meeting, and an application period not to exceed six months. We have also added surcharges to our fee schedule for those instances where a specific application cannot stay within these general limits. This provision ensures that the standard fee program is not predicated on those unusual projects. Examples of the surcharges now include fees for additional community meetings, additional plan review cycles, and on-file time extensions beyond the standard six months. Previously, our cost recovery efforts related primarily to expenses we incurred in re-noticing applications.

Conclusion

It is important to understand that the development review process works best when there is a partnership between the City and our customers to resolve project issues. While it is occasionally appropriate to agree to disagree, we will work diligently to find solutions that meet your needs so that the City's long-term goals are achieved. If you have questions about the development review process, need help to resolve an issue, or have comments about how we are doing, my Senior and Principal Planners are always available to help you, and can be reached at (408) 535-7800.

Please take the time to fill out the survey forms that you will receive at the conclusion of the process. Your comments and feedback help us improve the way we do our jobs, particularly our service to customers.

Joseph Horwedel
Director of Planning, Building and Code Enforcement
City of San Jose
Web <http://www.sanjoseca.gov/planning>

Project Processing Timeline Goals

<p>30 Days or Less (Assumes Exempt or reuse for CEQA) Dead tree removal approval (TR) Lot Line Adjustment (AT) Sign permits (AD) Single Family House Permit, Category I (SF) Time Extensions (AD)</p>	<p>60 Days or Less (assumes Exempt or reuse for CEQA) Commercial / retail site modifications (H) Historic Preservation Permit (HP) Industrial site modifications (H) Office site modifications (H) Residential addition or conversion (CP) Single Family House Permit, Category II (no council approval) (SF) Time Extension (H, CP, PD, T) Tree Removal no arborist report req'd (TR) Utility Structures (AP)</p>
<p>90 Days or Less (assumes Exempt or reuse for CEQA) Church, school, child care - minor additions, conversions, reuse (CP) Commercial, Industrial w/o significant site issues (PDC, H, CP) Historic Landmark Nomination Off-sale alcohol Exception (CP) Rezoning Conventional Districts (C) SFDR permit and subdivision (PD, PT, T) Tentative Map (T) Tree Removal w/ arborist report req'd & illegal removals (TR) Variance (V)</p>	<p>120 Days or Less (assumes Exempt, reuse or ND for CEQA) Car Dealership (CP) Gas Stations (CP) High Density Residential (3 stories or less) permit and subdivision (PD, PT, T) Historic Landmark Preservation Agreement Hotels / motels less than 100 rooms (H, PD) Industrial / retail minor additions (H) Nightclub / Bar (CP) Residential zoning less than 200 units (PDC) Small Churches, Child Care (CP)</p>
<p>180 Days or Less (assumes ND for CEQA) High Density Residential (>3 stories) permit and subdivision (PD, PT, T) Hillside development (PDC, PD) Hotels / motels more than 100 rooms (H, PD)</p>	<p>180 Days or More (assumes EIR or Complex ND for CEQA) Any project requiring preparation of and EIR Commercial, Industrial w/ significant site issues (PDC, H, CP) Large Public / Quasi Public uses (PDC, CP) Residential zoning greater than 200 units (PDC)</p>
<p>Project Milestone Processing Goals</p> <ul style="list-style-type: none"> • Comments for major applications sent in 30 days ~ 95% • Comments for other applications sent in 30 days ~ 70% • 2nd Round Comments for major projects sent 2 weeks ~75% • Draft Permit to applicant 1 week prior to hearing ~ 95% • Permit signed within 3 days of hearing ~ 95% • Projects with 2 or fewer reviews to hearing ~ 90% 	

INSTRUCTIONS FOR FILING A PLANNED DEVELOPMENT ZONING

INSTRUCTIONS

Please prepare the plans, forms and other required information listed below and return them, by appointment, to the Planning Divisions of the Department of Planning, Building and Code Enforcement. Applications will only be accepted for processing if they are complete.

