

# APPLICATION FOR MINOR DEVELOPMENT IN AN HISTORIC DISTRICT

TOWN OF LOS GATOS - COMMUNITY DEVELOPMENT DEPARTMENT  
110 E MAIN STREET, LOS GATOS, CA 95030  
[PLANNING@LOSGATOSCA.GOV](mailto: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>

PLEASE TYPE OR PRINT CLEARLY

**1. PROPERTY LOCATION:**

Address of 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: \_\_\_\_\_ Year Built: \_\_\_\_\_ Zoning: \_\_\_\_\_ APN: \_\_\_\_\_

**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 Box #2 above, and that I approve of the action requested herein.

**SIGNATURE OF OWNER** \_\_\_\_\_ **DATE** \_\_\_\_\_

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](http://www.losgatosca.gov).

**ADMINISTRATIVE PROCEDURE  
FOR  
MINOR DEVELOPMENT  
IN AN HISTORIC DISTRICT**

This administrative procedure will be used to review the following projects:

- Additions to an existing second story residence where the additional area will be one hundred (100) square feet or less and is visible from the street(s) in the immediate neighborhood.
  - New residential accessory structures four hundred fifty (450) square feet or less in area visible from the street(s) in the immediate neighborhood.
  - Additions to the first floor of a residence (excluding additions not visible from the street that do not exceed 15% of the existing floor area of the house (excluding cellars) or 400 square feet of gross floor area, whichever is less).
  - Exterior alterations which require a building permit that changes the historic architectural style of the structure or eliminates/alters character defining features. This includes but is not limited to: new porches, porch enclosures, awnings, new dormer windows, bay windows and change in siding material.
1. The following materials constitute an application package and must be submitted through the Town's online portal:
    - a. Completed Application with no filing fee.
    - b. One set of plans to include the minimum submittal requirements (see attached).
    - c. Historic research (See attached Historic Research Worksheet for guidance).
  2. The Historic Preservation Committee reviews the application using the Town's Historic District Ordinance requirements. Copies of the ordinance(s) are available at Town Hall. The Committee meets the fourth Wednesday of every month. The filing deadline is 20 days prior to the meeting by 11:00 AM.
  3. The Director of Community Development reviews the application using the Town Code requirements.
  4. If the application is approved by the Historic Preservation Committee and the Director of Community Development, there is a ten (10) day appeal period. No permits by the Town will be issued until the appeal period has passed.
  5. 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.
  6. If work is proposed in or near a creek (wet or dry), please contact the Department of Fish and Game at (707) 944-5500 to discuss their regulations and to determine whether or not permits are required from their department.

**TOWN OF LOS GATOS  
COMMUNITY DEVELOPMENT DEPARTMENT  
MINOR RESIDENTIAL OR COMMERCIAL DEVELOPMENT  
IN AN HISTORIC DISTRICT  
REQUIREMENTS FOR SUBMITTAL**

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 insure completeness of the proposal.

**A. GENERAL REQUIREMENTS**

1. Scale shown on each sheet
2. North arrow on each sheet as applicable
3. Fully dimensioned
4. Submit photographs of existing structure or bring to the meeting.

**B. PLAT OR SITE PLAN**

1. All property lines
2. All required yards or building setbacks
3. All buildings, existing and proposed including:
  - a. indication of the use of all buildings
  - b. which buildings (or portions thereof) are to be removed
  - c. demolition plan
  - d. existing and proposed grades
4. Existing trees near construction area, including size, 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
  - d. lot area coverage (building(s) footprint)
  - e. number of parking spaces

**C. FLOOR PLAN AND ELEVATIONS**

1. Dimensioned floor plans
2. Four elevations
  - a. existing and finished grade
  - b. height of structure
3. Exterior materials existing and proposed (roof, siding, window, etc.)

**TOWN OF LOS GATOS  
HISTORIC PRESERVATION COMMITTEE  
HISTORIC RESEARCH WORKSHEET**



Applicants shall provide written evidence and supporting documents to justify their request for a remodel, alteration, addition, determination of significance, or demolition of a designated or presumptive historic resource. This worksheet is intended to assist the applicant in gathering written evidence and supporting documents, and to assist the Historic Preservation Committee during evaluation of the request.

Applicants shall provide written evidence and supporting documents of the historical and architectural characteristics, regarding both structures (construction date, alteration dates, photographic documentation) and people (owner and/or resident names). If written evidence cannot fit on this worksheet, please attach separate sheets.

