

# CITY OF SARATOGA COMMUNITY DEVELOPMENT DEPARTMENT

## REQUIREMENTS FOR DESIGN REVIEW APPLICATIONS (updated June 2014)

*It is essential that all applicable items below are submitted with the application to avoid delays.*

*You will receive comments within 30 days of your submission following review by the City Planning and Public Works Departments, County Fire Department, & applicable Sewer District.*

*If not complete, the application could be delayed up to an additional 30 days from re-submission.*

Please check off each item and include this coversheet with your application.

Development Application Form	*	* 3 Sets of 24" X 36" Drawings
Deposit Agreement Form		plus 1 for Arborist & 2 for Geotech Review
Letter Of Authorization		<u>Cover Sheet</u>
Current Title Report		<u>Site Plan</u>
Neighbor Review Forms		<u>Floor Plans</u>
Green Building Design Checklist		<u>Elevations</u>
C3 Storm Water Requirements		<u>Roof Plan</u>
Materials And Color Board		<u>Cross Sections</u>
Photos of Existing House		<u>Landscape/Irrigation Plan</u>
Electronic Copy Of Plans (PDF)		<u>Grading Plan</u>

<u>Where applicable:</u>	<u>* Additional Drawings:</u>
Arborist Review (fees and deposit form)	<i>1 additional set of drawings (see above)</i>
Geotechnical Review (fees and deposit form)	<i>2 additional sets of drawings (see above)</i>
Boundary Survey and/or Topographic Survey	
Water Efficient Landscape Documents	

*If you check yes, please refer to the Code:*

	<u>YES</u>	<u>NO</u>	<u>Code Reference</u>
1. Does the project include a <b>basement</b> ? (see 15-06.090)	<input type="checkbox"/>	<input type="checkbox"/>	15-80.035
2. Does the site have a <b>slope greater than 10%</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	15-45.030
3. Does the project include <b>5,000+ SF of water resources</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	See Planner
4. Does the project add or replace <b>2,500+ SF impervious surface</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	See Planner
5. Is the site located in an <b>HR</b> district with <b>1000+ CY cut and fill</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	15-13.050
6. Does the site include any <b>water district easements</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	15-06.620
7. Does the site include any <b>right-of-way/street easements</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	15-06.620
8. Is the site located within 50ft of a <b>protected creek</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	15-45.045
9. Is the site located in a designated <b>hazardous fire area</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	See Building
10. Is the property on the <b>Heritage Inventory</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	List online
11. Is the project located in the <b>Saratoga Woods</b> subdivision?	<input type="checkbox"/>	<input type="checkbox"/>	15-10.010
12. Is the project located in the <b>Parker Ranch</b> subdivision?	<input type="checkbox"/>	<input type="checkbox"/>	Check CC&R