1. **Completed application Form.** The application shall be signed by all owners of the real property included in the site or by a person having the lawful power of attorney therefor. The application may designate an agent who has full authority to act on behalf of the applicant, except that the agent may not sign the application, acceptance, or withdrawal. Original signatures are required.
2. **Description of Parcel Property.** A legible, separate legal metes and bounds description on a 8 1/2" x 11" page(s) covering the area of this application, or lot and tract numbers on a 8 1/2" x 11" page(s) with a copy of the recorded tract map attached, and a plot map delineating the permit area.
3. **Preliminary Title Report (dated within 90 days). Not Title Insurance.**
4. **County Assessor's Parcel Map.** Provide a copy of the Assessor's Parcel Map (APN) showing the subject property. This map can be obtained from the County Assessor's Office at 70 West Hedding Street, 5th Floor, San Jose, CA or from the Development Services Center, City Hall.
5. **Noticing the Neighborhood.** Refer to the Public Outreach Policy for a full description of the City's public notification procedures. Public Hearing notices will be mailed for development proposals at least 10 calendar days before the date set for hearing for a project. Notices will be sent to all property owners and residents within 300 feet for Very Small projects, 500 feet for Standard Development Proposals and a minimum of 1,000 feet for large or controversial projects as detailed in the Public Outreach Policy.
6. **General Development Plan Sets.** Submit the following:
 - Seven (7) full plan sets conforming to the requirements set forth in Section 20.120.510 of the San Jose Municipal Code (see Guidelines below).
 - Eleven (11) Land Use Plans (Sheet No. 2).
 - Three (3) Grading & Drainage Plans (Sheet No. 4)
 - Three (3) Landscape Plans (Sheet No. 6).
 - **Four (4) legible black line plan set, reduced to 11" x 17"**

7. **Traffic Analysis Worksheet.** One copy of the Traffic Analysis Worksheet, complete Part II only.
8. **Environmental Review.** A complete application for appropriate environmental document or some evidence that environmental review has been completed for this project.
9. **Fees.** An application fee, associated Public Noticing fee(s), and the appropriate Environmental application fees are due at the time of filing (see fee schedule). Checks are made payable to the "City of San Jose".

Please call our Appointment Desk at (408) 535-3555 for an application appointment.

GENERAL DEVELOPMENT PLAN SET GUIDELINES

Pursuant to Section 20.120.510 of the San Jose Municipal Code.

General Development Plan Set shall conform to the following:

1. All sheets of the General Development Plan set shall be no larger than 24" x 36" (sheets of larger size shall require prior approval before filling the application).
2. All sheets shall be labeled "General Development Plan - Exhibit C".
3. All Sheets shall be numbered in proper sequence and numbers located in the lower right hand corner of each page.
4. All sheets shall be dated and adequate space provided for dates and nature of all revisions.
5. All sheets shall include a bar scale and north arrow.
6. All sheets shall be put in the proper order and bound together into plan sets.
7. All sheets should orient the project north to the top of the page.

The General Development Plan Set shall be composed of the following drawings:

Sheet Number 1 - "Title Sheet"

Including:

1. Name of project.
2. Location map at 1" = 500' scale with site denoted.
3. Statements and tables showing the following:
 - a. Total acres of subject property (net and gross).
 - b. Total number of dwelling units giving the number of each different type of dwelling unit (i.e. single family detached, condominium flats, townhouses).

**PLEASE CALL THE APPOINTMENT DESK AT (408) 535-3555 FOR AN APPLICATION APPOINTMENT.
THIS APPLICATION APPOINTMENT IS LOCATED ON THE 3RD FLOOR OF CITY HALL.**

- c. Total amount of floor space for each non-residential use.
 - d. Total amount of surface area proposed for off-street parking and loading spaces and percentage of site area.
 - e. Total number of off-street parking and loading spaces required and provided.
 - f. Total footprint area of buildings, residential or non-residential, and percentage of site area.
 - g. Total area devoted to landscaped areas and percentage of site area.
 - h. Density:
 - (1) Number of dwelling units per net acre and
 - (2) Floor Area Ratio (gross building square footage as a percentage of net site area) for non-residential projects.
4. Development schedule setting forth the following:
- Time of commencement and completion of construction of each building and structure (if phased development is proposed over a period of time the schedule shall set forth the portion of the subject property covered by each phase, the time of commencement and the implementation of each phase and of each building and structure in each phase).
- 5. Table of Contents.
 - 6. Original date of plan and adequate space provided for date and nature of all revisions.

