SITE DEVELOPMENT PERMIT APPLICATION

CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

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 polices 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.

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

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)	**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)
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)	**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)
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)	**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)
Project Milestone Processing Goals • 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%

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CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

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

INSTRUCTIONS FOR FILING A

SITE DEVELOPMENT PERMIT/AMENDMENT

INSTRUCTIONS

Please prepare the plans, forms and other required information listed below and rdeposit in the drop-off box located on the 3rd floor of City Hall with a check of $308.00, payable to the "City of San Jose", for the initial processing fee. Appointments are NOT required for this application.

1. **Completed Application Forms.** A separate application shall be filed for each site. Each 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 therefore or by a qualified tenant. 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. A qualified tenant means the exclusive tenant of the entire site and parcel subject to the application, under a recorded lease, which has a remaining term of five or more years at the time of application. A copy of the recorded lease must be included with this application.

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. **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.

4. **Development Plan Sets.** Seven (7) plan sets that include:

   - Title Sheet
   - Site Plan
   - Grading and Drainage Plan
   - Elevations, architectural details, etc.
   - Landscape Plan

   Plus an additional eleven (11) Site Plans, two (2) Grading and Drainage Plan, three (3) Landscape Plan and **four (4) legible black line plan set, reduced 11" x 17"**. A description of the Development Plan Set requirements is included with these instructions.

5. **Environmental Review.** A complete application for the appropriate environmental document or some evidence that environmental review has been completed for this project.

6. **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.

7. **Fees.** An application fee, public noticing fee, and a fee for the appropriate environmental application are due at the time of filing (see fee schedule).

DEVELOPMENT PLAN SET

The Development Plan Set shall set forth, show and delineate the following:

1. All sheets shall be blackline and of uniform size - 24" x 36" is the maximum sheet size (sheets of larger size shall require prior approval before filling the application).

2. All sheets shall be numbered in proper sequence and numbers located in the lower right hand corner of each page.

3. All sheets shall be dated and adequate space provided for dates and nature of all revisions.

   Sheet No. 1. Title Sheet:
   a. Name of project and description of proposed use
   b. Listing of any prior development permits issued for the subject site
   c. Table of contents listing all plan set sheets, their content and page number

   Sheet No. 2. Site Plan: (drawn to scale) (may require more than one sheet labeled “Site Plan” to include the information listed below):
   a. Location map and Assessor’s Parcel Number(s)
   b. Statement and tables:

      1. Total acres of subject property (net and gross)
      2. Total number of dwelling units

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3. Total existing and proposed gross square footage of floor space for each non-residential use
4. Total existing and proposed net square footage of floor space (85% of gross) for each non-residential use
5. Total number of existing and proposed off-street parking and loading spaces
6. Percentage of proposed site coverage for buildings, off-street parking and loading, and landscaping
7. Residential density (number of dwelling units per acre)

c. Use of all adjacent properties, including locations of any buildings or freeways within 50 feet of property lines
d. Dimensions of subject property and all existing lot lines
e. All existing and proposed buildings, structures and wells and their proposed uses, including the proposed removal of any building (information should be clearly delineated on the site plan)
f. Proposed off-street parking, loading, and circulation areas
g. All existing and proposed public and private easements for utility, drainage, sewer, parking, access and other purposes, and all easements on surrounding properties benefiting the subject property
h. Fully dimensioned public right-of-way improvements for both sides of adjacent streets showing accurate locations for existing and proposed, facilities such as streets, curbs, sidewalks, sidewalk planters, street trees, utility poles, electroliers, traffic signs and signals, storm sewers, sanitary sewers, fire hydrants, median island and median island openings, project driveways, driveways on opposite street frontages, bus stops, drainage inlets and manholes
i. Cross-sections of the full right of way for all existing and proposed public and private streets, and driveways, each fully dimensioned
j. Location of existing and proposed on-site lighting fixtures
k. Name(s) of creek(s) and/or stream(s) should be clearly labeled on the site plan.

