



# Use Permit with Site and Architectural Review Permit Submittal Requirements

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The following must be submitted with your application:

- \_\_\_\_\_ 1) **Development Application** — Signed by applicant and property owner
  - \_\_\_\_\_ 2) **Supplemental Forms** (Attachment A, B, C, D & E)
  - \_\_\_\_\_ 3) **C-3 Data Forms** - Locate at <http://www.cityofcampbell.com/268/Runoff-Program>
  - \_\_\_\_\_ 4) **Site & Architectural Plans** — Refer to Attachment A for items to be shown on plans
    - a. Four (4) full-size sets (24" x 36") **Must FOLD to 8 1/2" X 11" size**
    - b. One (1) reduced set (11" x 17")
    - c. One (1) colored elevations of the street view and/or perspective drawing (11" x 17")
    - d. PDF format plans on CD in the following format(s):
      - 8 1/2" x 11" scale / 150 dpi / PNG images
      - 24" x 36" scale / 300 dpi / JPEG or PNG images
    - e. Note that additional reduced sets (and an updated PDF set on CD) will be required following review of original submittal in preparation of the public meeting.
  - \_\_\_\_\_ 5) **Sample Board** — Include one (1) board with actual samples of building materials and exterior colors (Max. size 11" x 17") and fifteen (15) 8 1/2" by 11" color copies with photo representations of building materials and exterior colors. If the permit involves an addition to an existing structure and the materials proposed will match existing, the plans should state this on the building elevations.
  - \_\_\_\_\_ 6) **Photographs** — Photographs of the project site and surrounding properties (include on the submitted CD)
  - \_\_\_\_\_ 7) **Preliminary Title Report**
  - \_\_\_\_\_ 8) **Miscellaneous Exhibits** — The following items only need to be submitted if they are specifically requested by the Planning Division:
    - a. Colored elevation of the street view and/or perspective drawing (24" x 36")
    - b. Project model
    - c. Site cross section/expanded elevations from property line to property line
  - \_\_\_\_\_ 9) **Filing Fees**
    - Planning Division Fees (Site and Architectural Review Permit)**
      - \_\_\_\_\_ \$10,208 for projects exceeding 10,000 square feet (Non-residential)
      - \_\_\_\_\_ \$7,141 for projects between 5,001 to 10,000 square feet (Non-residential)
      - \_\_\_\_\_ \$4,871 for projects less than 5,000 square feet (Non-residential)
      - \_\_\_\_\_ \$1,592 for Modifications to a previous Site and Architectural approval (PC)
      - \_\_\_\_\_ \$2,479 for Minor Modification to side yard setback (Residential) (PC)
      - \_\_\_\_\_ \$1,623 for Site and Architectural (Residential/each house) (PC)
    - Planning Division Fees (Use Permit)**
      - \_\_\_\_\_ \$3,904 - Use Permit
      - \_\_\_\_\_ \$1,899 - Massage Therapy or Large Family Day Care
      - \_\_\_\_\_ \$4,871 - Wireless Communications Facility
      - \_\_\_\_\_ 50% of original fee - Modification to a previous Use Permit
      - \_\_\_\_\_ \$ 214 - Environmental Categorical Exemption (fee may be increased pending environmental determination)
    - Fire Department Fees**
      - \_\_\_\_\_ \$90 for Architectural Approval (Additions and Residential Projects less than 4 units)
      - \_\_\_\_\_ \$265 for Project Plan Review (Non-Residential Projects and Residential 5+units)
    - NPDES Review Fees (C-3 requirements)**
      - \_\_\_\_\_ \$163 for projects less than 10,000 s.f. impervious area
      - \_\_\_\_\_ \$704 for Special Land Use projects more than 5,000 s.f. impervious area
      - \_\_\_\_\_ \$704 for projects between 10,000 s.f. to 1 acre impervious area
      - \_\_\_\_\_ \$918 for projects more than 1 acre impervious area
- \*Receipt must be submitted to the Planning Division

The staff planner who is on duty when your application is submitted will give the application a cursory review for completeness. If any of the above items are not complete, the application will not be accepted. Applications for Modifications to a previous approval may not require all of the above items to be submitted. Please review your application with a staff planner, so that he/she may determine what items must be submitted.



