

APPLICATION FOR MINOR DEVELOPMENT IN AN HISTORIC DISTRICT
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: _____
 Received by: _____
 APPLICATION #: _____

1. PROPERTY LOCATION:
 Address or subject property _____

2. APPLICANT REQUEST:
 _____ Residential first floor addition
 _____ Residential addition less than 100 sq.ft. to the existing second story
 _____ Residential accessory structure 450 sq.ft. or less, visible from the street or Victory Lane
 _____ Commercial exterior modification
 _____ Residential exterior modification

3. PROPERTY DETAIL:
 Lot Area _____ Zoning _____ APN _____

4. PROPERTY OWNER:
 Name _____ Phone _____
 Address _____
 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** _____

5. APPLICANT: (if same as above, check here _____)
 Name _____ Phone _____
 Address _____
 City _____ State _____ Zip _____
I hereby certify under penalty of perjury that all application materials and plans are true and correct.
SIGNATURE OF APPLICANT _____ **Date** _____

6. ARCHITECTURAL DETAILS:

	Existing	Addition Proposed	Total
Floor Area Ratio:	_____ %		_____ %
First Floor:	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
Second Floor:	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
Living Total:	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
Garage/Accessory Structure:	_____ sq.ft.	_____ sq.ft.	_____ sq.ft.
Exterior Material proposed:	_____		_____

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
MINOR RESIDENTIAL APPLICATIONS**

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.

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 (include driplines of trees on adjacent parcel(s) if the dripline extends on the subject parcel).
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. Easements.
10. Water courses.

★ = Subject Site • = To be notified

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

1. Dimensioned floor plans.
2. All elevations:
 - a. Existing and finished grade;
 - b. Height of structure.
3. Photos of existing structure.
4. Exterior materials (existing /proposed).
5. Demolition floorplans showing location, linear footage and percent of walls to be removed. Proposed project must maintain 50% or greater of the exterior walls (See Demolition Policy).
6. Highlighted Demolition Elevations showing location, square footage and percent of walls to be removed and to remain. Proposed project must maintain 50% or greater of the exterior walls (See Demolition Policy).

D. STREETScape, SHADOW STUDY AND CROSS SECTION (NOT NECESSARY FOR ACCESSORY STRUCTURES)

1. Shadow study to include the following:
 - a. Winter/summer shadow lines at 9 A.M., noon, and 3 P.M. on June 21st and December 21st;
 - b. All structures on adjacent properties;
 - c. Height and number of stories of adjacent structures.
2. Streetscape to include the following:
 - a. Front elevation of structure and plan view with changes superimposed on existing structure;
 - b. Streetscape including both sides of street. Include at least three structures on each side of applicant's property and six structures on opposite side of the street.
3. Cross Section:
 - a. Front elevation of structure and plan view with changes superimposed on existing structure;

E. If the structure was built prior to 1941 and/or if the site is located within an historic district or is designated historic, the Town's Historic Preservation Committee will review the application. Nine sets of reductions of the plans (11" x 17") must also be submitted with the application.