Sheet Number 2 - "Land Use Plan"

Map of PD Zoning District including:

- 1. Location map at 1" = 500' scale with site denoted.
- 2. Plan to scale of area to be rezoned showing:
 - a. Proposed PD Zone boundaries fully dimensioned.
 - b. All public and private use areas appropriately mapped, clearly identified, and shaded, including:
 - (1) All permitted land uses, including unit type (i.e. single family detached, condominium flats, apartments, etc.) and size for residential uses.
 - (2) Landscape areas, common open space, private open space, and public open space.
 - (3) All public streets, private streets and driveways within, and adjacent to, the proposed PD Zone, labeled "Public Street", "Private Street" or "Drive-way" with total right-of-way width dimensioned (including cross sections).
 - (4) All public and easements, including parking, access, utility, and pedestrian easements showing purpose and beneficiary of each easement.
- 3. A use table which identifies each permitted use and the area of each and includes a statement of the standards of residential unit density, and building, parking, vehicular circulation and landscaping intensity.
- 4. Notes which specify:

- a. Development Standards:
By reference to straight zone, or Modified to be project specific to include:
 - (1) All setbacks
 - (2) Building height (stories and feet)
 - (3) Parking ratios
 - (4) Minimum lot size, and dimensions if applicable
 - b. Performance Standards:
 - (1) By reference to specific district in Zoning Ordinance, or
 - (2) Modified to be project specific
 - c. Clear descriptions of any required off-site work, including street and infrastructure improvements.
 - d. Clear descriptions of any environmental mitigation requirements, if any.
 - e. The Water Pollution Control Plant note (from application).
 - f. Private Infrastructure standards note to meet or exceed Public Improvement standards.
5. Additional graphic (i.e. mapped) information as applicable, including:
- a. The location of the closest building, both existing and approved, on all adjacent properties.
 - b. All existing structures with disposition noted.
 - c. Perimeter setbacks dimensioned.
 - d. All significant existing natural features, including:
 - (1) "Ordinance size" trees (18" in diameter or larger) and smaller trees which are significant by virtue of their species, location and/or significance to the site due to the limited amount of existing vegetation.
 - (2) Creeks and waterways, including top of bank.
 - (3) Rock outcroppings.
 - e. The location and required height of sound walls.
 - f. Use Areas.
 - (1) General Building envelopes.
 - (2) General open space landscaping and recreation areas.
 - (3) Parking Areas.
 - (4) Internal circulation drives, width dimensioned.
 - g. Any project interface problem and solution identified.

Sheet Number 3 - "Conceptual Site Plan"

Plan showing the following:

- 1. Exact location and dimensions of the subject property.
- 2. Exact location and dimensions of the following components of the plan:

- a. All lots.
 - b. All buildings and structures.
 - c. All public and private open space.
 - d. All off-street parking and loading areas.
 - e. Each public and private use and the area to be devoted to each such use.
 - f. All public and private streets.
 - g. All easements.
 - h. All adjacent buildings and uses within 50'.
 - i. All setbacks.
 - j. All trash enclosures and stress pads.
3. The use which will be made of each building and structure to be constructed on the subject property.

Sheet Number 4 - "Conceptual Grading and Drainage Plan"

Plan sufficient to describe terrain, including name of stream or other waterbody, top of bank, where site is adjacent to creek or has an existing overall slope of more than two (2) percent. Show preliminary control measures (stormwater treatment, site design control measures, and list types of source control measures). Show types of impervious area including parking, sidewalks, walkways, driveways, plazas, roofs, etc. Show pervious area including landscaped areas. Show proposed grading if any cut or fill slope exceeds 18 inches. Provide cross section at property lines to show grading interface. May be combined with Site Plan if space permits.

Sheet Number 4a - "Conceptual 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 on page 4.
- 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.
 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.

