



Expedited Permit

Administrative Site and Architectural Review

Additions to Existing One-Story Single Family Residences

Applications for the expedited Administrative Site and Architectural Review process are to be submitted after a scheduled pre-submittal meeting with a planner has occurred. Completed applications can be submitted to the Planning Division on a walk-in basis without an appointment. **Your pre-submittal meeting with a planner will serve to determine which of the following submittal materials are required based on the scope of work. Plan review is limited to the scope of work.**

- Application.** A fully-completed and executed expedited permit application form and Attachment A: Project Data.
- Application Fees.** Application fees, in a format accepted by the City Finance Department as follows:
 - \$2,000 - Expedited Review Permit Fee
 - \$ 220 - Environmental Categorical Exemption
 - \$ 93 - Fire Department Review
 - \$2,313 - Total Amount Due
- Preliminary Title Report.** Two copies (8.5x11 format) prepared in the last six months. All easements and covenants and/or restrictions should be plotted on the plans (if applicable).
- Submittal Requirements Checklist.** A city planner will provide guidance as to which submittal requirements are needed.
- Site & Architectural Plans.**
 - Plan Sets:
 - Four (4) full-size sets (24" x 36") folded to 8 1/2" X 11" size with project data tables
 - One (1) reduced set (11" x 17")
 - One (1) Digital Copy of plans and associated materials on USB / CD
 - PDF Format in 24" x 36" scale / 300 dpi and 11" x 17" scale / 300 dpi
- Sample Board.** Provide one (1) color copies (8 1/2" X 11") of photo images of construction materials, exterior paint colors and labeled color elevations. If application includes an addition to an existing structure and materials will match the existing structure, the building elevations should say so.
- Photographs.** Provide all photographs of project site and surrounding properties on CD / USB flash drive

Planner Initials

Date

Submittal Requirements Checklist

- General Property Information.** Include the following information on page one of the plan set.
- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Property address <input type="checkbox"/> Property owner name <input type="checkbox"/> Plan preparer's contact information (Name, address, email & phone #) <input type="checkbox"/> Assessor's parcel number <input type="checkbox"/> Zoning district <input type="checkbox"/> Area plan (Campbell Village or San Tomas Area) <input type="checkbox"/> Gross lot size (See <i>Definitions & Illustrations</i>, p. 8 for details) <input type="checkbox"/> Net lot size (See <i>Definitions & Illustrations</i>, p. 8 for details) <input type="checkbox"/> Date of drawing | <ul style="list-style-type: none"> <input type="checkbox"/> Scope of work
*Plan review is limited to the scope of work <input type="checkbox"/> Vicinity map <input type="checkbox"/> Existing building floor area <input type="checkbox"/> Existing building floor area for all other buildings <input type="checkbox"/> Proposed floor area for addition <input type="checkbox"/> Total floor area for all buildings combined <input type="checkbox"/> Total floor area permitted per zoning district development standards <input type="checkbox"/> Maximum building height for proposed addition <input type="checkbox"/> Maximum building height permitted per zoning district development standards |
|--|--|
- General Project Information – Existing and Proposed Construction.** Include the following information on page one of the plan set.
- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Existing building floor area <input type="checkbox"/> Existing building floor area for all other buildings <input type="checkbox"/> Proposed floor area | <ul style="list-style-type: none"> <input type="checkbox"/> Total floor area for all buildings combined <input type="checkbox"/> Callouts of proposed building setbacks (Front, sides and rear) |
|--|---|
- Building Elevations - Existing and Proposed Construction.**
- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Existing and proposed elevations <input type="checkbox"/> Streetscape diagram <input type="checkbox"/> Label finished floor height <input type="checkbox"/> Building wall height from finished grade (See <i>Definitions & Illustrations</i>, p. 6) | <ul style="list-style-type: none"> <input type="checkbox"/> Label highest point of roof <input type="checkbox"/> Label building materials <input type="checkbox"/> Described colors used |
|---|---|