**The applicant shall research the following** (please check the box once you complete your research):

1. Los Gatos Public Library (see How to Research the History of a House in Los Gatos):
  - Sanborn Maps
  - 1941 Tax Assessment
  - 1989 Anne Bloomfield Historic Resource Survey forms
  - Polk's Directories
  - Telephone Directories
  - Other
2. Santa Clara County Resources (especially helpful for properties previously located in the county's jurisdiction):
  - Santa Clara County Planning Department records
  - San Jose Public Library (California Room)
3. Community Development Department Resources:
  - Sanborn Maps
  - 1989 Anne Bloomfield Historic Resource Survey forms
  - Community Development Department property files (permit history)

Research was conducted on (please enter date): \_\_\_\_\_

Records and Documents found (please attach copies): \_\_\_\_\_

\_\_\_\_\_

**HOW TO RESEARCH THE HISTORY OF A HOUSE IN LOS GATOS**  
**At the Los Gatos Public Library**  
**100 Villa Avenue, Los Gatos CA 95030**

Locked Cases Area

1. The Los Gatos *Sanborn Fire Insurance Maps* located on the microfilm file cabinet. These maps indicate the outline of buildings in 1884, 1888, 1891, 1895, 1904, 1928 and 1944 (please note the 1944 maps have been relabeled and appear out-of-order, before the 1928 maps). These can be used to identify a construction date range.

Bookcase #11

1. The 1941 *Tax Assessment Survey*. The listings are alphabetical by street name. An entry will note how old the owner thought the house was in 1941 (please note that this information is not always accurate).
2. The 1991 *Anne Bloomfield Historic Resources Survey*. These listings are alphabetical by street name.
3. A list of the *Museums of Los Gatos Historic Homes Tours* and programs.
4. A list of the 100 *Bellringers* and information.
5. *As it Was* by Dora Rankin.

Bookcase #12

1. The 1924-1974 *Polk's Directories* (please note that some years are missing), with reverse listings by address and then resident name.
2. *Business and Telephone Directories*, as early as 1881-82.

History Room (Docent Hours: 1:00-5:00 Mondays and Thursdays; 10:00-12:00 Wednesdays)

1. *History of Los Gatos* by George Bruntz and *Los Gatos Observed* by Alistair Dallas (979.473).
2. Information in the Residences drawers of the Vertical File, filed by street.
3. The Patrons' Inquiries, binder #3 Residences, listed by street, located on the shelf above the computers. These may provide information found under previous searches.

General

1. [ancestry.com](https://www.ancestry.com) is available free while inside the library.
2. *A Field Guide to American Houses* by Virginia Savage McAlester (728 M11 in non-fiction)

# **Community Development Application Process Agreement**

*This document explains the decision-making process used by the Town of Los Gatos for all land-use related applications and permits being considered by the Community Development Director, Development Review Committee, Historic Preservation Committee, Planning Commission, and/or the Town Council. 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.*

**All applications and permits presented to the Community Development Director, Development Review Committee, Historic Preservation Committee, Planning Commission, and/or the Town Council are solely at their discretion, including but not limited to General Plan Amendments, Zoning Amendments, Planned Developments, Architecture and Site Applications, Conditional Use Permits, Subdivisions, Minor Residential Developments, and Removals from the Historic Resources Inventory. Staff and consultant recommendations, including those of the consulting architect, are in no way limiting on or indicative of any subsequent decision or direction from the Community Development Director, Development Review Committee, Historic Preservation Committee, Planning Commission, and/or Town Council.**

Staff and consultant recommendations 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 aforementioned policy direction and to consider the proposed development’s impacts on both the immediate neighborhood and the broader community.

Town Council policy prohibits the Planning Commission from discussing pending applications or permits with either the proponents or opponents of the application. **Applicants and their representatives are prohibited from directly or indirectly contacting or communicating with Planning Commissioners regarding the application except through publicly disclosed written communications.**

For Planning Commission matters appealed to the Town Council, in the appeal, and based on the record, the appellant bears the burden to prove that there was an error or abuse of discretion by the Planning Commission as required by Section 29.20.275. If neither is proved, the appeal shall be denied. If the appellant meets the burden, the Council shall grant the appeal and may modify, in whole or in part, the determination from which the appeal was taken or, in its discretion, return the matter to the Planning Commission. If the basis for granting the appeal is, in whole or in part, information not presented to or considered by the Planning Commission, the matter shall be returned to the Planning Commission for review.

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:** \_\_\_\_\_

**Business Owner:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Other:** \_\_\_\_\_

**DATE:** \_\_\_\_\_