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

- I. **DEVELOPMENT APPLICATION FORM** – Complete with signature
- II. **FEES** - see current fee schedule. Include *two additional checks*: \$100 to “*SCC Fire Department*” and \$150 (administrative review) or \$175 (Planning Commission Review) to “*Advanced Listings*”.
- III. **DEPOSIT AGREEMENT FORM** – Required for Arborist Review or Geotechnical Review
- IV. **LETTER OF AUTHORIZATION** - from owner if an agent is to act on behalf of owner
- V. **CURRENT PRELIMINARY TITLE REPORT** – Note: A Deed of Trust is not acceptable
- VI. **NEIGHBOR REVIEW FORMS** - Provide written documentation that all of the adjacent property owners have reviewed the site plan and elevation drawings and had an opportunity to comment. Include all comments with your submittal. A template is attached for your convenience.
- VII. **NEIGHBORHOOD PHOTO BOARD SURVEY** – Complete the survey and submit photographs of existing homes on each side of your property, homes behind your property, and homes across the street.
- VIII. **GREEN BUILDING DESIGN CHECKLIST** – Electronic copy available on city website under “forms”
- IX. **STORM WATER C3 DATA FORM** – Electronic copy available on city website under “forms”
- X. **ELECTRONIC COPY OF PLANS** – Please submit an electronic copy of plans in PDF format
- XI. **MATERIALS AND COLOR BOARD** Submit an 8.5” x 11” sheet showing the exterior color palette
  - Include *paint chips* of exterior colors and trim. Color copies are not an adequate substitute
  - Provide manufacturer images of proposed garage doors, front door, roofing, and windows
    - The images should accurately represent the color and style of materials listed above
- XII. **PHOTO BOARD** - Submit an 8.5” x 11” photo board showing all sides of existing structures
- XIII. **STORY POLES**: After the Planner notifies you that your application is complete, you will be asked to install Story Poles showing the roof lines and general area of the project. The project will not be scheduled for approval until *after* the story poles are inspected by the Planner. Story poles shall not be removed until the end of the appeal period/final decision.
- XIV. **Three (3) 24” x 36” PLAN SETS, PLUS 1 SET FOR ARBORIST, 2 SETS FOR GEOTECHNICAL REVIEW**  
(see next page for description)
  1. COVER SHEET
  2. SITE PLAN
  3. FLOOR PLAN
  4. STREETSCAPE
  5. ELEVATIONS
  6. ROOF PLAN
  7. CROSS SECTIONS
  8. LANDSCAPE / IRRIGATION PLAN
  9. GRADING AND DRAINAGE PLAN
- XV. **ADDITIONAL REQUIREMENTS** – See page 6 for details
  10. **ARBORIST REVIEW** *required when the project encroaches upon the dripline/canopy of, or when the project requires the removal of one or more protected trees*
  11. **BOUNDARY SURVEY** *required when project is within 2 feet of a required setback*
  12. **TOPOGRAPHIC SURVEY** *required when project is within 1 foot of max height, or if slope  $\geq$  8%*
  13. **GEOTECHNICAL REVIEW** *as defined in City Code 15-06.325 or as required by City Engineer*
  14. **WATER EFFICIENT LANDSCAPE DOCUMENTS** *required if water resources exceed 5,000 SF*
  15. **STORMWATER REQUIREMENTS** *required if impervious surfaces exceed 2,500 SF*
  16. **WILDLAND-URBAN INTERFACE (WUI) FIRE CONFORMANCE CHECKLIST**
  17. **PLANNING COMMISSION REQUIREMENTS** - for Planning Commission Review projects
  18. **CC&R’s / HOA**: Please consult HOA and review your CC&R’s; obtain appropriate approval

## REQUIREMENT DETAILS

1. **COVER SHEET** – Include all of the following information (regardless of duplication elsewhere)
  - a. **Plan Preparer's Name, Address and Telephone Number**
  - b. **Date of drawing and *subsequent revisions***
  - c. **Directional Arrow and Scale** (all pages)
  - d. **Project Description** – include number of trees to be removed
  - e. **Assessor's Parcel Number**
  - f. **Owner's Name and Address of Project**
  - g. **Vicinity Map**
  - h. **Zoning District**
  - i. **Gross and Net Lot Size** (defined in City Code 15-06.620) otherwise, indicate if gross = net
  - j. **Age of Home and any other structures being remodeled or removed**
  - k. **Slope at Building's Edge**
  - l. **Average Slope of Entire Site** (or indicate that the site is level)  
 Show the following calculation with data from a topographic survey:

$$S = \frac{.00229(I)(L)}{A}$$

where:

S = % average slope

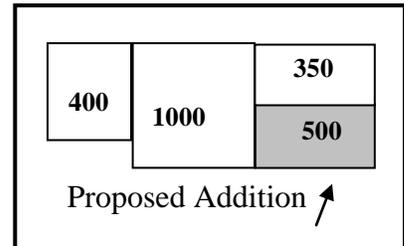
I = contour interval (intervals < 5 feet)

L = aggregate contour lengths in scale feet

A = net site area expressed in acres

- m. **Allowable Floor Area** – with reductions for slope as specified in City Code 15-45.030
- n. **Floor Area Table** of all *Existing and Proposed* Structures that are enclosed on three or more sides and a solid roof. Please include a small **Block Diagram** of calculated floor area.