 Planner Initials

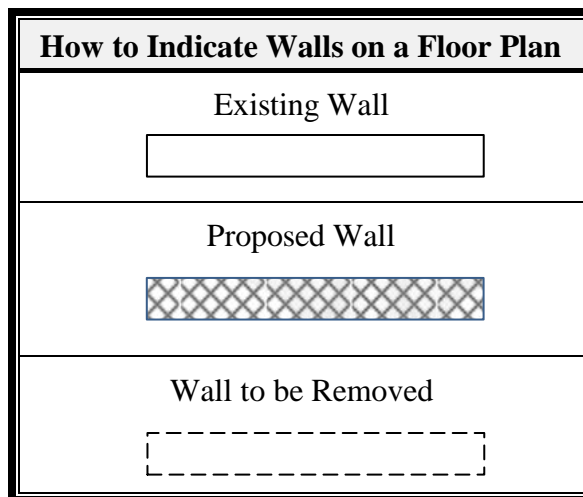
Date

Site Plan – Existing and Proposed Construction.

- Lot size dimensions
- North arrow
- Distance from street centerlines to front street side property line
- Existing and proposed easements and dedications (See *Definitions & Illustrations*, p. 8)
- Outline adjacent properties' buildings and windows
- Setbacks from property lines and distances between structures
- Label finished floor height
- Wall height from finished and natural grade (See *Definitions & Illustrations*, p. 6)
- Percentage of impervious surface area in front setback (See *Definitions & Illustrations*, p. 8)
- Driveway width and setback to property line
- Parking space dimensions with 9' x 20' clear space demonstrated
- Existing and proposed HVAC units, water heaters and mechanical equipment with distance to property line
- Proposed location of exterior lighting and lighting detail cut sheet
- Existing and proposed street improvements (i.e. curb, gutter, sidewalks, street trees, etc.)
- List pavement materials (paved area concrete, pavers, asphalt, etc.)
- Location of utilities

Floor Plan – Existing and Proposed Construction.

- Interior rooms
- Provide floor area block diagram (See *Definitions & Illustrations*, p. 7)
- Existing walls, proposed walls and walls to be removed (See illustration below for details)



Building Cross Sections – Proposed Construction Only.

- Elevations of adjoining properties
- Provide cross sections illustrating the relationship of the proposed units to existing adjacent structures
- Label approximate height of the existing neighboring buildings, proposed structures and distance between building walls

Conceptual Landscape Plan – Existing and Proposed Construction.

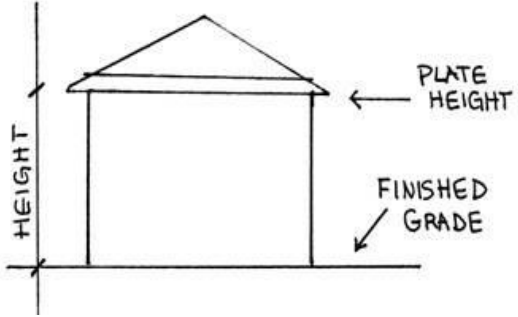
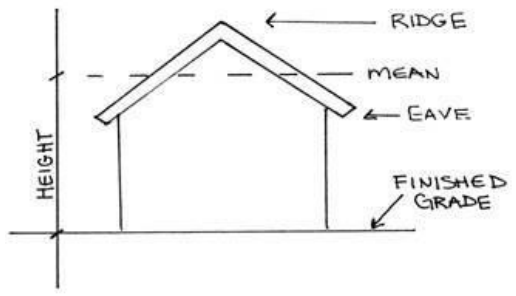
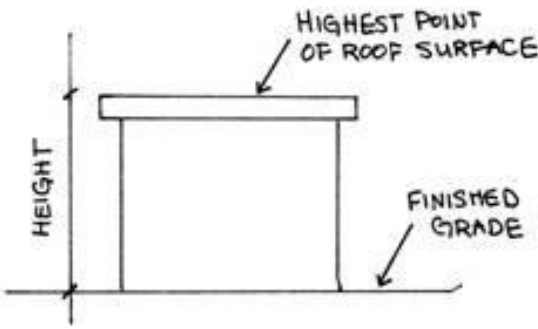
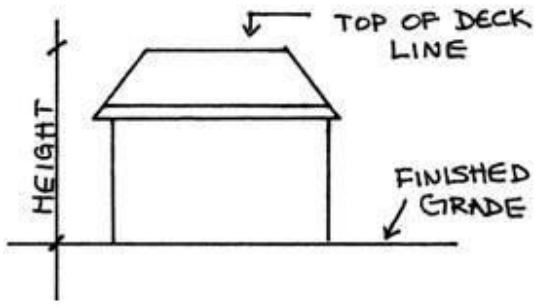
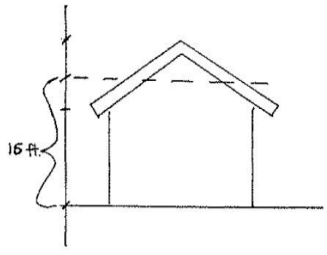
Note: Projects including tree removal are not eligible for the expedited permit process