Sheet No. 3. Grading and Drainage Plan:

a. Topography with pad elevations for the site and all property within 50 feet
b. Existing trees, specifying size, species, condition and disposition
c. All existing and proposed retaining walls, swales and inlets
d. All existing and proposed contours, including slopes and identification of Top of Curb(TOC), Top of Wall(TOW), Base of Wall(BOW), invert and grate elevations
e. Sections through the property to include adjoining properties, showing the grading and soundwall/fence at the property line
f. Drainage flows and overland release flows
g. Details of retaining walls, swales and drainage structures
h. Paving materials

Sheet No. 3a 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 3.
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. Location, size, and identification (including description), of types of source control measures, water quality treatment control measures 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 No. 3b. Stormwater Hydromodification Management (HM) Plan/Report:

(A Stormwater HM Plan/Report is required for all projects that create and/or replace one acre or more of impervious surface and that are located in the Green or Pink areas of the HM Applicability Map, which is available online at: http://www.sanjoseca.gov/planning/stormwater/.

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a. Submit a Stormwater HM Plan/Report demonstrating that post-project runoff shall not exceed estimated pre-project rates and durations. Sizing of HM control(s) shall comply with the City of San Jose Council Policy 8-14: Post-Construction Hydromodification Management.
b. Use a continuous simulation hydrologic computer model with a long-term rainfall record (30 years minimum) to simulate the runoff from the project site under pre- and post-project conditions. The City strongly encourages the use of the Bay Area Hydrology Model (BAHM) to help facilitate plan review.
c. Provide flow-duration curves and model analysis sheets for pre- and post-project conditions with the report.
d. Provide the location, size, and identification (including description) of types of HM controls such as detention basin, bio-detention unit(s), etc.
e. Include inspection and maintenance information for the HM control(s) on the Stormwater Control Plan(s).

Sheet No. 4. Building Elevations:
a. Dimensioned elevations of all exterior walls (Photographs may be substituted for existing elevations to remain unchanged)
b. Type of roof, wall and trim materials, colors and textures
c. Attached and detached sign details, designs and locations
d. Changes or additions to existing buildings or materials clearly identified

Sheet No. 5. Floor Plans:
a. Total gross floor area
b. Total square footage of leasable floor area (i.e. 85% of gross)

Sheet No. 6. Landscape Plan:
a. All areas to be landscaped, whether maintenance is to be public or private (Public maintenance areas are subject to City Standards and must be included in improvement plans for a Public Works Clearance)
b. Location, size and identification of each tree, shrub, ground cover and other landscape feature
c. All property lines and street names
d. Location of existing and proposed walks, driveways, fences, pools, ponds, water features, retaining walls
e. Standards for class of irrigation pipe, depth of pipe and backflow preventers
f. Typical details of spray, ground cover, shrub, and tree irrigation installations

Note: A conceptual irrigation plan is required for many projects once the site layout is resolved. Refer to the City of San Jose Landscape and Irrigation Guidelines for required details.

Sheet No. 7. Details:
a. Details for proposed fences, walls, trash enclosures, roof equipment screening and lighting
b. Details for any atypical building features

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Please include this table on the stormwater/grading plan.

PERVIOUS AND IMPERVIOUS SURFACES COMPARISON TABLE			
		Project Phase Number: (N/A, 1, 2, 3, etc.)	
Total Site (acres):		**Total Area of Site Disturbed** (acres):	
Impervious Surfaces	**Existing Condition of Site Area Disturbed (square feet)**	**Proposed Condition of Site Area Disturbed (square feet)**	
		Replaced[1]	**New[2]**
Roof Area(s)			
Parking			
Sidewalks, Patios, Paths, etc			
Streets (public)			
Streets (private)			
Total Impervious Surfaces:			
Pervious Surfaces			
Landscaped Areas			
Pervious Paving			
Other Pervious Surfaces (green roof, etc.)			
Total Pervious Surfaces:			
		Total Proposed Replaced + New Impervious Surfaces:	
		Total Proposed Replaced + New Pervious Surfaces:	

Regulated Project: Any project that creates new and/or replaces (individually or collectively) 10,000 square feet or more of impervious surface area.
Additonal data verifying the percent replacement of impervious surface area may be requested for any Regulated Project that appears to be subject to Provisions C.3.b.ii.(1)(c) or C.3.b.ii.(1)(d) (commonly known as "the 50% Rule").

Footnotes:
[1]**Proposed Replaced Impervious Surface:** All impervious surfaces added to any area of the site that was a previously existing impervious surface.
[2]**Proposed New Impervious Surface:** All impervious surfaces added to any area of the site that was a previously existing pervious surface.