FLOOR AREA	Existing	Proposed	Total SF
First Floor			
Second Floor			
Garage			
Enclosed Porch			
Other (e.g., Shed)			
<b>TOTAL</b>			



- o. **Impervious Coverage Table** with breakdown of site coverage (example below).

SITE COVERAGE			
<b>Impervious Surfaces</b>			<b>Total SF</b>
Footprint of Home/Garage (including roof overhang)			
Driveway			
Walkways / Decks /Patio			
Other (e.g. Cabana / Shed / Pool / Tennis Court)			
<b>(a) SUBTOTAL IMPERVIOUS</b>			= _____ sf Impervious
<b>Pervious Surfaces</b>	<b>Actual S.F.</b>	<b>50% credit</b>	<b>Total SF</b>
Permeable paver driveway		(-)	
Permeable paver walkways/patio		(-)	
Permeable artificial turf / Other			
<b>(b) SUBTOTAL PERVIOUS</b>	= _____ sf	= _____ sf	= _____ sf Pervious
<b>SITE COVERAGE TOTAL (a) + (b)</b>			= _____ sf Total Coverage

\* Please call out 'other' line items (e.g., garden shed, gazebo, trellis, arbor, 2<sup>nd</sup> dwelling, etc.)  
 \*\* Must provide documentation showing permeability to qualify for 50% credit

- p. **Height Information Table** that includes the following (example below):

HEIGHT	Foot Elevation
Lowest elevation point at the <i>buildings edge</i> from natural grade	
Highest elevation point at the <i>buildings edge</i> from natural grade	
Average elevation point (based on highest and lowest points above)	
Top most elevation point - measured from average point (above) to the top most point of the <i>roof</i> . Include separate calculation for chimney, etc.	

- q. **Setback Table** of required and proposed setbacks (example below).

SETBACKS	Required	Proposed
Front		
Left Side First Floor		
Left Side Second Floor		
Right Side First Floor		
Right Side Second Floor		
Rear First Floor		
Rear Second Floor		

2. **DEMOLITION SITE PLAN** – The Demolition Plan shall include all of the following information:
  - a. Please show all structures, fences, surfaces, etc. to be removed.
  - b. Include a **block diagram** of the existing footprint of the home (dashed line).
  - c. **Tree Removal and Protection Measures** (if applicable) – Indicate all trees proposed for removal or relocation. Please callout all City Arborist Report recommendations, including tree protective fencing on the plan.
  
3. **SITE PLAN** – The Site Plan shall include all of the following information:
  - a. **Adjacent Streets** - Show existing and proposed streets adjacent to the property.
  - b. **Adjacent Land Uses/Structures** - Show the building outline of all adjacent residential structures and include the location of neighbor’s windows on the first and second stories.
  - c. **Trees** – Identify common name, size (dbh), and accurate dripline/canopy of all existing trees on the property. Include trees on adjacent properties whose canopies encroach upon the subject property. Show location of trees that provide screening between adjacent properties.
  - d. **Tree Removal and Protection Measures** (if applicable) – Indicate all trees proposed for removal or relocation. Please callout all City Arborist Report recommendations, including tree protective fencing on the plan.
  - e. **Property Lines / Setbacks** – Show all property lines. Illustrate all required setbacks with a dashed line. Show distances between existing and proposed structures to property lines. Setbacks are measured from the exterior wall, not the foundation.
  - f. **Structures/Hardscape** – show all existing and proposed structures and hardscape (home, garage, sheds, pools, driveways, walkways, pavers, decks, patios, etc.)
  - g. **Fencing/Walls** – show the location, height and materials of all existing and proposed walls, fences, gates, and pilasters, including those to be replaced.
  - h. **Trash** – show location of garbage, including any screening, walls, or structures
  - i. **HVAC/ Generator** – Show location (not allowed in any setback).
  - j. **Solar Panels** – Show location of solar panels. Include on elevations if roof mounted.
  - k. **Setback Verification Note** – *“Prior to foundation inspection by the City, the LLS of record shall provide a written certification that all building setbacks are per the approved plans.”*
  - l. **Stormwater Retention Note** – *“Disposition and treatment of stormwater will comply with the National Pollution Discharge Elimination System (“NPDES”) Standards and implementation standards established by the Santa Clara Valley Urban Runoff Pollution Prevention Program”*

