City of Santa Clara
The Center of What's Possible

Community Development Department
Planning Division

Application Checklist - Significant Property Alterations

Submit all materials and plan sets electronically (in a pdf file) through the online portal. **All materials and plan sets should be submitted as a PDF in a format that is searchable.** All plans shall be drawn to scale and completely dimensioned. The following are the minimum items needed for any planning application. Planning staff may request additional materials.

In addition to the required items listed below, submit the required items contained in the applicable checklist ("Single-Family / Duplex Architectural Review" or "Multi-Family, Mixed-Use & Commercial Architectural Review").

The purpose of this checklist is to satisfy the California Permit Streamlining Act (Government Code § 65920 et seq.)

Submit this checklist and following materials:

I. Application through Permitting Online Portal

☐ File an application using the Permit Online Portal.

II. Required Fee

☐ Pay the application fees. Consult the current fee schedule.

III. Application Authorization

☐ Submit proof of owner authorization

IV. Written Project Description

☐ A written summary of the project, which includes a description of the project and design concept, and proposed alterations to the site in a separate document.

V. Secretary of Interior Standards for Rehabilitation Analysis

☐ Provide a Secretary of Interior of Interior Standards Analysis report prepared by a qualified historic professional.

IV. Project Plans

☐ **Submit a plan set as a PDF in an 8.5 x 11 (Letter) format that is searchable for public hearings. Submit a plan set as a PDF in a 24" x 36" format that is searchable for review. Submit full plan sets in a single, flattened/compressed PDF not exceeding 300MB in the following manner and with the following information:**

Order of sheets in plan sets if included:

- Cover sheet
- Existing conditions site plan

- Colored site plan and photographs
- Colored renderings and perspectives
- Architectural, such as floor/unit plans, elevations, roof plan, building sections & zoning diagrams
- Landscape plan (tree & irrigation details)
- Civil
- Stormwater treatment plan
- Fire and building code compliance
- Subdivision map (if applicable)

Plan sets must show:

A. Cover sheet:
   - ☐ Project rendering
   - ☐ Vicinity map (small schematic map of the project site location within the City (1/2-mile radius)
   - ☐ Project Data Matrix:
     - ☐ Project address(es)
     - ☐ Project description and scope of work (summary of the project and design concept, and proposed alterations on the site)
     - ☐ Proposed construction and occupancy type(s) as defined in Building Code
     - ☐ Current (and proposed) zoning and general plan designations
     - ☐ Flood Zone designation
     - ☐ Assessor's Parcel Number(s)
     - ☐ Lot area
     - ☐ Building coverage (%) (including carports, sheds, covered patios, porches, and decks)
     - ☐ Required and proposed parking
     - ☐ Existing building square footage (including carports, sheds, covered patios, porches, and decks)
     - ☐ Proposed square footage
     - ☐ Floor Area Ratio (for lots less than 6,000 square feet)
     - ☐ Number of existing and proposed bedrooms
     - ☐ Number of existing and proposed bathrooms
   - ☐ Table of contents listing all plan sheets, their content and page number.
   - ☐ Project team contacts

B. Site Plan: Include fully dimensioned site plans showing existing and proposed site conditions with:
   - ☐ Scale
   - ☐ North arrow (orient all sheets in the same direction)

- ☐ Property lines, including distance from street centerlines and face of curb
- ☐ Official plan lines for streets
- ☐ Building setback lines
- ☐ All easements and public/private utilities
- ☐ Fences
- ☐ Existing and proposed buildings and other structures (including overhangs)
- ☐ Driveways, parking spaces, and circulation (including sidewalks)
- ☐ Location and outline of ground mounted equipment (HVAC, etc.)
- ☐ (Projects involving a second story) Adjacent property building outlines showing window placement on adjacent buildings facing the subject property

C. Building Floor Plans: Submit floor plans to indicate how the interior of the building affects the exterior design, including window and door placement, required emergency exits, identify space usage, stairs, elevators, etc., with:

- ☐ Existing dimensioned floor plans noting demolition details/proposed changes
- ☐ New dimensioned floor plans
- ☐ Dimensioned parking garage/carport space
- ☐ Labeling of each room/space

D. Elevations: Include existing elevations with details/conditions to remain and proposed new elevations/changes with:

- ☐ Elevation of all sides of the building(s) (existing and proposed), including courtyards
- ☐ Include the maximum building heights as measured from the nearest finished grade to wall plate height and roof peak for existing and proposed elevations.
- ☐ Incorporation of all windows, eaves, trims, doors, chimneys, downspouts.
- ☐ Elevation details of vertical landscape elements such as fences and walls and roof screens.
- ☐ Type, finish, material, and color of all exterior building surfaces.

E. Roof Plans:

- ☐ Screens for roof-mounted equipment.
- ☐ Show roof pitches and dimension overhang depth.
- ☐ Roof material type (shingle, metal, etc.)

F. Building Sections (two-story, loft and basement proposals)

- ☐ Illustrative wall section from roof to foundation showing foundation, wall, windows and doors, cornice, eave, and roof at a minimum 1/2” = 1’ scale. Include height measurements from adjacent grade and top-of-curb to top-of-wall plate(s).

G. Landscape Plan

☐ Location, spacing, size, quantities, and botanical designations of all existing trees and vegetation to be preserved, planted, and transplanted on-site

Contact Information

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