

## SINGLE FAMILY HOUSE PERMIT APPLICATION FORM

Please print clearly or type.

<b>STAFF</b>	File Number <b>SF</b>		Receipt #: _____	
	Council District		Zoning	
<b>APPLICANT INFORMATION</b>	Property Owner		Phone (w)	Phone (h)
	Address		Fax	Cell
	Project Contact Person		E-Mail	
	Address		Phone (w)	Phone (h)
			Fax	Cell
			E-Mail	
<b>PROJECT INFORMATION</b>	Project Address		APN(s)	
	Application Type (check all that apply)			
	<input type="checkbox"/> Administrative Historic Category 1		<input type="checkbox"/> Administrative Non-Historic Category 1	
	<input type="checkbox"/> Public Hearing - Director Historic & Non-Historic Category 2			
	Brief Project Description			
	<i>PROJECT DATA</i>		<i>EXISTING</i>	<i>PROPOSED</i>
	Net Parcel Size			<del>_____</del>
	Gross Building Square Footage (excludes garage and accessory structures)			
	First Floor			
	Ratio Second Floor/First Floor			
Floor Area Ratio (building square footag/parcel size)				
Building Height		____ ft ____ stories	____ ft ____ stories	
<b>CERTIFICATION</b>	<i>I certify that the foregoing statements are true and correct to the best of my knowledge. I understand that a misrepresentation of any submitted data may invalidate an approval by the City of San Jose of this application.</i>			
	Applicant's Signature			Date
	<i>I declare under penalty of perjury that I am the owner of said property or have Power of Attorney (attach copy) from said property owner and that I consent to the above-described application.</i>			
	Print Property Owner's Name			
Signature			Date	

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.

# Application Requirements

## Requirements

- Application Form
- Photographs
  - Existing structures on property
  - Adjoining properties on each side and across street.
- Application Checklist Form
- Plan Sets (3 full size 24" x 36" plan sets)  
(sheets of larger size shall require prior approval before filling the application)
- 1 legible black line Plan Set reduced to 11" x 17"
- Noticing the Neighborhood.** Refer to the Public Outreach Policy for a full description of the City's public notification procedures. Public Hearing notices will be mailed for development proposals at least 10 calendar days before the date set for hearing for a project.
- Description of Parcel Property.** A legible, separate legal metes and bounds description on a 8 1/2" x 11" page(s) covering the area of this application, or lot and tract numbers on a 8 1/2" x 11" page(s) with a copy of the recorded tract map attached, and a plot map delineating the permit area.

## Application Fees:

Historic Category 1 - \$325 plus \$187 = \$512\*  
Non-Historic Category 1 - \$770 plus \$187 = \$957\*  
Category 2 - \$1965 plus \$187 plus \$200 = \$2352\*

*\*includes General Plan Update, Environmental Exemption, Recordation and Public Noticing (if applicable) fees.*

## Plan Set Requirements

### Site Plan:

- Scale & north arrow
- Lot line dimensions
- Location of existing and proposed building wall and eave lines (including decks & balconies)
- Location of existing and proposed building wall lines of adjoining property buildings.
- Setbacks and dimensions to property lines.
- Project summary which includes the following (for existing and proposed home): Lot size in square feet, first floor and second floor square footages, ratio of second floor to first floor area, floor area ratio.
- Existing/proposed finished floor elevation of subject property.

### Floor Plans:

- Existing and proposed floors. (Show existing walls to be removed or modified.)

### Elevation Plans:

- Height of overall building and entry features.
- Identify proposed new building materials, trim & decoration, etc.

## Residential Design Review Process Walkthrough

### Getting Started:

Verify your zoning, historic status, property size, your existing building square footage and F.A.R., applicable design guidelines, and your proposed building square footage and F.A.R. Generally, your architect can calculate or find this information.

### Fill out the Application Form:

The application must be completely filled out and signed by the legal owner of the property or by an individual with Power of Attorney to represent the legal owner and the applicant, if different. Proof of Power of Attorney MUST be provided.

### Prepare Final Plans and Exhibits:

Prepare plans and streetscape photographs according to the instructions in this application packet.

### Notification:

Your application will be assigned to a project manager, who will call you to inform you of any action and/or meeting date and any further information or plan changes that need to be made. A hearing notice for the Single-Family Review Permits requiring public hearings by the Director will be mailed to the contact person and the property owner, as indicated on the application form.

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# Application Checklist Form

## Permit Determination Checklist

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. Is the new house or addition greater than 30 feet in height?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the new house or addition greater than 2 stories?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is the floor area ratio of your house greater than .45?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is your house or site listed on the Historic Resources Inventory, City Landmark but not as a designated City Landmark or located in a Historic District? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered 'yes' to **any** of the questions, a single-family house permit is required, approved by the Director of Planning.

If you answered 'no' to **all** questions above, a single-family house permit is not required for your house. You may proceed to the Development Services Center for building permits.

## Criteria for Administrative Review by the Director of Planning

The issuance of building permits:

- will not require removal of more than 50% of the exterior walls;
- are for a house not exceed 30 feet in height and two (2) stories;
- are for a single-story addition;
- are for a second-story addition where the total second-story square footage does not exceed 60% of the existing first floor area, and the addition is set back an additional 10 feet from the required front setback;
- will not result in the enclosure or net loss to 10% or more of an existing front porch area;
- are for an attached garage only if there is an existing attached garage on either side of the subject lot;
- that require the roofline, materials, trim and decoration details of the new construction to be the same as that on the existing house;
- authorize alterations to a Single-Family House that is listed on the Historic Resources Inventory, but is not a City Landmark or located in a City Landmark Historic District, which alterations fully conform to or exceed approved Design Guidelines\*.

If the above criteria are met, no public hearing is involved with the review of a Single-Family House Permit.

\*If this criterium is met, then project is eligible for the reduced fee of the Historic Category 1 Single-Family House Permit.

If the house is a City Landmark or located in a City Landmark Historic District, a Historic Preservation Permit may be required, approved by the Director of Planning.

## How do I calculate my floor area ratio (F.A.R.)

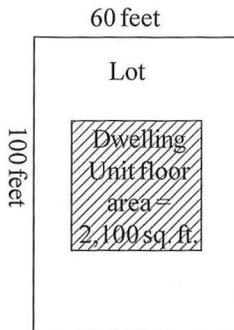
Floor Area Ratio Definition: F.A.R. is a ratio of floor area of a structure(s) to the area of a lot.

The floor area includes:

- total square footage of the floors in a main structure measured to the outside surface of the exterior walls, including stairwells, and all areas that are greater than 50% enclosed with walls and covered.
- garage square footage (attached or detached), square footage of accessory structures on the lot, and square footage of basements is **not** included in the calculation of F.A.R.

Example:

Formula: **Floor Area Ratio:**  $\frac{\text{Floor Area}}{\text{Lot Area}}$



**Lot Area:** 60 ft. x 100 ft. = 6,000 sq. ft.

**Floor Area:** 2,100 sq. ft.

**Floor Area Ratio:**  $\frac{2,100 \text{ sq. ft.}}{6,000 \text{ sq. ft.}}$

**F.A.R. = .35**