# Development Application

FILE NO: \_\_\_\_\_

Planning Division - City of Campbell - 70 N. First Street, Campbell, California 95008 (408) 866-2140

PROJECT LOCATION: \_\_\_\_\_  
(Address) (Assessor's Parcel Number)

GENERAL PROJECT DESCRIPTION: \_\_\_\_\_

ZONING: \_\_\_\_\_ GENERAL PLAN: \_\_\_\_\_

### APPLICANT INFORMATION:

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
CITY/STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
CELL: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### PROPERTY OWNER INFORMATION:

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
CITY/STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
CELL: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

Attach a separate sheet listing any additional people to receive copies of reports and agendas.

### AFFIDAVIT/SIGNATURE(S):

The undersigned person(s), having an interest in the above-described property, hereby make this application in accordance with the provisions of the Campbell Municipal Code; and, hereby certify that the information given herein is true and correct to the best of my/our knowledge and belief.

|                       |       |                            |       |
|-----------------------|-------|----------------------------|-------|
| _____                 | _____ | _____                      | _____ |
| Applicant's Signature | Date  | Property Owner's Signature | Date  |

The City will review the application for completeness and will notify the applicant within 30 days of submittal of a complete or incomplete application.

### Types of Application(s) - Check off all that apply for this project:

- |   |   |
|---|---|
| <input type="checkbox"/> Administrative Planned Development Permit              | <input type="checkbox"/> Reasonable Accommodation                                 |
| <input type="checkbox"/> Administrative Site and Architectural Review Permit    | <input type="checkbox"/> Sign Application - Single Sign                           |
| <input type="checkbox"/> Extension of Approval                                  | <input type="checkbox"/> Signs - Additional Signs per business filed at same time |
| <input type="checkbox"/> Fence Exception  | <input type="checkbox"/> Signs - Program - (five or more signs)                   |
| <input type="checkbox"/> Environmental Impact Report Review                     | <input type="checkbox"/> Signs - Downtown (C-3) Exceptions                        |
| <input type="checkbox"/> Fire Review  | <input type="checkbox"/> Signs - Exception  |
| <input type="checkbox"/> General Plan Amendment                                 | <input type="checkbox"/> Signs - Freeway Oriented                                 |
| <input type="checkbox"/> Heritage Tree Designation                              | <input type="checkbox"/> Site and Architectural Review Permit                     |
| <input type="checkbox"/> Home Occupation Permit                                 | <input type="checkbox"/> Subdivision Map (five lots or more)                      |
| <input type="checkbox"/> Initial Study/Negative Declaration                     | <input type="checkbox"/> Temporary Sign(s)  |
| <input type="checkbox"/> Landmark Designation                                   | <input type="checkbox"/> Tree Removal Permit                                      |
| <input type="checkbox"/> Alteration to Designated Landmark                      | <input type="checkbox"/> Use Permits  |
| <input type="checkbox"/> Minor Modifications to Side Yard Setback (residential) | <input type="checkbox"/> Underground Utility Waiver                               |
| <input type="checkbox"/> Modifications  | <input type="checkbox"/> Variance   |
| <input type="checkbox"/> Outdoor Seating and Display Permit                     | <input type="checkbox"/> Zoning Certification Letter                              |
| <input type="checkbox"/> Parcel Map (four lots or fewer)                        | <input type="checkbox"/> Zone Change  |
| <input type="checkbox"/> Planned Development Permit                             |   |
| <input type="checkbox"/> Pre-Application (Tier 1 or Tier 2)                     |   |



## *Attachment A*

### *Items to be Provided on Plans*

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#### **A. VICINITY MAP:**

Showing the location of the site within the City (1/4 mile radius).

#### **B. PLOT PLAN CLEARLY SHOWING:**

- 1) Scaled site plan indicating property dimensions (reference recorded map if applicable).
- 2) North arrow
- 3) Distance from centerline of adjacent street(s) to property line(s).
- 4) Proposed or existing street improvements dimensioned from the centerline of the street (curb, gutter, sidewalks, driveways, existing street tree, etc.).
- 5) Recorded or proposed easements/dedications.
- 6) Location of proposed building(s) or existing building(s) to remain.
- 7) Indicate all setbacks from property lines and distances between buildings/structures.
- 8) Existing or proposed driveways and other proposed ingress/egress design.
- 9) Parking/loading — location and dimension of spaces and aisles as specified in Chapter 21.28 of the Zoning Code.
- 10) Proposed exterior lighting
- 11) Pedestrian, vehicular, and service points of ingress and egress, driveway widths.
- 12) Paved areas — indicate proposed walkways, patios, and disabled access.
- 13) Fencing, including retaining walls, existing and/or proposed to be shown (type, height, and materials).
- 14) Provide location and uses of buildings on adjacent properties.
- 15) Show location/design of trash enclosures, utility transformers and meters necessary to service the proposed use.
- 16) Indicate public transit stops and bicycle/motorcycle facilities when appropriate.
- 17) Provide a preliminary grading and drainage plan indicating existing and proposed grades relative to existing natural grade or top of curb. Submit calculations that are consistent with the submitted grading plans that show the proposed project will meet storm water requires pertaining to the City's NPDES Permit C.3 provisions (flow based or volume based on-site design measures). The proposed plan should show storm water on-site treatment elements.

