City of Santa Clara
The Center of What's Possible

Community Development Department
Planning Division

Application Checklist - Conditional Use Permits & Minor Use Permits

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.

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

☐ Provide a detailed description of the proposed use (e.g., days/hours of operation, number of employees, work shift duration(s) (if applicable), products or services provided, anticipated customers and the nature of their visit, whether alcohol is provided or served, etc.) in a separate document. When describing the use, identify the location of activities (e.g., indoor vs. outdoors).

V. 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:

- Cover sheet
- Existing conditions site plan
- Colored site plan
- Colored renderings and perspectives
- Architectural, such as floor/unit plans, elevations, building sections & zoning diagrams

- Landscape plan (tree & irrigation details)
- Civil
- Stormwater treatment
- Fire and building code compliance

Plan sets must show:

A. Cover sheet:
- ☐ Vicinity map (small schematic map of the project site location within the City (1/2-mile radius)
- ☐ Project Data Matrix:
  - ☐ Project address(es)
  - ☐ Proposed construction and occupancy type(s) as defined in Building Code
  - ☐ Current (and proposed) zoning and general plan designations
  - ☐ Existing and proposed uses
  - ☐ Flood Zone designation
  - ☐ Assessor's Parcel Number(s)
  - ☐ Lot area
  - ☐ Existing and propose building coverage (%)
  - ☐ Required and proposed parking
  - ☐ Existing and proposed building square footage
  - ☐ Restaurant seating number
- ☐ 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
  - ☐ 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.)
- ☐ Trash, recycling, and equipment enclosures. Label proposed containers or related equipment and interior dimensions.

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 spaces

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, vents, downspouts, stairwell enclosures, wall vents/louvers associated with mechanical ventilation.
- ☐ Elevation details of vertical landscape elements such as fences and walls and roof screens.
- ☐ Elevation details of accessory structures, enclosures, and features, including storage sheds, trash enclosures, trellises, etc.
- ☐ Type, finish, material, and color of all exterior building surfaces.
- ☐ Conceptual exterior building sign locations.
- ☐ Conceptual exterior lighting fixture design and locations.
- ☐ Provide elevations of adjacent buildings for one block on either side.

E. Parking Layout and Circulation:

- ☐ Fully dimensioned parking plan with location and number of vehicular and bicycle parking spaces and dimensioned driveway aisles, landscape islands, and parking stalls. Show traffic flow and points of entry/exit with arrows.
- ☐ Label loading zones, electrical vehicle parking spaces, accessible parking and fire lanes as required by Building and Fire codes.
- ☐ Color-code vehicular, bicycle and pedestrian circulation plan, including emergency access and trash service access using truck turning templates.

F. Lighting Plan:

- ☐ Photometric drawing, including footcandle numbers to the property line and extend beyond the property line.
- ☐ Manufacturer’s specifications sheets of proposed exterior lighting fixtures.

VI. For Wireless Telecommunications Facilities:

In addition to the requirements contained in I. through V. of this checklist, the following is required:

A. Boundary Map:

☐ A map with locations and boundaries of the coverage areas and a search ring analysis for all the applicant's tower sites existing, approved but not yet constructed, applicant submitted but not yet approved, and potential future sites. The Boundary Map shall also include all the following:

☐ Indicate any existing communication towers located within a four-mile radius of the proposed site(s), the operators of each tower, the tower heights, and attempts to co-locate.

☐ Identify any airport facility located within a four-mile radius of the proposed site(s).

B. Site Specific Map:

☐ The applicant shall submit a detailed map for each proposed site coverage area including all the following:

☐ Identify all structures, roads, highways, and residences; and

☐ Identify all feasible tower locations within each coverage area.

C. Coverage Report:

☐ The applicant shall provide a coverage report containing an analysis of existing significant gaps in the service provider's network and how the proposed wireless telecommunication facility would eliminate or substantially reduce the gap in coverage.

D. Parcel Specific Information:

☐ The applicant shall provide copies of any land use easements or lease restrictions which would prohibit co-location (on existing wireless telecommunication facilities) or share locations (next to an existing wireless telecommunication facilities) by other service providers.

E. Explanation of Technology:

☐ The applicant shall provide a detailed explanation of the type of technology to be used and types of services to be provided by each wireless telecommunication facility site/installation.

F. Health Certification:

☐ The applicant shall supply certification acceptable to the Director for the proposed facility and shall comply with all applicable health requirements and standards pertaining to electromagnetic and/or radio frequency radiation.

G. Co-Location:

☐ All new towers shall allow for co-location of public safety transmission equipment when deemed feasible by the Community Development Director.

Contact Information

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