Sheet Number 5 - "Conceptual Building Elevations / Floor Plans"

Building elevations are required which illustrate the intended architectural style and character and the size, shape, materials, and general detailing of buildings. Building design will be finalized at PD permit stage. May not be require for custom house project with extensive architectural standards included in project.

Sheet Number 6 - "Conceptual Landscape Architectural Plan"
Plan of site to include, but not be limited to the following:

1. Overall conceptual landscape architectural plan the same scale as the conceptual site plan, showing lawns, ground cover, tree plantings. **Note: This is to include street tree planting as required by the City of San Jose.**
2. Where landscaping is to serve a particular function, such as a screen or buffer of something specific, a compensation for some site deficiency, or as a focal point or frame, the particular function and landscape concept shall be identified. Where landscaping is proposed in the public right-of-way, the maintenance responsibility shall be specified.
3. The landscape architectural plans shall include a generalized list of plant materials indicating type of material (canopy tree, screen shrub), and size of material. **Note: Conceptual landscape plans are not typically required for single-family detached residential projects.**

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

**PLEASE CALL THE APPOINTMENT DESK AT (408) 535-3555 FOR AN APPLICATION APPOINTMENT.
 THIS APPLICATION APPOINTMENT IS LOCATED ON THE 3RD FLOOR OF CITY HALL.**

INDEMNIFICATION AGREEMENT
FOR DEVELOPMENT APPLICATIONS

Applicant submitted an application to the City of San José Planning Division on _____, 200____ for the following development approval(s): _____

(the "Project"). For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Applicant hereby expressly agrees in connection with the processing of Applicant's Project application(s) to each and every one of the following terms and conditions:

1. Applicant agrees, as part of and in connection with each and any of the application(s), to defend, indemnify, and hold harmless the City of San José ("City") and its officers, contractors, consultants, attorneys, employees and agents from any and all claim(s), action(s), or proceeding(s) (collectively referred to as "proceeding") brought against City or its officers, contractors, consultants, attorneys, employees, or agents to challenge, attack, set aside, void, or annul:
 - a. Any approvals issued in connection with any of the above described application(s) by City; and/or
 - b. Any action taken to provide related environmental clearance under the California Environmental Quality Act of 1970, as amended ("CEQA") by City's advisory agencies, boards or commissions; appeals boards or commissions; Planning Commission, or City Council.

Applicant's indemnification is intended to include, but not be limited to, damages, fees and/or costs awarded against or incurred by City, if any, and costs of suit, claim or litigation, including without limitation attorneys' fees and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by Applicant, City, and/or parties initiating or involved in such proceeding.

2. Applicant agrees to indemnify City for all of City's costs, fees, and damages incurred in enforcing the indemnification provisions of this Agreement.

3. Applicant agrees to defend, indemnify and hold harmless City, its officers, contractors, consultants, attorneys, employees and agents from and for all costs and fees incurred in additional investigation or study of, or for supplementing, redrafting, revising, or amending, any document (such as an environmental impact report, negative declaration, specific plan, or general plan amendment) if made necessary by said proceeding and if Applicant desires to pursue such City approvals and/or clearances, after initiation of the proceeding and that are conditioned on the approval of these documents.

4. In the event that Applicant is required to defend City in connection with such proceeding, City shall have and retain the right to approve:
 - a. The counsel to so defend City; and
 - b. All significant decisions concerning the manner in which the defense is conducted; and
 - c. Any and all settlements, which approval shall not be unreasonably withheld.

City shall also have and retain the right to not participate in the defense, except that City agrees to reasonably cooperate with Applicant in the defense of the proceeding. If City chooses to have counsel of its own defend any proceeding where Applicant has already retained counsel to defend City in such matters, the fees and expenses of the additional counsel selected by City shall be paid by City. Notwithstanding the immediately preceding sentence, if City's Attorney's Office participates in the defense, all City Attorney fees and costs shall be paid by Applicant.

5. Applicant's defense and indemnification of City set forth herein shall remain in full force and effect throughout all stages of litigation including any and all appeals of any lower court judgments rendered in the proceeding.

After review and consideration of all of the foregoing terms and conditions, Applicant, by its signature below, hereby agrees to be bound by and to fully and timely comply with all of the foregoing terms and conditions.