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INDEMNIFICATION AGREEMENT
FOR DEVELOPMENT APPLICATIONS

Applicant submitted an application to the City of San José Planning Division on _____, 201___ 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: _____ Date: _____
(Signature)

_____ Its: _____
(Print) (Title, if any)

CITY OF SAN JOSE
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CITY OF SAN JOSE
Planning, Building and Code Enforcement
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San José, CA 95113-1905
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Website: www.sanjoseca.gov/planning

SITE DEVELOPMENT PERMIT/AMENDMENT APPLICATION

TO BE COMPLETED BY PLANNING STAFF

FILE NUMBER H				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 Part 7 of Chapter 20.100 of the San Jose Municipal Code, application is made to request a:

CHECK ONE BOX

☐ SITE DEVELOPMENT PERMIT

☐ AMENDMENT TO A SITE DEVELOPMENT PERMIT
PREVIOUS H PERMIT FILE NUMBER H _____

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 OR SUBJECT OF AMENDMENT

IF PROPOSAL IS RESIDENTIAL - NUMBER OF UNITS	**IF PROPOSAL IS NON-RESIDENTIAL** - NEW GROSS BUILDING SQUARE FOOTAGE

DOES THE PROJECT INVOLVE HUD FEDERAL FUNDING/ASSISTANCE? ❑ NO ❑ YES

PLEASE INDICATE WHETHER HUD FUNDING HAS BEEN AWARDED, IS PROPOSED, OR IS ANTICIPATED, FOR THE PROPOSED PROJECT.

If yes, 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.

_____

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 recommended.

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

☐ A LEGAL DESCRIPTION OF SUBJECT PROPERTY - EXHIBIT A

☐ THE COMPLETE DEVELOPMENT PLAN SET FOR THE SUBJECT PROPERTY, ENTITLED

_____

DATED / / AND LAST REVISED / / ,

CONSISTING OF _____ SHEETS

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STORMWATER RUNOFF DATA:

a. Site size: _____ sq. ft. (acres multiplied by 43,560 sq. ft.)

b. Existing impervious surface area (includes land covered by buildings, sheds, patios/covers, parking lots, streets, sidewalks, paved walkways and driveways): _____ sq. ft.

c. New Impervious surface area created, added, or replaced: _____sq. ft.

d. Total proposed impervious surface area (new + existing): _____sq. ft.

e. Percent increase/decrease/replacement of impervious surface area (c./d. multiplied by 100): _____%

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.

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AFFIDAVIT OF OWNERSHIP

THE UNDERSIGNED HEREBY DECLARE THAT THE FOLLOWING IS TRUE AND CORRECT:

1. The undersigned are all the owners of all the property described in Exhibit A - Legal Description of Subject Property, or tenants of the entire subject site with a recorded lease and a term remaining of at least five years.

2. The development plans a part of this application show the exact location, size, and use of all easements on the subject site and all easement on surrounding properties benefiting the subject property.

3. If there are any existing active or deactivated water wells on your property, they must be shown on your plans. The property which is the subject of this application:

   _____does contain existing active or deactivated water wells and they are shown on the plans accompanying this application
   _____does not contain existing active or deactivated water wells.

4. In conformance with Section 65962.5 of the California Government Code, and as owner(s) of the property referenced below, I(we) hereby certify that I(we) have reviewed the list of Hazardous Waste and Substance Sites within the City of San Jose, as compiled by the State Office of Planning and Research.
   The property which is the subject of the above-referenced application is_____ is not_____included on said list.
   If included on the List, the listed item reads as follows:

   _____

   _____

   _____

THE UNDERSIGNED HEREBY DECLARE THAT THEY UNDERSTAND THE FOLLOWING APPLIES TO THEIR PROJECT:

5. **Notice to Applicants regarding effect of Wastewater treatment capacity on land development approvals.** Part 2.75 of Chapter 15.12 of the San Jose Municipal Codes requires that an applicant acknowledge the effect of Wastewater treatment capacity on Land development approvals at the time of application. As owner (s) of the property subject to this development application, I(we) hereby acknowledge the requirements of the Municipal Code, as stated below, and understand that these requirements will apply to the development permit for which I(we) am(are) applying.