4. **FLOOR PLANS** – The floor plan shall include all of the following information:
  - a. Include a floor plan for each floor/story/level (e.g., 1<sup>st</sup> floor, 2<sup>nd</sup> floor, garage, attic, cellar, basement, accessory structures, etc.). Show dimensions measured from the outer walls.
  - b. Show type of all fireplaces
  - c. Please call out the size of all exterior windows.
  - d. Include dimensions of outer walls and the area square footage for each floor plan. Floor area includes any space within three or more sides and a solid roof. Furthermore, any space with an interior floor to ceiling height of 15 feet or greater shall be double counted in area.
  
5. **STREETSCAPE** - Please include an accurately scaled streetscape showing the height and mass of the proposed home and the homes to the left and right. Show scaled setback between properties
  
6. **BUILDING ELEVATIONS** – include the following information:
  - a. Elevation drawings for each side of the structure - show direction (north/west/east/south)
  - b. Two lines parallel; 18 feet above average grade & 26 feet above average grade
  - c. Call out facade colors and materials, including siding, roof, windows, doors, and trimwork
  - d. Please call out exterior door materials (e.g., wood, glass, fiberglass, etc.). Note any doors that will have glass windows, glass side-lites, and/or glass panels.
  - e. Include a small-scale roof plan beneath each elevation with an arrow indicating plan view.
  - f. Please illustrate finished and natural grade, elevation at the buildings edge, and the elevation point at the highest point of the roof. Include the average elevation used to measure height.
  - g. Please provide a separate page with elevation details of all proposed accessory structures (e.g., gazebos, fences, pool, etc.) with callouts for materials.
  
7. **ROOF PLAN** - Provide a separate roof plan that articulates all roofline intersections.
  
8. **CROSS SECTIONS** – Include a minimum of two cross sections that include the following:
  - a. Clearly indicate the highest point(s) of the structure and interior room heights.
  - b. Show both natural and finished grades.
  - c. For basements, show the vertical distance from lowest grade to the finished floor above. Indicate where such vertical distance is equal to forty-two inches.
  - d. *Hillside lots*: show where at least 80% of the basement is below the forty-two inch limit.
  - e. Include a section through any slope over 8% under the footprint of all buildings/structures.
  
9. **LANDSCAPE / IRRIGATION PLAN** – yes, it is required:
  - a. Identify the common name, size, and accurate dripline/canopy of all proposed and existing (to remain) trees. Show all proposed and existing (to remain) shrubs, flowers, etc.
  - b. Show all existing and proposed hardscape (including both pervious and impervious surfaces)
  - c. Include the percentage of hardscape in the front setback area
  - d. Show all existing and proposed fencing, walls, retaining walls, etc.
  - e. Show exterior walls for all structures.
  - f. Please callout all City Arborist Report recommendations on the plan, if applicable.
  - g. Please note that *installation* of front and side yard landscaping is required for final approval.
  
10. **GRADING AND DRAINAGE PLANS** – yes, it is required:
  - a. Stamped and signed by a Registered Civil Engineer
  - b. Show direction, path of drainage channels or facilities and all necessary trenching for utilities.
  - c. Indicate building pad and finished elevations, retaining walls (showing height and materials), and existing and proposed contours.
  - d. State maximum depth and volumes of cut and fill.
  - e. Include a stormwater retention plan indicating how all stormwater will remain on site. Please be sure to incorporate *Best Management Practices*.

