

PERMIT/MAJOR PERMIT ADJUSTMENT APPLICATION

TO BE COMPLETED BY PLANNING COUNTER STAFF				
FILE NUMBER AD			RECEIPT # _____	
QUAD:	ZONING:	GP:	DATE: _____	
COUNCIL DISTRICT:		AMOUNT: _____		
PD ZONING #		PREVIOUS PERMIT:		BY: _____
<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL				
TO BE COMPLETED BY APPLICANT (PLEASE PRINT OR TYPE)				
PROPERTY LOCATION/ ADDRESS:				
ASSESSOR'S PARCEL NUMBER(S)				
DESCRIPTION OF PROPOSED MINOR CHANGE <i>(Approval is limited to description contained herein)*</i>				
DOES THE PROJECT INVOLVE HUD FEDERAL FUNDING/ASSISTANCE? <input type="checkbox"/> NO <input type="checkbox"/> YES If yes, please indicate type of funding and submit documentation (e.g. NEPA) to Planning Staff*				
*Planning Staff: Please refer application and documentation to Environmental Team for further review.				
SIGNATURE OF PROPERTY OWNER REQUIRED				
Check One: <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. <input type="checkbox"/> I hereby certify that a Homeowner's Association does not exist to comment on the requested change to my property.				
PRINT NAME OF PROPERTY OWNER			DAYTIME TELEPHONE ()	
ADDRESS		CITY	STATE	ZIP CODE
REQUIRED SIGNATURE OF PROPERTY OWNER (<i>see page 2</i>)				DATE

* Proposals that include changes to existing wireless facilities or new facilities require a submittal of a completed Environmental Exemption form or documentation of approved Environmental Clearance for the proposed project at application appointment.

Please submit this application to the Planning Permit Center, 1st floor of City Hall. The Planning Permit Center Counter hours are posted on our website at <http://www.sanjoseca.gov/planning/>. For assistance, call (408) 535-3555.

CONTACT PERSON			
PRINT NAME/COMPANY			
ADDRESS	CITY	STATE	ZIP CODE
PHONE # ()	EMAIL ADDRESS		
Please complete the FRONT Sheet of this application and provide the following. INCOMPLETE APPLICATION WILL NOT BE ACCEPTED.			
<input type="checkbox"/> FILING FEE: \$325* (over the counter review) - Checks made payable to "City of San Jose" \$81* - per additional ¼ hour \$899* for Major Adjustment \$325* - per additional hour <i>*includes Citywide Planning fee</i> <input type="checkbox"/> 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. <input type="checkbox"/> ASSESSOR'S PARCEL MAP marked with the project location. <input type="checkbox"/> PHOTOGRAPHS of existing building or subject area. <input type="checkbox"/> Four (4) Copies of the development plans. An additional plan set is required if stormwater is required. The development plan should include: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> • 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. 	<input type="checkbox"/> 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. <ul style="list-style-type: none"> a. Complete the Pervious & 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: <ul style="list-style-type: none"> 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 area, outdoor processes and storage, vehicle cleaning, repair or maintenance, fuel dispensing. 		

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Additional Requirements:	
<p>4. Water quality Treatment Control Measure maintenance requirements.</p> <p>5. Licensed certification that the specified Treatment Control Measures meet the requirements in Post-Construction Urban Runoff Management Policy No. 6-29.</p> <p>An additional Public Works C.3 fee of \$186 per hour will be charged for the review of any Stormwater Control Plans.</p> <p>a Stormwater Hydromodification Management (HM) Plan/Report: A Stormwater HM Plan/Report</p>	

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