

## PERMIT/MAJOR PERMIT ADJUSTMENT APPLICATION

TO BE COMPLETED BY PLANNING COUNTER STAFF				
FILE NUMBER <b>AD</b>			RECEIPT # _____	
QUAD:	ZONING:	GP:	COUNCIL DISTRICT:	DATE: _____
PD ZONING #		PREVIOUS PERMIT:		AMOUNT: _____
<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL				
TO BE COMPLETED BY APPLICANT <i>(PLEASE PRINT OR TYPE)</i>				
PROPERTY LOCATION/ ADDRESS:				
ASSESSOR'S PARCEL NUMBER(S)				
<b>DESCRIPTION OF PROPOSED MINOR CHANGE</b> <i>(Approval is limited to description contained herein)*</i>				
DOES THE PROJECT INVOLVE HUD FEDERAL FUNDING/ASSISTANCE? <input type="checkbox"/> NO <input type="checkbox"/> YES If yes, please indicate type of funding and submit documentation (e.g. NEPA) to Planning Staff*				
<b>*Planning Staff: Please refer application and documentation to Environmental Team for further review.</b>				
SIGNATURE OF PROPERTY OWNER REQUIRED				
<b>Check One:</b> <input type="checkbox"/> I hereby certify that a Homeowner's Association/Architectural Review Committee does exist and have reviewed this project. Please include a copy of their letter and comments with the application. <input type="checkbox"/> I hereby certify that a Homeowner's Association does not exist to comment on the requested change to my property.				
PRINT NAME OF PROPERTY OWNER			DAYTIME TELEPHONE (      )	
ADDRESS		CITY	STATE	ZIP CODE
REQUIRED SIGNATURE OF PROPERTY OWNER ( <i>see page 2</i> )				DATE

*\* Proposals that include changes to existing wireless facilities or new facilities require a submittal of a completed Environmental Exemption form or documentation of approved Environmental Clearance for the proposed project at application appointment.*

**Please submit this application to the Planning Permit Center, 1<sup>st</sup> floor of City Hall. The Planning Permit Center Counter hours are posted on our website at <http://www.sanjoseca.gov/planning/>. For assistance, call (408) 535-3555.**

CONTACT PERSON			
PRINT NAME/COMPANY			
ADDRESS	CITY	STATE	ZIP CODE
PHONE # (      )	EMAIL ADDRESS		
<b>Please complete the FRONT Sheet of this application and provide the following. INCOMPLETE APPLICATION WILL NOT BE ACCEPTED.</b>			
<input type="checkbox"/> <b>FILING FEE:</b> \$302* (over the counter review) - Checks made payable to "City of San Jose" \$75* - per additional ¼ hour \$833* for Major Adjustment \$302* - per additional hour <i>*includes Citywide Planning fee</i>  <input type="checkbox"/> <b>PROPERTY OWNER SIGNATURE.</b> Can be submitted as original wet signature, faxed copy signature or electronic signature or only the property owner or representative who has Power of Attorney(POA) can sign this application. A copy of the POA must be submitted with this application.  <input type="checkbox"/> <b>ASSESSOR'S PARCEL MAP</b> marked with the project location.  <input type="checkbox"/> <b>PHOTOGRAPHS</b> of existing building or subject area.  <input type="checkbox"/> Four (4) Copies of the development plans. An additional plan set is required if stormwater is required. The development plan should include: <ul style="list-style-type: none"> <li>a. A <b>SITE PLAN* DRAWN TO SCALE</b> showing the location of the proposed changes on the subject property and</li> <li>b. A <b>DRAWING TO SCALE</b> of the proposed change (elevations, floor plans, construction, details, as appropriate). A Site Plan should contain the following basic information:                         <ul style="list-style-type: none"> <li>• Dimensions of subject property, lot lines, and existing and proposed driveways</li> <li>• Streets adjoining the subject property</li> <li>• Existing and proposed buildings and structures, including proposed building removal</li> <li>• Dimensions of existing and proposed setbacks.</li> <li>• Existing and proposed off-street parking, loading, landscape and circulation areas.</li> <li>• Existing trees to be removed. Include circumference of tree at 2 feet above ground level as well as distances from existing and proposed structures and/or trees on the site.</li> </ul> </li> </ul>	<input type="checkbox"/> <b>STORMWATER CONTROL PLAN.</b> A Stormwater Control Plan is required for all projects creating, replacing or expanding impervious surface by 10,000 square feet or more. <ul style="list-style-type: none"> <li>a. Complete the Pervious &amp; Impervious Surfaces Comparison Table located on page 4.</li> <li>b. All existing natural hydrologic features (depressions, names of watercourses, etc.) and significant natural resources.</li> <li>c. Specify soil type(s).</li> <li>d. Specify depth to groundwater.</li> <li>e. 100-year flood elevation.</li> <li>f. All existing and proposed topographic contours with drainage areas and sub areas delineated and arrows showing flow direction.</li> <li>g. Separate drainage areas depending on complexity of drainage network.</li> <li>h. For each drainage areas, specify types of impervious area (roof, plaza, sidewalk, streets, parking, etc) and area of each.</li> <li>i. Show location, size, and identification (including description), of Source Control Measures (SCMs) and Water Quality Treatment Control Measures (TCMs) such as swales, detention basins, infiltration trenches, etc.</li> <li>j. Details of all proposed water quality treatment control measures.</li> <li>k. Location, size and identification of proposed landscaping/plant material.</li> <li>l. Ensure consistency with Grading and Drainage Plan and Landscape Plan.</li> <li>m. Supplemental Report:                         <ul style="list-style-type: none"> <li>1. Calculations illustrating water quality treatment control measures meet numerical standards set forth in Post-Construction Urban Runoff Management Policy No. 6-29.</li> <li>2. Name and location of receiving water body.</li> <li>3. Identify pollutants and pollutant source areas, including loading docks, food service areas, refuse area, outdoor processes and storage, vehicle cleaning, repair or maintenance, fuel dispensing.</li> </ul> </li> </ul>		

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Additional Requirements:	
<p>4. Water quality Treatment Control Measure maintenance requirements.</p> <p>5. Licensed certification that the specified Treatment Control Measures meet the requirements in Post-Construction Urban Runoff Management Policy No. 6-29.</p> <p>An additional Public Works C.3 fee of \$186 per hour will be charged for the review of any Stormwater Control Plans.</p> <p>a Stormwater Hydromodification Management (HM) Plan/Report: A Stormwater HM Plan/Report</p>	