#### **C. ELEVATIONS -- FRONT, SIDES AND REAR, INDICATING:**

- 1) Dimensions of all buildings.
- 2) Height of all buildings.
- 3) Roof Plans including roof pitch, potential heating, ventilation, air conditioning (HVAC) systems with appropriate screens.
- 4) Existing and proposed construction.
- 5) Building materials.
- 6) Color of proposed and existing buildings.

**D. FLOOR PLAN(S)**

- 1) Floor plan for each level (existing and/or proposed).
- 2) Finished floor elevation of first floor relative to existing natural grade or top of curb.

**E. BUILDING CROSS-SECTIONS**

- 1) Relative to top of curb.
- 2) Relative to structures on adjoining properties.

**F. LANDSCAPE PLAN**

Landscaping — conceptual landscape plan indicating existing and proposed landscaping. Show all existing trees on site and indicate which trees are proposed to be removed or retained. Indicate the trunk diameter, tree drip line and tree type for all trees over 12” in diameter measured at 4 feet above grade.

**G. STREETScape**

A streetscape of the proposed project which illustrates the proposed buildings and the adjacent buildings on either side as viewed from the street.

**H. PROJECT SUMMARY**

Please see the attached worksheet. This information must be provided either on the title sheet or site plan, in addition to the supplemental application form.

**PROJECT SUMMARY****ASSESSORS PARCEL NUMBER:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_**LOT SIZE:**

\_\_\_\_\_ Gross sq. ft. (Property to center line of street)

\_\_\_\_\_ Net sq. ft.

| <b>DEVELOPMENT DATA:</b>                                     | Square Feet |          | Percent of Site |          |
|--|-------------|----------|-----------------|----------|
|  | Existing    | Proposed | Existing        | Proposed |
| Building coverage  |             |          |                 |          |
| Landscape coverage   |             |          |                 |          |
| Paving coverage  |             |          |                 |          |
| FLOOR AREA RATIO: Total bldg s.f.<br>divided by net lot size |             |          |                 |          |

**ADJACENT LAND USES:**Use

North \_\_\_\_\_

South \_\_\_\_\_

East \_\_\_\_\_

West \_\_\_\_\_

**PARKING:**

| # Standard Spaces | # Compact Spaces | # Disabled Spaces | # TOTAL PARKING |
|-------------------|------------------|-------------------|-----------------|
|                   |                  |                   |                 |

**RESTAURANT AND ASSEMBLY USES:**

Seating Count \_\_\_\_\_

**RESIDENTIAL PROJECTS:**

|                                | UNIT TYPE<br>A | UNIT TYPE<br>B | UNIT TYPE<br>C | UNIT TYPE<br>D |
|--------------------------------|----------------|----------------|----------------|----------------|
| Living Area (square footage)   |                |                |                |                |
| Garage Area (square footage)   |                |                |                |                |
| Total Area (square footage)    |                |                |                |                |
| Number of Bedrooms             |                |                |                |                |
| Total Number of Units per Type |                |                |                |                |



## *Attachment B*

### *Planning Commission Contribution Disclosure Form*

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#### INFORMATION SHEET

This form must be completed by applicants for, or persons who are the subject of, any proceeding involving a license, permit, or other entitlement for use pending before the Planning Commission.

