

**ADMINISTRATIVE PROCEDURE FOR THE
PROCESSING OF APPLICATIONS FOR
ACCESSORY DWELLING UNIT**

1. The following materials constitute an application package and must be submitted:
 - a. Completed Application.
 - b. Filing fee.
 - c. One set of plans to include the minimum submittal requirements (see attached).
2. The Director of Community Development reviews the application using the Town's Residential Design Guidelines and Town Code requirements.

Other Agency Requirements

1. If a demolition of an accessory structure is proposed, approval must be received from the Bay Area Air Quality District prior to obtaining a building permit. Contact the Building Division at 354-6876 for more information.
2. Written clearance from West Valley Sanitation District will be required prior to issuance of an Accessory Dwelling Unit Permit. Clearance is not guaranteed, so the applicant should begin this process prior to application.
3. If work is proposed in or near a creek (wet or dry), please contact the Department of Fish and Game at (415) 948-8743 to discuss its regulations and to determine whether or not permits are required.
4. If construction is proposed within 50 feet of a water course, please contact the Santa Clara Water District at (408) 265-2600 ext. 2253 to discuss its regulations and to determine whether or not permits are required.
5. If the project is located in a hazardous fire area, any new accessory structure over 500 square feet in area and/or an addition to any structure which is greater than 500 square feet in area shall have a residential fire sprinkler system installed throughout the entire building(s), pursuant to Town Code requirements. Depending on site access and water availability, a fire sprinkler system may be required for any new construction, whether or not it is located within the hazardous fire area. Please contact the Santa Clara County Fire Department at (408) 378-4010 for more information.

APPLICATION FOR AN ACCESSORY DWELLING UNIT

Town of Los Gatos- COMMUNITY DEVELOPMENT DEPARTMENT

Civic Center: 110 E. Main Street, Los Gatos, CA 95030

Phone: (408) 354-6874 Fax: (408) 354-7593

Date Received: _____

Application # _____

1. PROPERTY LOCATION:

Address of subject property: _____

2. PROPERTY DETAIL:

Lot area: _____ Zoning: _____ APN: _____

3. PROPERTY OWNER:

Name: _____ Phone: _____

Address: _____ Email: _____

City: _____ State: _____

Zip: _____

I hereby certify that I am the owner of record of the property described in Box #1 and that I approve of the action requested herein.

SIGNATURE OF PROPERTY OWNER: _____

DATE: _____

4. APPLICANT: (If same as above, check here _____)

Name: _____ Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

SIGNATURE OF APPLICANT: _____

DATE: _____

****DO NOT WRITE IN THIS SPACE**

PLPERMIT	\$ 1,340.00
PLTRACK	\$ 53.60
PLANAP	\$ 134.00
TOTAL	\$ 1,527.60

Please note: The information contained in this application is considered part of the public record. Therefore, it will appear in both the public record file for the site address, which is available upon request, and on the permitting system on the official Town of Los Gatos website at www.losgatosca.gov.

**TOWN OF LOS GATOS
COMMUNITY DEVELOPMENT DEPARTMENT**

REQUIREMENTS FOR SUBMITTAL OF AN ACCESSORY DWELLING UNIT

The following is a listing of the minimum requirements for the submittal of plans to the Community Development Department. Applicants are to use this as a checklist to ensure completeness of the proposal.

A. GENERAL REQUIREMENTS:

- 1. Scale on each sheet.
- 2. North arrow on each sheet as applicable.
- 3. Sheet size not to exceed 24" x 36" size.
- 4. Plans fully dimensioned.
- 5. Address on each sheet.

B. PLAT OR SITE PLAN WITH THE FOLLOWING MINIMUM INFORMATION:

- 1. All property lines.
- 2. All yards or building setbacks.
- 3. All buildings, existing and proposed, including:
 - a. Use of all buildings;
 - b. Which buildings (or portions thereof) to be removed;
 - c. Existing and proposed grades.
- 4. Existing trees including diameter, location, species, existing grade at the base, and driplines.
- 5. Driveways and off-street parking spaces including stall size, curbs, and surfacing materials.
- 6. Table giving the following:
 - a. Site area;
 - b. Gross floor area (each floor and total);
 - c. Floor area ratio (maximum allowed and proposed);
 - d. Lot area coverage (building and pavement).

- 7. Grading plan (if applicable)
- 8. Location of all structures on adjacent properties located within 50 feet of subject property.
- 9. Average Slope

C. FLOOR PLAN AND ELEVATIONS WITH THE FOLLOWING MINIMUM INFORMATION:

- 1. Dimensioned floor plans.
- 2. All elevations (existing and proposed):
 - a. Existing and finished grade
 - b. Height of structure
 - c. Exterior materials

If the structure was built prior to 1941 and/or if the site is located within an historic district or is a designated historic landmark, the Town's Historic Preservation Committee may need to review the application. Five sets of reductions of the plans (11" x 17") will be required if the application must be reviewed by the Historic Preservation Committee.

D. WEST VALLEY SANITATION CLEARANCE:

Written clearance from West Valley Sanitation District is required prior to issuance of a Secondary Dwelling Unit Permit. Clearance is not guaranteed, so the applicant should begin this process prior to application.