

**CITY OF GILROY
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION**

1/1/2006

Instructions for filing an ARCHITECTURAL AND SITE APPROVAL APPLICATION:

Each application for Architectural and Site review shall contain the following items:

(1) Filing Fee (see categories below)

A. Residential**

1. New Construction **Flat Land**..... **\$3260.00**/first lot + **\$255.00**/add'l. lot
2. New Construction **Hillside**..... **\$3260.00**/first lot + **\$1035.00**/add'l. lot (**full fees apply for each lot not in a PUD**)
3. Remodeling..... **\$1580.00**

B. Commercial and Miscellaneous**

1. New Construction.....**\$5040.00**/first 5,000 sq. ft.
+ **\$360.00**/add'l. 5,000 sq. ft.
2. Remodeling.....**\$2480.00**

C. Industrial**

1. New Construction.....**\$4415.00**/first 10,000 sq. ft.
+ **\$255.00**/add'l. 10,000 sq. ft.
2. Remodeling.....**\$2325.00**

**Additional fees above base fees will be collected for all Architectural and Site Review projects located within a combining district.

- a. Planned Unit Development (PUD).....**\$5790.00** + base fee
- b. Historic Site (HS).....**\$3365.00** + base fee
- c. Historic Neighborhood (HN).....**\$2940.00** + base fee

- (2) Environmental Review Fee - Categorical Exemption.....**\$ 170.00**
- Environmental Review - Categorical Exemption..... **\$ 170.00**
- (one of the following) - Publishing Costs.....**\$ 220.00** deposit
- Initial Study Review.....**\$ 4625.00** minimum deposit*
- Expanded Initial Study Review.....**\$ 7085.00** minimum deposit*
- Environmental Impact Report Review**10%** of contract price with
\$14670.00 minimum deposit*
- Environmental Impact Report
or Initial Study contract deposit.....**Actual contract cost + 10%**
- Fish and Game fees that may be due as a result of an Initial Study
(includes \$50 clerk fee).....**\$1,300.00**
OR an EIR (includes \$50 clerk fee).....**\$ 900.00**

(3) Application.....

1 copy

- (4) Plot Plan..... 8 copies
(if Historical Site or Neighborhood, add 10 for Planning Commission, plus 5 for Historical Heritage Committee)
- (5) Location Map..... 8 copies
(May be on plot plan sheet)
- (6) Elevations..... 8 copies
(Showing all sides of the building)
- (7) Landscape/Irrigation Plans..... 8 copies
(See Instruction Sheet & Landscape Policy)
- (8) Perspective drawing..... Optional

ADDITIONAL COPIES WILL BE REQUIRED AFTER APPLICATION IS DEEMED COMPLETE

MAPS AND PLANS MUST BE PUT INTO COLLATED INDIVIDUAL SETS, STAPLED AND FOLDED TO A SIZE NOT TO EXCEED 8 ½ X 14 IN ORDER TO FIT INTO FILE FOLDERS OR THEY WILL BE RETURNED TO THE APPLICANT, AT THE APPLICANTS EXPENSE

NOTE: Prior to submitting this application, the project proposal should be reviewed by the Planning Department.

*** Actual employee cost + 21% will be charged for processing this application. Please note that the City bills for actual time spent processing applications; the filing fee indicated on the application form is a deposit, and the actual cost to process this application could be more than or less than the filing fee. The applicant is also responsible for paying staff cost of preparing a radius required for public hearings, plus actual postage costs.**

City staff includes the City Attorney and any delegates from their firm, and any fees incurred.

ARCHITECTURAL AND SITE APPLICATION REQUIREMENTS

THE PLOT PLAN shall include the following items:

A. A title block indicating:

1. The project title.
2. The address or location of the project.
3. Name, address and telephone number of the applicant.
4. Name, address and telephone number of the person preparing the plans.

B. A Plan Legend indicating:

1. Net size of the subject parcel (in square feet or acres).
2. Gross floor area for all buildings.
3. Total ground area covered by all structures (in square feet and as a percentage of net parcel size).
4. Total ground area devoted to landscaping (in square feet and as a percentage of net parcel size).
5. Number of required off-street parking stalls (indicating the method of calculating the required parking) and number of off-street parking stalls proposed.
6. Number of permanent seats, beds, classrooms, bowling lanes, or dwelling units (including number of rooms for each), whichever is applicable in the computation of the parking requirements.

