



Design Review Submittal Checklist

It is necessary 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 Planning, Arborist, Engineering, Public Works and the Santa Clara County Fire Department.

Please submit an electronic copy of plans and associated documents in PDF on the city's [online permit application guide](#).

Documents to be included in plans submitted with the application package:

- [Application form](#) signed by property owner
- [Deposit agreement form](#) (required for arborist and geotechnical review)
- Letter of authorization (from the owner if an agent is to act on behalf of owner)
- Current preliminary title report
- [Neighbor review forms](#)
- Grading and Drainage Plan
- Arborist report (needed if work proposed within 5' of the canopy line of [protected trees](#))
- [Geotechnical/Geological](#) report (if applicable)
- [Storm Water C3 Data Checklist](#)
- Boundary survey (required when project is within 2' of required setback)
- Topographic survey (required when project is within 1' of max height or slope is $\geq 10\%$)
- [Water Efficient Landscape Ordinance \(WELO\)](#) calculations (if applicable)
- Wildland-Urban Interface (WUI) Fire Conformance checklist
- CC&R's/HOA (please consult HOA and review CC&R's, obtain appropriate approval)
- Neighborhood photo board survey
- Materials and Color Board
- Photos (showing all sides of the existing structures)

Please see following sheets for plan submittal requirements.

Plan Submittal Requirements

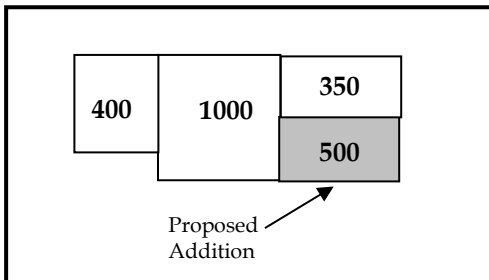
Please submit the following with your application for review:

1. **COVER SHEET** – Please include **all** of the following information:
 - 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/scope of work – include number of trees to be removed
 - e) Assessor’s parcel number (APN)
 - 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 (defined in City Code [15-06.630](#) 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 [15-12.085](#)
- n) Floor area table and diagram of all existing and proposed structures that are enclosed on three or more sides with a solid roof.



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

o) Impervious Coverage Table with breakdown of site coverage.

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

* Please call out 'other' line items (e.g., garden shed, gazebo, trellis, arbor, ADU, etc.)
 ** Must provide documentation showing permeability to qualify for 50% credit

p) Height Information Table that includes the following.

HEIGHT	Foot Elevation
Lowest elevation point at the buildings edge from natural grade	
Highest elevation point at the buildings edge 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 roof. Include separate calculation for chimney, etc.	

q) Setback table of required and proposed setbacks.

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, hardscape, 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 per City Code Section [15-80.030 \(l\)](#)).
 - 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) Storm water Retention Note – “Disposition and treatment of storm water 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 plans shall include all of the following information:
 - a. Include a floor plan for each floor/story/level (e.g., 1st floor, 2nd 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 the scaled setbacks between properties

6. BUILDING ELEVATIONS – The building elevations shall include all of 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 trim work
 - 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 (if applicable)
- 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
- 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 storm water retention plan indicating how all storm water will remain on site. Please be sure to incorporate *Best Management Practices*.

Additional Requirements

(Additional items may be required depending on scope of project)

11. ARBORIST REPORT – If required, the entire Report shall be incorporated into the plan set.
12. GEOTECHNICAL CLEARANCE – see [Article 16-65](#) of the City Code or as required by City Engineer
13. BOUNDARY SURVEY - required for any new construction within two feet of a required setback. The 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 - 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 in City Code section [15-06.630](#)) 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, and fountains) of 500 square feet or more are required to comply with the California Department of Water Resources Water Efficient Landscape Ordinance (WELO).
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. CC&R’s / HOA: Please review your CC&R’s or HOA for any restrictions and necessary approvals.
19. PLANNING COMMISSION REQUIREMENTS – Following notice of completion by the Planner, [story poles](#) will need to be erected and a complete set of electronic plans submitted prior to placing the project on a Planning Commission agenda.

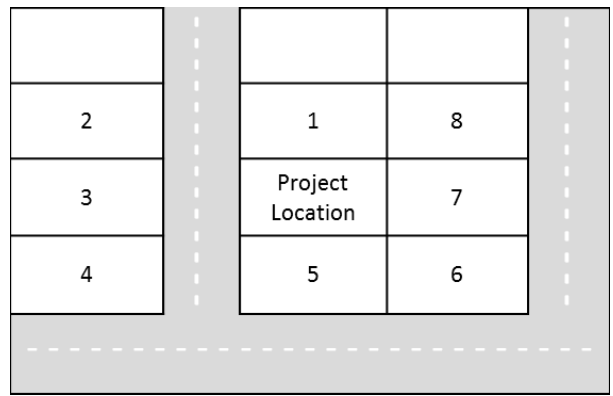
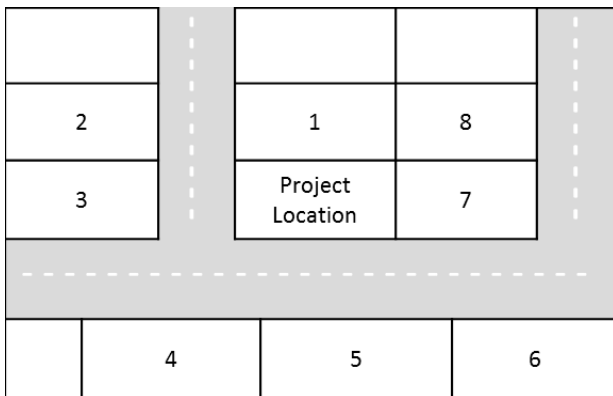
Neighborhood Photo Survey

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



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 a logical order so it is easier to organize them later