Important Notice: Basic Provisions of the Government Code Section 84308

- I. If you are an applicant for, or the subject of, any proceedings involving a license, permit, or other entitlement for use, you are prohibited from making a campaign contribution of \$250 or more to any commissioner, his or her alternate, or any candidate for such position. This prohibition begins on the date your application is filed or the proceeding is otherwise initiated, and the prohibition ends three months after a final decision is rendered by the Planning Commission. In addition, no commissioner, alternate, or candidate may solicit or accept a campaign contribution of \$250 or more from you during this period. These prohibitions also apply to your agents, and, if you are a closely held corporation to your majority shareholder as well.
- II. You must file the attached disclosure form and disclose whether you or your agent(s) have in the aggregate contributed \$250 or more to any commissioner, his or her alternate, or any candidate for the position during the 12-month period preceding the filing of the application or the initiation of the proceeding.
- III. If you or your agent have made a contribution to any commissioner, alternate, or candidate during the 12 months preceding the decision on the application or proceeding, that commissioner must disqualify himself or herself from the decision. However, disqualification is not required if the commissioner, alternate, or candidate returns the campaign contribution within 30 days of learning about both the contribution and the proceedings.

This form should be completed and filed with your application or with the first written document you file or submitted after the proceeding commences.

1. A proceeding involving “a license, permit, or other entitlement for use” includes all business, professional, trade and land use licenses and permits, and all other entitlements for use, including all entitlements for land use; all contracts (other than competitively bid, labor or personal employment contracts) and all franchises.
2. Your “agent” is someone who represents you in connection with a proceeding involving a license, permit or other entitlement for use. If an individual acting as an agent is also acting in his or her capacity as an employee or member of a law, architectural, engineering, consulting firm or similar business entity, both the business entity and the individual are “agents.”
3. To determine whether a campaign contribution of \$250 or more has been made by you, campaign contributions made by you within the preceding 12 months must be aggregated with those made by your agent within the preceding 12 months or the period of the agency, whichever is shorter. Campaign contributions made to different commissioners/councilmembers, their alternates, or candidates are not aggregated.

This notice summarizes the major requirements of Government Code Section 84308 of the Political Reform Act and 2 Cal. Adm. Code Sections 18438-18438.8. For more information, contact the Campbell City Attorney at (408) 866-2125, or the Fair Political Practices Commission, 428 J Street, Suite 800, Sacramento, CA 95814, (916) 322-5901.

Prepared by: Legal Division, Fair Political Practice Commission, May 1986

**TO BE FILLED OUT BY APPLICANT**

I.  IF CONTRIBUTIONS TOTALING \$250 HAVE NOT BEEN MADE, CHECK HERE, AND SIGN BELOW IN SECTION III.

II. TO BE COMPLETED ONLY IF CONTRIBUTIONS TOTALING \$250 OR MORE HAVE BEEN MADE.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

LIST COMMISSION MEMBER(S) TO WHOM YOU AND/OR YOUR AGENT MADE CAMPAIGN CONTRIBUTIONS TOTALING \$250 OR MORE, AND THE DATES OF THOSE CONTRIBUTIONS.

NAME: \_\_\_\_\_

CONTRIBUTOR: \_\_\_\_\_

(if other than yourself)

DATE (S): \_\_\_\_\_

AMOUNT (S): \_\_\_\_\_

NAME: \_\_\_\_\_

CONTRIBUTOR: \_\_\_\_\_

(if other than yourself)

DATE (S): \_\_\_\_\_

AMOUNT (S): \_\_\_\_\_

NAME: \_\_\_\_\_

CONTRIBUTOR: \_\_\_\_\_

(if other than yourself)

DATE (S): \_\_\_\_\_

AMOUNT (S): \_\_\_\_\_

III. SIGNATURE

\_\_\_\_\_  
Signature of Applicant/Agent

DATE: \_\_\_\_\_



*Attachment C*  
*Hazardous Waste & Substance Sites Disclosure Form*

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This form must be completed by development applicants per the provisions of Government Code Section 65962.5.

As part of the development application process, you must complete this disclosure form, certifying that you have reviewed the current CAL-EPA Department of Toxic Substances Control Facility Inventory Data Base Hazardous Waste and Substances Sites List (available at the Planning Department, City of Campbell) and indicate below whether your project site is included on this list.

Project Site Address: \_\_\_\_\_

Proposed Project: \_\_\_\_\_

- Yes, the above-referenced site is included on the CAL-EPA Department of Toxic Substances Control Facility Inventory Data Base Hazardous Waste and Substances Sites List.
- No, the above-referenced site is not included on the CAL-EPA Department of Toxic Substances Control Facility Inventory Data Base Hazardous Waste and Substances Sites List.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Please provide this completed form to the City of Campbell, Planning Department, 70 N. First Street, Campbell, CA 95008, together with the application for development.