APPLICANT:

By: _____
(Signature)

Date: _____

(Print)

Its: _____
(Title, if any)

PLANNED DEVELOPMENT ZONING APPLICATION

TO BE COMPLETED BY PLANNING STAFF

FILE NUMBER PDC				RECEIPT #: _____
PROJECT LOCATION				AMOUNT: _____
ZONING	GP DESIGNATION	QUAD #	COUNCIL DISTRICT	DATE: _____
				BY: _____

**TO BE COMPLETED BY THE APPLICANT
(PLEASE PRINT OR TYPE)**

Pursuant to the Provisions of Chapter 20.120 of the Municipal Code, City of San Jose, California, Petition is made to rezone/prezone property as described.
FOR THE PROPERTY LOCATED AT:

ASSESSOR'S PARCEL NUMBER(S) (APN)	GROSS ACREAGE	NET ACREAGE
-----------------------------------	---------------	-------------

EXISTING USE OF PROPERTY	ESTIMATED DATE OF OCCUPANCY (MONTH/YEAR)
--------------------------	--

PROPOSED USE OF PROPERTY

PROPOSED REZONING
FROM THE _____ ZONING DISTRICT TO THE _____ (PD) PLANNED DEVELOPMENT ZONING DISTRICT

<p>IF PROPOSAL IS RESIDENTIAL -</p> <p>NUMBER OF UNITS:</p> <p>TYPE OF UNITS:</p>	<p>IF PROPOSAL IS NON-RESIDENTIAL -</p> <p>NEW GROSS BUILDING SQUARE FOOTAGE</p>
--	---

STORMWATER RUNOFF DATA:

- Total site size: _____ square feet (1 acre = 43, 560 sq. ft.).
- Total existing impervious surface area: _____ square feet.
- Does this project only involve resurfacing of an existing paved area?
- Will 10,000 square feet or more of impervious surface be created, replaced or expanded? No Yes (If yes, please refer to Council Policy 6-29: Post-Construction Urban Runoff Management.)
- Total area of land disturbance: _____ square feet.

f. Will or have hazardous materials been used or stored on site? Yes or No.

g. If required, has a Hazardous Materials Management Plan been approved for the site? Yes or No.

**PLEASE CALL THE APPOINTMENT DESK AT (408) 535-3555 FOR AN APPLICATION APPOINTMENT.
THIS APPLICATION APPOINTMENT IS LOCATED ON THE 3RD FLOOR OF CITY HALL.**

THE FOLLOWING EXHIBITS ARE ATTACHED HERETO AND MADE A PART THEREOF BY REFERENCE.

- A LEGAL DESCRIPTION OF SUBJECT PROPERTY - EXHIBIT A
- PRELIMINARY TITLE REPORT
- THE COMPLETE GENERAL DEVELOPMENT PLAN SET FOR THE SUBJECT PROPERTY, ENTITLED

DATED / / AND LAST REVISED / / ,

CONSISTING OF _____ SHEETS

**PLEASE CALL THE APPOINTMENT DESK AT (408) 535-3555 FOR AN APPLICATION APPOINTMENT.
THIS APPLICATION APPOINTMENT IS LOCATED ON THE 3RD FLOOR OF CITY HALL.**

PLANNED DEVELOPMENT ZONING APPLICATION

AFFIDAVIT OF OWNERSHIP

THE UNDERSIGNED HEREBY DECLARE THAT ITEMS 1 THROUGH 4 ON PAGE 2 OF THIS APPLICATION ARE TRUE AND CORRECT, AND DECLARE THAT THEY UNDERSTAND THAT ITEM 5 ON PAGE 2 OF THIS APPLICATION APPLIES TO THEIR PROJECT:

PRINT NAME OF OWNER OR FIRM	DAYTIME TELEPHONE # ()
------------------------------------	--------------------------------------

ADDRESS	CITY	STATE	ZIP CODE
----------------	-------------	--------------	-----------------

OWNER'S SIGNATURE	DATE
--------------------------	-------------

PRINT NAME & TITLE

PRINT NAME OF OWNER OR FIRM	DAYTIME TELEPHONE # ()
------------------------------------	--------------------------------------