- Front yard conceptual landscape plan (e.g. hardscape, trees, shrubs, flowers)
- Locations and number of existing and proposed trees
- Drip lines of existing and proposed trees
- Trunk diameter of existing trees measured 4 feet above grade
- Total square footage of front yard
- Total square footage of front yard landscape area
- Total square footage of front yard landscape impervious surfaces (e.g. concrete, brick, pavers, etc.)

Attachment A: Project Data

Floor Area & Lot Coverage of Existing & Proposed Structures			
Please include a small block diagram of the calculated floor area. See sample diagram under "Definitions & Illustrations" for examples.			
Type	Proposal	Allowance/Requirement <small>(Complete with city staff)</small>	Compliance(Y/N) <small>(Complete with city staff)</small>
General Plan Designation			
Zone District Designation			
Area Plan: CVNP or STANP			
*Gross Lot Area			
*Net Lot Area			
Estimated Gross Lot Area			
Building Area Existing First Floor: Existing Garage: New First Floor: New Garage: First Floor Addition: Proposed Building Area:			
Site Utilization Building Coverage: Private Open Space: sq. ft. out of 750 sq. ft. min. Front Yard Paving % out of 50% max:			
Setbacks Front (east): 1 st Floor – Side: 1 st Floor - Side): Rear: Garage:			
Building Height			
Floor Area Ratio (FAR)			
Parking Spaces			
Driveway Width & Location			
Landscape/Hardscape/Trees Location			
Number of Trees			

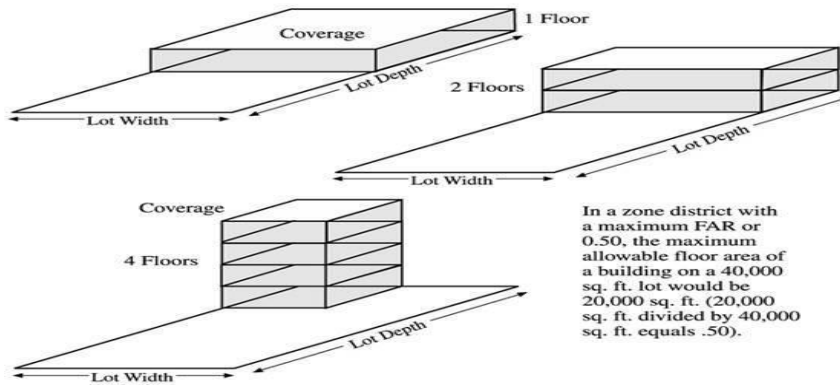
Definitions & Illustrations

Term	Definition
Building Wall Height	Setbacks for single-family residential development are calculated based on the wall height adjacent to the property line. The vertical distance from the finished grade adjacent to the building to the highest point of the roof surface for a flat roof, top of the deck line for a mansard roof, top of the plate height for a hipped roof, and the mean height level between the eave and the ridge for a gabled or gambrel roof.
Examples	
<p>Hipped Roof</p> 	<p>Gabled Roof</p> 
<p>Flat Roof</p> 	<p>Mansard Roof</p> 
EXAMPLE	
	
<p>If the setback is measured as 50% of the wall height, the minimum setback for this gabled roof is 8 feet.</p>	

