

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

1/1/2006

Instructions for filing a **SMALL PROJECT EXEMPTION**:

No application will be accepted as complete without all of the following:

- (1) Filing Fee..... \$ **3190.00** min. deposit*
- (2) Application 1 copy
- (3) Elevations and Site Plan
(including location map)
 - 8 copies on 24"x 36" or 18"x 24" paper
(Additional copies will be required prior to the Planning Commission and City Council meetings)
 - 1 copy on an 8.5"x 14" or 11"x 17" paper
 - 1 copy in digital format (JPEG or similar)

Note: The site plan must depict the proposed lot layout.

- (4) Additional Items required for completion will be identified during the completion period.

MAPS AND PLANS MUST BE PUT INTO COLLATED INDIVIDUAL SETS, STAPLED AND FOLDED TO A SIZE NOT TO EXCEED 8 1/2" X 14" IN ORDER TO FIT INTO FILE FOLDERS OR THEY WILL BE RETURNED TO THE APPLICANT.

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

*** 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

SMALL PROJECT EXEMPTION APPLICATION REQUIREMENTS

THE SITE 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 proposed buildings
 - 3. Number of dwelling units proposed

- 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, driveways, parking stalls, and loading areas.
 - 4. The location of any freestanding signs.
 - 5. The proposed use and UBC occupancy group of all buildings.
 - 6. A written notation indicating the uses and building locations on all adjacent parcels.
 - 7. A north arrow.

The following information and details must be included if the parcel is a hillside lot (RH zone or grades exceeding 15%):

- 1. Topographical contours at two (2) foot intervals.

THE LOCATION MAP shall indicate:

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

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

COMMUNITY DEVELOPMENT DEPARTMENT - PLANNING DIVISION SMALL PROJECT EXEMPTION APPLICATION

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

File No. SPE _____ Project #: _____

Please type or print the following information:

Applicant's Name: _____ E-Mail: _____

Telephone: _____ Fax: _____

Address: _____

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

Name: _____ Telephone: _____

Address: _____

E-Mail: _____ Fax: _____

Others to be notified of Planning Commission and City Council meeting:

Name: _____ Address: _____

Name: _____ Address: _____

Property location: _____ Street Address: _____

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

Number of lots requested: _____

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

PROPERTY OWNER'S SIGNATURE: _____ Date: _____

APPLICANT'S SIGNATURE: _____ Date: _____

(If different from property owner)

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

Date Filed: _____ Fee: _____

By: _____, Planning Division