ADDRESS	CITY	STATE	ZIP CODE
----------------	-------------	--------------	-----------------

OWNER'S SIGNATURE	DATE
--------------------------	-------------

PRINT NAME & TITLE

PRINT NAME OF OWNER OR FIRM	DAYTIME TELEPHONE # ()
------------------------------------	--------------------------------------

ADDRESS	CITY	STATE	ZIP CODE
----------------	-------------	--------------	-----------------

OWNER'S SIGNATURE	DATE
--------------------------	-------------

PRINT NAME & TITLE

PRINT NAME OF OWNER OR FIRM	DAYTIME TELEPHONE # ()
------------------------------------	--------------------------------------

ADDRESS	CITY	STATE	ZIP CODE
----------------	-------------	--------------	-----------------

OWNER'S SIGNATURE	DATE
--------------------------	-------------

PRINT NAME & TITLE

PRINT NAME OF OWNER OR FIRM	DAYTIME TELEPHONE # ()
------------------------------------	--------------------------------------

ADDRESS	CITY	STATE	ZIP CODE
----------------	-------------	--------------	-----------------

OWNER'S SIGNATURE	DATE
--------------------------	-------------

PRINT NAME & TITLE

IF THERE ARE ADDITIONAL PROPERTY OWNERS, PLEASE ATTACH SEPARATE COPIES OF THIS PAGE TO PROVIDE THE ABOVE INFORMATION.

PLEASE CALL THE APPOINTMENT DESK AT (408) 535-3555 FOR AN APPLICATION APPOINTMENT. THIS APPLICATION APPOINTMENT IS LOCATED ON THE 3RD FLOOR OF CITY HALL.

CONTACT PERSON			
That for the purpose of processing and coordination of this application, the following person is my (our) designated representative/contact person:			
PRINT NAME OF CONTACT PERSON		NAME OF FIRM, IF APPLICABLE	
ADDRESS		CITY	STATE ZIP CODE
DAYTIME TELEPHONE # ()	FAX TELEPHONE # ()	E-MAIL ADDRESS	
PROJECT DEVELOPER			
PRINT NAME OF PROJECT DEVELOPER (IF DIFFERENT THAN OWNER)		NAME OF FIRM, IF APPLICABLE	
ADDRESS		CITY	STATE ZIP CODE
DAYTIME TELEPHONE # ()	FAX TELEPHONE # ()	E-MAIL ADDRESS	
ARCHITECT and ENGINEER			
PRINT NAME OF ARCHITECT		NAME OF FIRM, IF APPLICABLE	
ADDRESS		CITY	STATE ZIP CODE
DAYTIME TELEPHONE # ()	FAX TELEPHONE # ()	E-MAIL ADDRESS	
PRINT NAME OF ENGINEER		NAME OF FIRM, IF APPLICABLE	
ADDRESS		CITY	STATE ZIP CODE
DAYTIME TELEPHONE # ()	FAX TELEPHONE # ()	E-MAIL ADDRESS	

**PLEASE CALL THE APPOINTMENT DESK AT (408) 535-3555 FOR AN APPLICATION APPOINTMENT.
THIS APPLICATION APPOINTMENT IS LOCATED ON THE 3RD FLOOR OF CITY HALL.**