Definitions & Illustrations

Floor Area Calculations			Floor Area Block Diagram
Label	Dimensions	Area (sf)	
A	6'0" x 2'4"	14 sf	
B	16'0" x 15'8"	230 sf	
C	Asymmetrical	4 sf	
D	11'4" x 4'10"	34 sf	
E	2'0" x 10'0"	20 sf	
F	20'8" x 27'6"	675 sf	
G	15'4" x 31'6"	485 sf	
H	8'0" x 27'6"	220 sf	
Total Floor Area		1682 sf	

Term	Definition
Floor Area Ratio	The ratio of gross floor area to the net lot area. Floor area ratio shall include the floor area of all stories of all buildings and accessory structures and shall be measured to the outside surface of exterior walls. Floor area ratio does not include uninhabitable attic space, basements, below-grade parking, unenclosed accessory structures (e.g., trellis) and covered porches



NOTE: Variations may occur if upper floors are stepped back from ground level lot coverage.

$$\text{Floor Area Ratio (FAR)} = \frac{\text{Gross Building Area (All Floors)}}{\text{Lot Area}}$$

Definitions & Illustrations

Term	Definition
Dedication	Donation of real property to a government for a public purpose
Easement	A right to cross or otherwise use someone else's land for a specified purpose
Finished Floor Height	The combined thickness of all materials including the finished floor surface, substrate and a building's structural floor
Gross Lot Size	The total area within the lot lines of a lot, plus that area between the centerline of adjacent public streets and the property lines
Impervious Surface	A surface that does not allow fluid to pass through
Net Lot Size	The total area within the lot lines of a lot, excluding any street rights-of-way

DATE RECEIVED
(City Date Stamp)



CITY OF CAMPBELL
Community Development Department

PROJECT INTAKE
(City Use Only)

File No: _____
APN: _____ - _____ - _____
Zoning: _____
GP: _____
STANP: Yes No
CVNP: Yes No
Checked in by: _____

Expedited Administrative Site & Architectural Permit Application Form

PROJECT INFORMATION

Project Address: _____

General Project Description: _____

Is the above-referenced project site included on the CAL-EPA Hazardous Waste and Substances Sites List pursuant to Cal. Gov. Code § 65962.5? YES _____ NO _____

Has the applicant and / or property owner made a campaign contribution of \$250 or more to any commissioner, his or her alternate, or any candidate for such position during the 12-month period preceding the filing of the application or the initiation of the proceeding? YES _____ NO _____

APPLICANT INFORMATION

Name: _____ Signature (read acknowledgements): _____

Address: _____ City: _____ State/Zip: _____

Phone: (____)____-____ Mobile: (____)____-____ Email: _____

PROPERTY OWNER INFORMATION

Name: _____ Signature (read acknowledgements): _____

Address: _____ City: _____ State/Zip: _____

Phone: (____)____-____ Mobile: (____)____-____ Email: _____

THE FOLLOWING CITY PLANNER CONDUCTED A PRE-APPLICATION MEETING WITH APPLICANT

Planner Name: _____ Signature: _____ Date _____

ACKNOWLEDGEMENTS

Submittal of this application and signature by the Applicant and Property Owner constitutes acknowledgment of the following by all parties: (1) That the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies may invalidate any approval or clearance granted; (2) No vested right to a land use entitlement or a building permit shall accrue as the result of the granting of any land development approvals without the West Valley Sanitation District District's Manager & Engineer determining that the issuance of a sewer connection permit will not cause the District to exceed its ability to treat adequately the waste water that would result; (3) The Project Scope does not include the removal of trees; (4) and, The City of Campbell is granted release to copy and reproduce electronically, in whole or in part, drawings and all other materials submitted with this development application for the City's regulatory, administrative, and legal functions, including sharing of information with other governmental entities and for compliance with the California Public Records Act (CPRA); (5) It is understood that the application is submitted 'at risk,' and if the application lacks required material, or inadequately submitted material, or all requested information is not submitted within stated time periods per city staff by the applicant, the application shall be considered rejected / withdrawn respectively and application fees will not be reimbursed. If any of these statements cannot be affirmatively acknowledged, please inform the planner *before* submitting the application.