**ADDITIONAL REQUIREMENTS** (Additional items may be required depending on project scope)

11. **ARBORIST REPORT** – If required, the entire Report shall be incorporated into the plan set.
12. **GEOTECHNICAL CLEARANCE** – see City Code 15-06.325 or as required by City Engineer
13. **BOUNDARY SURVEY** – Yes, it is required for any new construction with two feet of a required setback. The 24” x 36” survey must be labeled “Boundary Survey” and stamped and signed by a licensed land surveyor or registered civil engineer qualified to do property line surveys. Such surveys shall verify the location of all structures, all existing property lines, easements, rights-of-way, trails, public utilities, utility poles, and all protected trees including location of tree trunks and an accurate depiction of tree canopies/drip line.
14. **TOPOGRAPHIC SURVEY** Yes, it is required for lots with a slope greater than 8% or when the project is within one (1) foot of the maximum allowable height threshold for Design Review). The topographic survey must include: existing and proposed topography at contour intervals of not more than 5 feet; provide spot elevations for existing grade and existing ridgelines of structures; include an elevation benchmark (such as a street utility box cover); show faults, watercourses, existing and proposed culverts, flood zones and slide areas; include significant topographic features within 100 feet of the property; and identify the designation of the property based on the City’s Ground Movement Potential Map. The map must also provide a **calculation for average slope over the entire property** (see City definition) and show the **individual dimensions of each contour line** used in the calculation.
15. **WATER EFFICIENT LANDSCAPE DOCUMENTS** – Residential projects with water resources (e.g., irrigated landscaping, swimming pool, fountain) of 5,000 square feet or more are required to comply with the California Department of Water Resources Water Efficient Landscape Ordinance (WELO). The WELO document package is available at the front counter.
16. **C3 - STORMWATER REQUIREMENTS** - All projects that create and/or replace **2,500 sq. ft.** or more of impervious surface must complete the C3 worksheet and implement site design measure(s)
17. **WILDLAND-URBAN INTERFACE (WUI) FIRE CONFORMANCE CHECKLIST** - All new buildings constructed within the Wildland-Urban Interface Fire Area are subject to the requirements of Chapter 7A of the California Building Code. About 1/3 of the City of Saratoga is within the Wildland-Urban Interface Fire Area. Almost all areas of the City on the western side of Saratoga-Sunnyvale and Saratoga-Los Gatos Roads are within the Wildland-Urban Interface Fire Area.
18. **PLANNING COMMISSION REQUIREMENTS** – Following notice of completion by the Planner, you will need to submit the following at least two weeks prior to the Planning Commission meeting:
  - \* Ten sets of reduced plans (11”x17”): 3-hole punched, stapled, and ‘Z’ folded.
  - \* Two full size (24”x36”) loose copies of the elevations and floorplans for display at the Hearing.
  - \* One full size (24”x36”) loose copy of an accurately colored perspective of the façade
19. **CC&R’s / HOA:** Please review your CC&R’s or HOA for any restrictions and necessary approvals.

City Code is located at <http://www.saratoga.ca.us>. Scroll over the *About the City* tab and click on the *Municipal Code* link. Use either the table of contents or the search engine to find specific sections.

**City of Saratoga  
Neighbor Notification Form**

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

A project is proposed at the above address. The City asks that you sign this form to indicate you have had an opportunity to review and comment on the proposal. Your signature is not an *acceptance* of the plans, only an acknowledgement that you have had an opportunity to comment.

IMPORTANT NOTE FROM CITY: These plans are PRELIMINARY ONLY and may change as the project moves forward. Architectural Plans are protected under copyright law. The applicant should allow you to *view* the plans but is not required to give you a physical copy.

Once the application is submitted, you may review a full sized set of plans at City Hall during normal business hours. The applicant should inform you when the plans will be submitted.

**Please contact the City at 408-868-1222 if you have any questions.**

This notice is being provided to all of the adjoining property owners and the property owner(s) across the street from the project address. The City will send an additional notice to adjacent neighbors prior to a decision being made on the project.