# Attachment D

## West Valley Sanitation District 4 Acknowledgment

NOTICE TO APPLICANTS  
REGARDING EFFECT OF WASTE WATER  
TREATMENT CAPACITY ON LAND  
DEVELOPMENT APPROVALS PURSUANT TO  
DEVELOPMENT OF APN: \_\_\_\_\_

Please take notice that no vested right to a building permit shall accrue as the result of the granting of any land development approvals and applications. Pursuant to the adoption of Ordinance 9.045 by West Valley Sanitation District 4, the agency providing the above described parcel(s) with sewer service, if the District’s Manager and Engineer makes a determination that the issuance of a sewer connection permit to a building, or proposed building, on the above described property, will, in his opinion, cause the District to exceed its ability to treat adequately the waste water that would result from the issuance of such connection permit, then said permit may not be issued, and, hence, no building permit may be issued by this agency.

If the sewer connection permit is issued, it may contain substantive conditions designed to decrease the waste water associated with any land use approval.

### ACKNOWLEDGEMENT

By signing below, the applicant acknowledges, at the time of application, that he/she fully understands the above.

\_\_\_\_\_  
Address of Proposed Development

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

### Distribution

Original to: West Valley Sanitation, District No. 4  
100 East Sunnyoaks Avenue  
Campbell, CA 95008

Copies to: File  
Applicant



# Attachment E

## Environmental Information Form

(To be completed by applicant)

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Date Filed \_\_\_\_\_

### **GENERAL INFORMATION**

1. Name and address of developer or project sponsor: \_\_\_\_\_  
\_\_\_\_\_
2. Address of project: \_\_\_\_\_  
Assessor's Block and Lot Number: \_\_\_\_\_
3. Name, address and telephone number of person to be contacted concerning this project:  
\_\_\_\_\_
4. Indicate number of the permit application for the project to which this form pertains: \_\_\_\_\_
5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Existing zoning district: \_\_\_\_\_
7. Proposed use of site (project for which this form is filed): \_\_\_\_\_  
\_\_\_\_\_

### **PROJECT DESCRIPTION**

8. Site size: \_\_\_\_\_
9. Square footage: \_\_\_\_\_
10. Number of floors of construction: \_\_\_\_\_
11. Amount of off-street parking provided: \_\_\_\_\_
12. Attach plans: \_\_\_\_\_
13. Proposed scheduling: \_\_\_\_\_
14. Associated project: \_\_\_\_\_
15. Anticipated incremental development: \_\_\_\_\_
16. If residential, indicate the number of units, schedule of unit sizes, range of sales prices or rents, and type of household size expected: \_\_\_\_\_  
\_\_\_\_\_
17. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area and loading facilities: \_\_\_\_\_  
\_\_\_\_\_
18. If industrial, indicate type, estimated employment per shift and loading facilities: \_\_\_\_\_  
\_\_\_\_\_
19. If institutional, indicate the major function, estimated employment per ship, estimated occupancy, loading facilities and community benefits to be derived from the project: \_\_\_\_\_  
\_\_\_\_\_
20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

|     |  | Yes | No |
|-----|--|-----|----|
| 21. | Change in existing features of any bays, tidelands, beaches or hills or substantial alteration of ground contours. |     |    |
| 22. | Change in scenic views or vistas from existing residential areas or public lands or roads.                         |     |    |
| 23. | Change in pattern, scale or character of general area of project.  |     |    |
| 24. | Significant amounts of solid waste or litter.  |     |    |
| 25. | Change in dust, ash, smoke, fumes or odors in vicinity.  |     |    |
| 26. | Change in ocean, bay, lake, stream or ground water quality or quantity or alteration of existing drainage patters. |     |    |
| 27. | Substantial change in existing noise or vibration levels in the vicinity.  |     |    |
| 28. | Site on filled land or on slope of 10 percent or more.   |     |    |
| 29. | Use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.            |     |    |
| 30. | Substantial change in demand for municipal services (police, fire, water, sewage, etc.).                           |     |    |
| 31. | Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).                              |     |    |
| 32. | Relationship to larger project or series of projects.  |     |    |
| 33. | Additional traffic generation or parking demand.   |     |    |

### **ENVIRONMENTAL SETTING**

34. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.
35. Describe the surrounding properties, including information on plants and animals and any cultural, historical aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the site. Snapshots or Polaroid photos will be accepted.
36. Are there currently any other development applications associated with this property (i.e. Site and Architectural Review, Planned Development Permit, etc.). If so, please list them.

### **CERTIFICATION**

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements and information presented are true and correct to the best of my knowledge and belief.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

For: \_\_\_\_\_