

APPLICATION FOR A TWO-UNIT HOUSING DEVELOPMENT

TOWN OF LOS GATOS - COMMUNITY DEVELOPMENT DEPARTMENT
110 E MAIN STREET, LOS GATOS, CA 95030
PLANNING@LOSGATOSCA.GOV
(408) 354-6872

PLEASE SUBMIT APPLICATION WITH ALL REQUIRED DOCUMENTS VIA THE CITIZEN'S PORTAL:
<https://permits.losgatosca.gov/Login-and-Manage-My-Records>

1. Application Type:

- ☐ Construction of two new primary dwelling units
☐ Construction of one new primary dwelling unit and retention of one existing primary dwelling unit
☐ Construction of one new primary dwelling unit on a lot created with an urban lot split

PLEASE TYPE OR PRINT CLEARLY

2. PROPERTY LOCATION:

Zoning: ☐ R-1

Address of subject property _____ ☐ R-1D

☐ HR

3. PROPERTY DETAIL:

Lot Area: _____ APN: _____ Number of existing units: _____

4. APPLICANT:

Name _____ Phone: _____

Address _____

City _____ State _____ Zip _____

Email _____

5. NAME OF PROPERTY OWNER: (If same as above, check here ☐)

Name _____ Phone: _____

Address _____

City _____ State _____ Zip _____

Email _____

I hereby certify that I am the owner of record of the property described in Boxes #2 and 3 above, and that I approve of the action requested herein.

SIGNATURE OF OWNER _____ **DATE** _____

DO NOT WRITE IN THIS SPACE.

	FEES PAID:
PMSA010	\$ 1,643.00
PLTRACK	\$ 65.72
PLANAP	\$ 164.30
ENGDEV*	\$ 5,960.00
TOTAL	\$ 7,833.02

*When applicable

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.

ADMINISTRATIVE PROCEDURE FOR THE PROCESSING OF APPLICATIONS FOR A TWO-UNIT HOUSING DEVELOPMENT

1. The following materials constitute an application package and must be submitted through the Town's online portal:
 - a. Completed Application Package, including Application Form, Process Agreement, Owner Affidavit, and Submittal Requirements Checklist.
 - b. Filing fee.
 - c. One set of plans to include the minimum submittal requirements (see attached).
 - d. Written description of proposed project.
 - e. Verification of property ownership and easements (grant deed and preliminary title report).
 - f. Photos of subject property.
 - g. One set of stamped, addressed envelopes for the neighbor notification letters. The Planning Department will assist the applicant in determining the neighboring properties to be notified.
2. The Director of Community Development reviews the application using Town Code requirements and Ordinance 2359 available online here: <https://www.losgatosca.gov/2703/Senate-Bill-9>.
3. A separate address will be required for new primary dwelling units prior to submitting an application for a future Building Permit. Address applications are available on the Town website at <https://www.losgatosca.gov/DocumentCenter/View/604/Address-Application>.

Other Requirements

1. If demolition is proposed, approval must be received from the Bay Area Air Quality Management District prior to obtaining a Building Permit. Contact the Building Division at (408) 354-6876 for more information.
2. Written clearance from West Valley Sanitation District will be required prior to issuance of a Building 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 California Department of Fish and Wildlife 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 Valley Water District at (408) 265-2600 ext. 2253 to discuss its regulations and to determine whether or not permits are required.
5. If demolition or alteration is proposed, the applicant shall submit a signed affidavit to the Community Development Director attesting that the existing housing unit has not been occupied by a tenant in the last three years.
6. The proposed dwelling unit(s) shall comply with applicable Building and Fire Codes. Please contact the Santa Clara County Fire Department at (408) 378-4010 for more information.
7. An Encroachment Permit, issued by the Parks and Public Works Department, shall be required for the installation of utilities to serve a two-unit housing development.
8. Prior to issuance of Building Permit, a deed restriction must be recorded documenting that the units shall be used for residential purposes only and that leases for durations of less than 30-days on any new primary dwelling unit are prohibited.

**TOWN OF LOS GATOS
COMMUNITY DEVELOPMENT DEPARTMENT**

REQUIREMENTS FOR SUBMITTAL OF A TWO-UNIT HOUSING DEVELOPMENT

The following is a list 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.
- ☐ 6. Zoning Designation on cover sheet.

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

- ☐ 1. All property lines with bearing and lengths.
- ☐ 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; and
 - c. Existing and proposed grades.
- ☐ 4. Tree information:
 - a. Existing trees including diameter, location, species, and driplines; and
 - b. Include the following note: *"The property owner takes responsibility for any damages that may occur to any protected tree as defined in Town Code Chapter 29 (zoning regulations), and agrees to indemnify and hold the Town harmless pursuant to Town Code Section 1.10.115."*
- ☐ 5. Driveways and off-street parking spaces including stall size, driveway length, curbs, and surfacing materials.
- ☐ 6. Location, materials, and height of proposed fencing.
- ☐ 7. Location of all structures on adjacent properties located within 50 feet of subject property.
- ☐ 8. Average existing property slope.
- ☐ 9. Grading and drainage plan with grading quantities (preliminary grading table).