Neighbor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Neighbor Address: \_\_\_\_\_

Neighbor Contact Info: (phone or email): \_\_\_\_\_

*- This enables the City to contact you if they have any questions*

Please address any initial concerns below (attach additional sheets if necessary):  
Feel free to mail this form directly to the City:  
City of Saratoga Planning Department; 13777 Fruitvale Avenue; Saratoga CA 95070

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My signature below certifies that I am *aware* of the proposal.

**NEIGHBOR SIGNATURE:** \_\_\_\_\_

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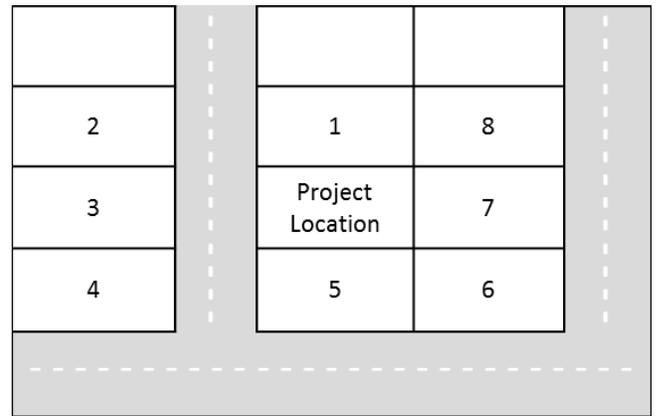
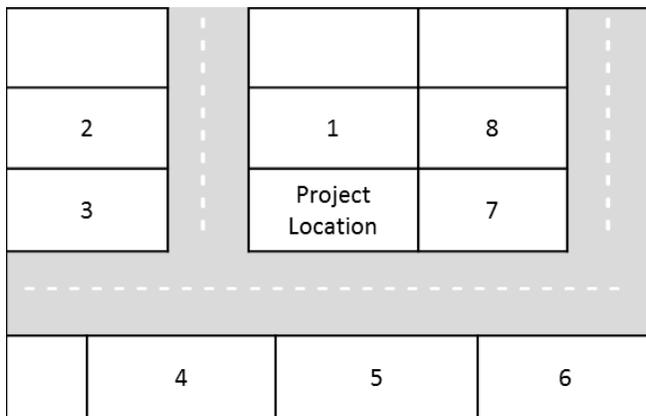
## City of Saratoga Neighborhood Photo Survey

Please complete this photo survey and submit it with your application.

- Take photographs of existing homes on each side of your property, homes behind your property, and homes across the street. *Example neighborhood layouts are provided below for reference.*
- Submit the neighborhood photo survey as follows (typically 8½” x 11”): *Example available*
  - ✓ Identify the address and location of each photograph (e.g., “across street” or “#1 of layout”). Include a maximum of 3 photographs per page.
  - ✓ Briefly state the design elements of your proposal that are compatible with the neighborhood.

Neighborhood Design Review Elements could include:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Building Height / Scale</li> <li>• Entry Height / Scale</li> <li>• Eave Height</li> <li>• Roof Style (e.g., ridge line, pitch)</li> <li>• Architectural Details<br/>(e.g., exterior colors / materials, columns, window style)</li> </ul> | <ul style="list-style-type: none"> <li>• Setbacks</li> <li>• Lot Size</li> <li>• Lot Shape</li> <li>• Lot Slope</li> <li>• Window offsets<br/>(i.e., windows do not look directly into other windows)</li> </ul> |
|--|--|



There is no precise definition of the neighborhood in which you should conduct the survey. The neighborhood could be within a walkable radius, have common streets or access routes, or be part of the original subdivision. Feel free to describe the neighborhood as part of your survey. Staff and/or the Planning Commission will conduct a site visit to the neighborhood as part of their review.

**Tips:** Take the photographs in in a logical order so it is easier to organize them later  
Crop out excess sky and road from the image