TRAFFIC ANALYSIS WORKSHEET

PART I - TO BE COMPLETED BY PLANNING STAFF			
FILE #	COUNCIL DISTRICT	PLANNING AREA	
PART II - TO BE COMPLETED BY APPLICANT			
LOCATION			
PROJECT DESCRIPTION:(e.g. single-family detached residential, professional offices, etc.)			
NUMBER OF UNITS/SIZE:(e.g. 60 units, 85,000 sq. ft. gross floor area, etc.)		ESTIMATED DATE OF OCCUPANCY:(e.g. Fall 1989)	
PART III - TO BE COMPLETED BY PUBLIC WORKS STAFF			
TRIP GENERATION RATE PER UNIT OR ACRE, ETC.		ADT	
PEAK HOUR FACTOR		PEAK TRIPS	
INBOUND/OUTBOUND SPLIT			
	% IN.	% OUT	IN OUT
CRITICAL INTERSECTIONS		LEVEL OF SERVICE	
		V/C	EXISTING LOS DATE NEW COUNT NEEDED?
1.		AM	_____
		PM	_____
2.		AM	_____
		PM	_____
3.		AM	_____
		PM	_____
4.		AM	_____
		PM	_____
5.		AM	_____
		PM	_____
6.		AM	_____
		PM	_____
SPECIAL COMMENTS			
<input type="checkbox"/> TRAFFIC REPORT REQUIRED <input type="checkbox"/> EXEMPT FROM TRANSPORTATION LEVEL OF SERVICE POLICY <input type="checkbox"/> ADEQUATE TRAFFIC CAPACITY TO SERVE DEVELOPMENT <input type="checkbox"/> INSIGNIFICANT TRAFFIC IMPACT <input type="checkbox"/> NO TRAFFIC IMPACT <input type="checkbox"/> TRAFFIC CAPACITY TO BE REVIEWED AT SITE DEVELOPMENT STAGE <input type="checkbox"/> _____			
DATE OF REVIEW		SIGNATURE OF REVIEWER	

**PLEASE CALL THE APPOINTMENT DESK AT (408) 535-3555 FOR AN APPLICATION APPOINTMENT.
THIS APPLICATION APPOINTMENT IS LOCATED ON THE 3RD FLOOR OF CITY HALL.**

DEVELOPMENT APPLICATION CHECK SHEET

NOTICE TO APPLICANT: Do not complete this form. Present at time of application. Your application will be accepted **only if all** items are included in correct form and numbers. Please be advised, however, that the items on this check sheet do not necessarily constitute a complete application. Additional items may be required to complete the review of your project.

FILE NUMBER	STAFF	DATE RECEIVED
REQUIRED COPIES	DOCUMENTS	
1	APPLICATION FORM correctly filled out <input type="checkbox"/> Applicant(s) - listed as owner(s) or agent <input type="checkbox"/> Signature(s) of owner(s) listed above <input type="checkbox"/> Contact Person identified <input type="checkbox"/> Architects, Engineers and Developers identified <input type="checkbox"/> Affidavit Pages signed by owner(s)	
1	LEGAL DESCRIPTION <input type="checkbox"/> Single metes and bounds description of entire property or <input type="checkbox"/> Lot and tract number from recorded subdivision map, and copy of said tract map	
1	<input type="checkbox"/> PRELIMINARY TITLE REPORT	
1	<input type="checkbox"/> COUNTY ASSESSOR'S MAP	
7 sets 11 3 3 3 4	GENERAL DEVELOPMENT PLAN <input type="checkbox"/> Attached in sets in correct order <input type="checkbox"/> Title Sheet <input type="checkbox"/> Land Use Plan <input type="checkbox"/> Conceptual Site Plan <input type="checkbox"/> Conceptual Grading and drainage <input type="checkbox"/> Conceptual Stormwater Control Plan <input type="checkbox"/> Conceptual Building Elevations/Floor Plans <input type="checkbox"/> Conceptual Landscape/Architectural Plan <input type="checkbox"/> Legible black line plan set, reduced 11' x 17'	
	<input type="checkbox"/> TRAFFIC ANALYSIS SHEET	
5 1	ENVIRONMENTAL REVIEW <input type="checkbox"/> Draft EIR or <input type="checkbox"/> Completed Application for Environmental Clearance which includes: Photographs Vicinity and location maps Signed disclosure forms <input type="checkbox"/> Request for Environmental Exemption or <input type="checkbox"/> Some evidence that environmental review has been completed	
	FEES <input type="checkbox"/> Application Fees <input type="checkbox"/> Environmental Fees <input type="checkbox"/> Public Noticing Fee <input type="checkbox"/> Additional Charges <input type="checkbox"/> Record Retention Fees	

**PLEASE CALL THE APPOINTMENT DESK AT (408) 535-3555 FOR AN APPLICATION APPOINTMENT.
 THIS APPLICATION APPOINTMENT IS LOCATED ON THE 3RD FLOOR OF CITY HALL.**