   Pursuant to Part 2.75 of Chapter 15.12 of the San Jose Municipal Code, no vested right to a building permit shall accrue as the result of the granting of any land development approvals and applications when and if the City Manager makes a determination that the cumulative sewage treatment demand on the San Jose-Santa Clara Water Pollution Control Plant represented by approved land uses in the area served by said Plant will cause the total sewage treatment demand to meet or exceed the capacity of the San Jose-Santa Clara Water Pollution Control to treat such sewage adequately and within the discharge standards imposed on the City by the State of California Regional Water Quality Control Board for the San Francisco Bay Region. Substantive conditions designed to decrease sanitary sewage associated with any land use approval may be imposed by the approving authority.

PRINT NAME OF PROPERTY OWNER		DAYTIME TELEPHONE #	
ADDRESS	CITY	STATE	ZIP CODE
NAME OF FIRM, IF APPLICABLE		TITLE OR OTHER OFFICIAL CAPACITY❁	
SIGNATURE ✗		DATE	

❁ **PLEASE STATE IF YOU ARE A PARTNER, PRESIDENT, VICE-PRESIDENT, ETC...**

IF THERE ARE ADDITIONAL PROPERTY OWNERS, PLEASE USE THE FOLLOWING PAGE TO PROVIDE THE ABOVE INFORMATION.

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AFFIDAVIT OF OWNERSHIP

THE UNDERSIGNED HEREBY DECLARE THAT ITEMS 1 THROUGH 4 ON PAGE 3 OF THIS APPLICATION ARE TRUE AND CORRECT, AND DECLARE THAT THEY UNDERSTAND THAT ITEM 5 ON PAGE 3 OF THIS APPLICATION APPLIES TO THEIR PROJECT:

PRINT NAME OF PROPERTY OWNER		DAYTIME TELEPHONE # ( )	
ADDRESS	CITY	STATE	ZIP CODE
NAME OF FIRM, IF APPLICABLE	TITLE OR OTHER OFFICIAL CAPACITY❁		
SIGNATURE ✗		DATE	
PRINT NAME OF PROPERTY OWNER		DAYTIME TELEPHONE # ( )	
ADDRESS	CITY	STATE	ZIP CODE
NAME OF FIRM, IF APPLICABLE	TITLE OR OTHER OFFICIAL CAPACITY❁		
SIGNATURE ✗		DATE	
PRINT NAME OF PROPERTY OWNER		DAYTIME TELEPHONE # ( )	
ADDRESS	CITY	STATE	ZIP CODE
NAME OF FIRM, IF APPLICABLE	TITLE OR OTHER OFFICIAL CAPACITY❁		
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ADDRESS	CITY	STATE	ZIP CODE
NAME OF FIRM, IF APPLICABLE	TITLE OR OTHER OFFICIAL CAPACITY❁		
SIGNATURE ✗		DATE	

❁ **PLEASE STATE IF YOU ARE A PARTNER, PRESIDENT, VICE-PRESIDENT, ETC...**

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

Please deposit this application in the drop-off box located on the 3rd floor of City Hall with a check of $308.00, payable to the "City of San Jose", for the initial processing fee. Appointments are NOT required for this application

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

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CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

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

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** ☐ Applicant(s) - listed as owner(s) or qualified tenants of subject property ☐ Signature(s) of owner(s) listed above ☐ Contact Person identified ☐ Architects, Engineers and Developers identified ☐ Affidavit Page signed by owner(s)
1	**LEGAL DESCRIPTION** ☐ Single metes and bounds description of entire property or ☐ Lot and tract number from recorded subdivision map, and copy of said tract map ☐ Plot map of delineating the Permit Area (8 1/2" x 11")
1	☐ **COUNTY ASSESSOR'S MAP**
	DEVELOPMENT PLAN (consult application instructions for specific requirements)
7 sets	☐ Attached in sets in correct order
	☐ Title Sheet
11 extra	☐ Site Plan
2 extra	☐ Grading and drainage
	☐ Stormwater Control Plan
	☐ Floor plans
	☐ Building Elevations
3 extra	☐ Landscape plan
	☐ Details
4	☐ Legible black line plan set, reduced 11" x 17"
	ENVIRONMENTAL REVIEW
5	☐ Draft EIR or
1	☐ Completed Application for Environmental Clearance which includes: Photographs Vicinity and location maps Signed disclosure forms
	☐ Request for Environmental Exemption or
	☐ Some evidence that environmental review has been completed
	FEES ☐ Application Fees ☐ Environmental Fees ☐ Public Noticing Fee ☐ Additional Charges ☐ Record Retention Fees

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