

UNIVERSAL PLANNING APPLICATION

Application Submittal Requirements & Checklist

Check Box if Complete	Application Item	1 or ● = Required												
		Planned Development Rezoning	Planned Development Permit	Planned Development Permit Amendment	Site Development Permit	Site Development Permit Amendment	Rezoning (non-PD)	Conditional Use Permit	Conditional Use Permit Amendment	Special Use Permit	Historic Preservation Permit ¹	Variance	Annexation	General Plan Amendment
	Electronic Plans (on CD, USB, or emailed)	●	●	●	●	●	●	●	●	●	●	●	●	●
	Affidavit of Ownership (must be wet signatures)	●	●	●	●	●	●	●	●	●	●	●	●	●
	Indemnification form	●	●	●	●	●	●	●	●	●	●	●	●	●
	Preliminary title report (dated within last 6 months) ²	2	2	2	2	2	2	2	2	2	2	2	2	2
	Photos of building, site & neighborhood	2	2	2	2	2		2	2	2	2	2		
	Supplemental Forms (see attached)	●	●	●	●	●	●	●	●	●	●			
	Environmental Evaluation Form* or Letter of Intent**	2	2	2	2	2	2	2	2	2	2	2	2	2
	Stormwater Evaluation Form	3	3	3	3	3		3	3	3				
	Application form completed	●	●	●	●	●	●	●	●	●	●	●	●	●
	Plat Map***	5					5						5	5
	24" x 36" plan sets	7	7	7	7	7		7	7	7	3	7		
	11" x 17" plan sets	4	4	4	4	4		4	4	4	1	4		
	24" x 36" extra site plan sheets	5	5	5	5	5		5	5	5				

* **Applies to all projects including single-family residence.**

* **Modifications to Existing Wireless Facilities:** Completed Environmental Evaluation Form or documentation of prior environmental clearance (i.e., Exemption or Negative Declaration) must be submitted at the application appointment.

**Letter of Intent is from the hired Environmental Consultant indicating they've been contracted to complete the preparation of the environmental document pursuant to the California Environmental Quality Act (CEQA).

***All plat maps must have original or wet stamped by a licensed civil engineer including the legal description.

¹Historic Preservation Permit plan set submittals for commercial & industrial projects, please submit **7 full size plan sets**.

²Must include the **Legal Description** or obtain a copy from the County of Santa Clara, Office of the County Clerk-Recorder. If the project is for after-midnight or off-sale/on-sale of alcohol, single-family residence or wireless, a copy of just the Legal Description would be sufficient.

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Plan Set Requirements

All plans must be 24" x 36" and rolled (not folded)

Application Type ● = Required	Title Sheet	General Development Plan (Land Use Plan)	Site Plan (Basic)**	Site Plan (Conceptual)	Site Plan (Comprehensive)	Grading and Drainage Plan	Stormwater Control Plan(s)*	Stormwater / Hydromodification Plan*	Building Elevations	Building and site photos on a plan sheet	Floor Plans	Landscape Plan	Lighting Plan	Other Details	Photos	Plat Map (8 1/2 x 11)
Planned Development Rezoning	●	●		●		●	●	●	●		●	●			●	●
Planned Development Permit	●	●			●	●	●	●	●		●	●	●	●	●	
Planned Development Permit Amendment	●	●	●						●	●	●	●	●	●	●	
Site Development Permit	●				●	●	●	●	●		●	●	●	●	●	
Site Development Permit Amendment	●		●						●	●	●	●	●	●	●	
Special Use Permit	●		●				●	●	●	●	●	●		●	●	
Special Use Permit Amendment	●		●						●	●	●			●	●	
Conditional Use Permit	●		●				●	●	●	●	●	●	●	●	●	
Conditional Use Permit Amendment	●		●						●	●	●			●	●	
Historic Preservation Permit	●		●						●	●	●			●	●	
Administrative Permit			●							●						
Variance	●		●							●	●				●	
Lot Line Adjustment																●
Annexation																●
Rezoning (non-PD)															●	●
General Plan Amendment																●

* **Plan Sheet Contents:** See "Contents of Plan Sheets" on application web page for required plan information

** **New building or site construction?** Please provide comprehensive site plan and building elevations.