

Utility Structure Permit Application

Staff will assign **FILE #**

INSTRUCTIONS. Use this form to apply for a Planning Administrative Permit to construct, place and operate a utility structure in commercial, industrial, planned development, and R-1 zones. Read all requirements and attach all documents listed on page 2.

Unless you represent a utility company, you must submit the application package in person at the Planning Counter at the Development Services Permit Center, 1st Floor, City Hall. Visit www.sanjoseca.gov/permitcenter for hours.

Utility Companies submit package to:	Public Works Utilities Section San José City Hall - 3rd Floor 200 E. Santa Clara St., San José	All others submit package to:	Planning Counter - Permit Center San José City Hall - 1st Floor 200 E. Santa Clara St., San José
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Use the computer-fillable form at www.sanjoseca.gov/planningapplications or print clearly using ink.

PROPERTY INFORMATION	
ASSESSOR'S PARCEL NUMBER:	
PROJECT ADDRESS:	
CONTACT INFORMATION	
APPLICANT NAME:	
NAME OF FIRM <small>IF APPLICABLE:</small>	
APPLICANT MAILING ADDRESS:	
APPLICANT PHONE:	
APPLICANT EMAIL:	
PROPERTY OWNER NAME <small>IF DIFFERENT FROM APPLICANT:</small>	
PROPERTY OWNER MAILING ADDRESS:	
PROPERTY OWNER PHONE:	
PROPERTY OWNER EMAIL:	
DECLARATION under penalty of perjury: I agree to maintain and operate the subject utility structure of this permit application in conformance with all requirements and standards specified by San José Municipal Code Title 20.	
• APPLICANT SIGNATURE	DATE (MM/DD/YYYY)
• PROPERTY OWNER SIGNATURE <small>IF DIFFERENT FROM APPLICANT</small>	DATE (MM/DD/YYYY)

continued >

OFFICE USE ONLY			
DATE:	ZONING:	QUAD #:	PAID: \$
BY:	PD ZONING FILE #:	RECEIPT #:	
<input type="checkbox"/> DENIED <input type="checkbox"/> APPROVED SUBJECT TO CONDITIONS:			

An Administrative Permit will be issued for proposals that meet and continue to conform with all requirements below and as specified in San José Municipal Code Title 20. See www.sanjoseca.gov/municipalcode.

REQUIREMENTS

Definitions. A utility structure is an above-ground structure that provides utility services to customers, and excepting an antenna or utility pole and appurtenances, is affixed to something having a permanent location on or under the ground, and that:

- Exceeds 32 cubic feet OR a height of 4 feet above grade; or
- Contains any power-generating equipment; or
- Would not be exempt under the California Environmental Quality Act, as amended, due to its potential for creating environmental impacts.

Enclosure, construction materials, and tree impacts. The structure must be enclosed or screened and match, to the extent possible, existing fencing, screening or landscaping. Use construction materials and treatments that repel or discourage graffiti. Placement of the structure must avoid impacts to ordinance-sized trees.

Location in easements is required. The structure must be located in a private, public utility, or public service easement.

R-1 zone criteria. On lots zoned or used for R-1 single-family residential uses, the utility structure must serve the immediate residential area, and:

- » Must not locate in the front setback of a lot
- » Must not locate along a backyard fence unless the fence is along a major street

The utility structure must be at least:

- » 60 feet from the front property line
- » 6 feet from any dwelling wall
- » 5 feet from the side property line, or may be placed as closely as possible to an existing fence, whichever is less
- » 300 feet from any other utility structure in any residential zone

Sight lines and size. Sight lines at intersections and driveways must remain unobstructed, consistent with the Caltrans Traffic Safety Manual on file with the City of San José Director of Public Works.

Maximum size: 110 cubic feet size

Maximum height: 5 feet above grade, not including meter panels or pedestals.

Power generating equipment. Power-generating equipment must conform to the following criteria:

- » The equipment must include an automatic excess flow gas shutoff valve or other comparable equipment.
- » Maximum noise levels emanating from the structure are subject to the General Plan noise policies.

- » The cabinet exhaust system and port must include:
 - a. The exposed exhaust stream temperature may not exceed 158 degrees Fahrenheit.
 - b. A warning label must be affixed to the exhaust port to indicate the danger of exposure to the exhaust temperature.
 - c. Backup batteries must be programmed to vary their duration of operation with the length of power outage up to a maximum of 30 minutes. As technology allows and without increasing the size of the cabinets, cabinets shall be retrofitted with higher capacity batteries capable of providing full service operation for a maximum of two hours at full (6.1 fW) load.

APPLICATION PACKAGE

Application package to include this form plus:

- 1 set - Photographs mounted on 8.5x11" paper of site, structure location, and any affected buildings
- 3 sets - Site Plans and Drawings, minimum 11x17" size
- Assessor's Parcel Map marked with the project location
- Legal description of subject property
- Evidence of the private utility or public service easement
- Comprehensive network plan showing the locations of each utility structure planned by the provider
- Verification of 300' separation between utility structures (Single family location)
- Verification that written notices have been sent as required by Municipal Code Section 20.100.1210
- Permit Fee Payment - See www.sanjoseca.gov/PlanningFees

Site Plans - Draw to scale. Label all sheets as "Site Plan" and date and number each in the lower right corner. Show:

- Location map, parcel lot lines, and site dimensions
- Setbacks and easement lines
- Location/dimensions of the area for locating the proposed utility structure
- All buildings and structures with dimensions and labeled with their uses, and any proposed removal of a structure
- Street names and existing and proposed driveways
- Dimensions of existing and proposed off-street parking, loading, and circulation area
- Uses on properties adjoining the subject property

Drawings - Draw to scale and depict the proposed utility structure with all dimensions. Include Floor Plan, Elevations, Sign Details, and Construction Details.

Questions?

Speak with a planner at 408-535-3555. Visit www.sanjoseca.gov/planning for phone service hours.