- ☐ 10. Table including the following:
 - a. Site area;
 - b. Gross floor area for existing and proposed units (each floor and total);
 - c. Floor area ratio (maximum allowed and proposed); and
 - d. Proposed lot area coverage.
- ☐ 11. Areas with slopes greater than 30 percent.
- ☐ 12. Locations of creeks, waterways, and natural drainage areas, identifying location of top of bank.

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. Proposed finished floor height;
 - c. Proposed plate heights;
 - d. Height of structure(s); and
 - e. Exterior materials.

D. DOES THE PROPOSAL COMPLY WITH THE REQUIREMENTS OF ORDINANCE 2359:

Yes No

- ☐ ☐ 1. In a Single-Family Residential zone.
- ☐ ☐ 2. On a legal parcel.
- ☐ ☐ 3. On an historic property.
- ☐ ☐ 4. In a Very High Fire Hazard Severity Zone.
- ☐ ☐ 5. On a Hazardous Waste Site.
- ☐ ☐ 6. Located within an Earthquake Fault Zone.
- ☐ ☐ 7. Located in a Flood Zone.
- ☐ ☐ 8. Have natural habitat.
- ☐ ☐ 9. Demolition or alteration of existing affordable housing, rent/price-controlled housing, rental housing occupied by a tenant in the last three years, and/or housing subject to the Ellis Act.
- ☐ ☐ 10. Development located within 30 feet of a protected and/or regulated waterway.

Community Development Application Process Agreement

Two-Unit Residential Development and Urban Lot Split Applications

This document explains the decision-making process used by the Town of Los Gatos for ministerial land-use related applications and permits being considered by the Community Development Director. All applicants and their representatives/professionals are required to read, understand, acknowledge, and sign this disclosure prior to their application being deemed complete and ready for consideration.

Staff review of Two-Unit Residential Development and Urban Lot Split Applications are based solely on the application of the Town's General Plan, Zoning and other ordinances, Specific Plans, Guidelines, and adopted policies. Staff's role is not to advocate for or support the interests of the applicant, but to ensure compliance with the applicable regulations.

Those signing below grant the Town of Los Gatos release to copy and reproduce electronically, in whole or in part, drawings and all other materials submitted with this development application for the Town's regulatory, administrative, and legal functions, including sharing of information with other governmental entities and for compliance with the California Public Records Act.

The undersigned have reviewed this document and acknowledge and agree to the statements above.

Property Owner: _____

DATE: _____

Architect/Designer: _____

DATE: _____

Civil Engineer: _____

DATE: _____

Other: _____

DATE: _____



OWNER AFFIDAVIT – TWO UNIT HOUSING DEVELOPMENT APPLICATION

Community Development Department
Planning Division – 110 East Main Street, CA 95030 – Phone 408-354-6872

Property Address: _____ APN: _____

Property Owner Information

Name: _____ City: _____

Address: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Declaration

I, [insert name] _____, declare and state:

1. I am the owner of record of the property described above.
2. I am proposing demolition or alteration of an existing housing unit.
Yes: ____ (If "Yes", fill out 2.a below)
No: ____ (If "No", skip 2.a below)

2.a. The housing unit(s) proposed to be demolished or altered in connection with the above application for a Two Unit Development is not subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income; is not subject to any form of rent or price control through a public entity's valid exercise of its police power; and has not been occupied by a tenant at any time in the last three years [insert date of application] _____. [owner initial] ____.
3. If any existing dwelling unit is proposed to be demolished, I will replace the dwelling unit in compliance with the replacement housing provisions of Government Code Section 66300 (d).

I understand, agree, and authorize the Town of Los Gatos to undertake such action as it deems necessary to verify both the accuracy and veracity of this declaration. Such actions may include, but are not limited to, scheduled inspections and property record searches. I further authorize any person or entity contacted by the Town during such verification to release such pertinent information as the Town seeks.

If I fail to comply with this declaration, I authorize the Town of Los Gatos to pursue code enforcement or any other legal action authorized by law, to collect fines as described in the Los Gatos Municipal Code, and to recoup all reasonable attorneys' fees and costs associated with any enforcement of a violation of this Affidavit.



OWNER AFFIDAVIT – TWO UNIT HOUSING DEVELOPMENT APPLICATION

Community Development Department
Planning Division – 110 East Main Street, CA 95030 – Phone 408-354-6872

I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct.

Executed on (date): _____

Name (Print): _____

Signature: _____

OFFICE USE ONLY

Application Number:		
Accepted By	Filing Date	
		By
		For the Director of Community Development Date