C. A Site Plan drawn at 1" = 20' or larger, indicating:

1. Fully dimensioned parcel boundaries, setback lines, street right-of-ways and street names.
2. All existing structures, fences, walks, driveways, parking spaces, and trees.
3. The locations and dimensions of all proposed buildings, walls, fences, walks and driveways, parking stalls, and loading areas.
4. A screened trash enclosure.
5. The location of any freestanding signs.
6. The proposed use and UBC occupancy group of all buildings.
7. A written notation indicating the uses and building locations on all adjacent parcels.
8. A north arrow.
9. Water and sewer connections to public mains, including location, line and meter size, and whether the connections and meter(s) are existing or proposed.
10. The location of all "street furniture", i.e. fire hydrants, street lights, utility poles and underground facilities, street trees, signs, etc.
11. All easements of any kind.
12. A preliminary drainage plan showing that all on-site drainage is directed to an approved outfall. This plan should include existing and proposed elevations on the applicant's parcel and adjacent parcels so that on-site containment and routing of drainage can be verified.
13. The location and height of all retaining walls. Masonry materials are required.
14. Flood zone designation and proposed finished floor elevations (if in any "A" or "D" zone).
15. Sewer inspection manhole if Commercial or Industrial use.
16. Fence location(s) and height(s).

The following information and details must be included if the parcel is a hillside lot (RH zone or grades exceeding 5%):

1. A copy of the applicable soils report (and geologic investigation if required) which includes grading and drainage recommendations.
2. Topographical contours at two (2) foot intervals.
3. Erosion control measures as specified in the erosion control ordinance.
4. A signed statement by a registered civil, soils, or geo-technical engineer that the plan complies with the recommendations in the soils report and the City of Gilroy's erosion control ordinance.
5. A construction schedule including erosion control work.

In addition to the applicable requirements listed above, complete civil engineering plans are required if there is additional work in the City right-of-way.

THE LOCATION MAP shall indicate:

(The Location Map may be on the same sheet as the Site Plan).

- A. The location of the project site in relation to streets within at least a four (4) block area.
- B. A north arrow for the location map.

THE ELEVATIONS shall include:

- A. The height and width of all elevations of each side of all proposed buildings indicating the drawing scale.
- B. The materials, colors and textures for all walls, roofs, and other architectural features.
- C. The method of screening any mechanical equipment.
- D. All sign locations and architectural features used to accommodate signs.

THE LANDSCAPE AND IRRIGATION PLANS shall include:

- A. Landscape plan to conform to the City's Zoning Ordinance and Comprehensive Landscape Policy.
- B. An irrigation plan shall be submitted, or a notation made, clearly indicating on the landscape plan that all landscaped areas, including City right-of-ways, shall be fully irrigated to cover all planting materials.

THE UTILITY PLAN shall include:

- A. Location of existing overhead utilities.
- B. Locations of proposed switch gear and transformers. (Note: ALL UTILITIES SHALL BE UNDERGROUND).

Additional items may be necessary prior to issuance of building permits.

**COMMUNITY DEVELOPMENT DEPARTMENT - PLANNING DIVISION
ARCHITECTURAL & SITE APPROVAL
APPLICATION**

City of Gilroy

7351 Rosanna Street
Gilroy, CA 95020
(408) 846-0440

File No. A/S Project # _____

Please type or print the following information:

Applicant's Name: _____ Telephone: _____

E-Mail Address: _____ Fax: _____

Address: _____

Contact Person: _____ Telephone: _____

E-Mail Address: _____ Fax: _____

Address: _____

(The contact person should be an individual with adequate responsibility for the project to carry out all project negotiations with the City).

Others to be notified:

Name _____ Address _____

Name _____ Address _____

Property located at: _____

Property is zoned: _____ Assessor's Parcel # _____ Parcel Size: _____

Give a description of the project: _____

If you have any questions during the processing of this application, please contact the City of Gilroy, Planning Division at (408) 846-0440.

PROPERTY OWNERS SIGNATURE: _____ Date: _____

APPLICANT'S SIGNATURE: _____ Date: _____

IF YOU REQUIRE ACCOMMODATIONS OR ASSISTANCE TO COMPLETE THIS APPLICATION PROCESS, DUE TO A DISABILITY AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT, PLEASE DESCRIBE THE ACCOMMODATIONS YOU NEED: _____

PLANNING DIVISION USE ONLY

This is to certify that the foregoing application has been inspected and found complete and acceptable for review by the Zoning Administrator.

Date Filed: _____ Fee: _____

By: _____, Planning Division