



# CITY OF MONTE SERENO

18041 SARATOGA-LOS GATOS ROAD, MONTE SERENO, CA 95030  
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## SITE DEVELOPMENT PERMIT SUBMITTAL REQUIREMENTS

### APPLICATION FEES:

- \$3,642 - New Houses
- \$3,642 - Addition(s) greater than 50% of existing square footage
- \$2,468 - Addition(s) 50% or less of existing square footage
- \$4,037 - Hillside Development (parcels over 10% average slope)
- \$647 - Accessory Building(s) (including pool house, garage, shed, etc.)
- \$1,689 - Amendment to an approved Site Development Permit

### INITIAL SUBMITTAL:

Applications shall be submitted and fees paid online at: <https://epermits.montesereno.org/>

### PLANS MUST INCLUDE ALL OF THE FOLLOWING DATA:

#### A. Title Sheet:

- (1) Name, address and assessor parcel number of the project
- (2) Scale of the drawings (a standard architect's or engineer's scale must be used)
- (3) The date the plans were prepared and/or revised
- (4) Name and telephone number of the applicant
- (5) Name and telephone number of the person preparing the plans
- (6) A **Project Summary Table** (see attached) including relevant information related to lot size, slope, square footage, structural and impervious coverage, and grading.

#### B. Site Plan:

- (1) North arrow and scale
- (2) Dimensioned property lines and all building setbacks (proposed and required for all structures)
- (3) The location, name and width (including offers of dedication) of adjacent streets
- (4) All proposed improvements and any existing improvements to be retained
- (5) Driveways and walkways
- (6) Walls and fences
- (7) Landscaped areas
- (8) Location on the property, type, trunk circumference and canopy diameter, and status (to be removed, relocated, retained) of all existing trees within 50 ft. of the proposed development, and all trees to be removed wherever located on the property.

#### C. Floor Plans:

- (1) Scale of plans and North arrow
- (2) Sizes and room identification
- (3) Indicate stairways, steps, doorways, windows, closets, patios, porches, decks, built-in appliances, and bathroom fixtures
- (4) Indicate solid portions of walls with shading
- (5) Show area calculations (see sample)
- (6) Do not include construction details

**D. Elevations:**

- (1) All sides of all buildings (complete architectural rendering using north, south, east and west designations; include details on fences and walls or other appurtenant structures)
- (2) Include allowable and proposed heights (Ridge, plate height, finished floor, finished and natural grade) of all structures according to the Monte Sereno benchmarks.
- (3) All exterior materials should be labeled on the plans.

**E. Cross-Sections:**

- (1) At least two cross sections of the buildings should be included. The drawings should show ceiling heights of each floor (including basements and attics), first story finished floor elevation, and the existing and proposed grade of the property according to the Monte Sereno Benchmarks. The section should go through the highest point of the building.

**F. Roof-Plan:**

- (1) Plans for all roof levels, showing ridge lines, materials, and pitches. Roof plans should show any roof-mounted equipment and any screening.

**G. Grading and Drainage Plan:****Grading over 50 cubic yards**

- (1) The plan shall be wet stamped and signed by a licensed engineer (on two large sets of plans) and must reflect the topography of the entire site and include the following:
  - a. All elevation references must be relative to the Monte Sereno City benchmark system.
  - b. Indicate proposed and existing grade
  - c. Elevation at street and neighboring property line
  - d. Pad elevation
  - e. Finished floor elevation
  - f. Areas of cut and fill
  - g. Cross sections of the areas of cut and fill
  - h. Quantities of cut, fill, and export

**Grading under 50 cubic yards**

- (1) If under 50 cubic yards, grading and drainage can be shown on the site plan. Include a stormwater retention plan indicating how all stormwater will remain on site.

**H. Landscape Plan (separate from the Site Plan):**

- (1) Plan shall indicate all existing and proposed trees and landscape screening within 50 feet. of the proposed development. All trees or screening to be removed should be indicated on the plan. **\*\* All trees proposed to be removed should also be clearly marked in the field with red ribbons (available at City Hall) \*\*** The Landscaping Plan shall include the location, number, type, and circumference of each tree in relation to the proposed structures.

**See Site Development Permit Tree Removal Minimum Submittal Requirements**

**Note:** If the property is currently landscaped and the current landscaping is to be retained, please note on the plans that the existing landscaping is to be protected during construction and retained after construction.

**I. 3-D drawing:**

A 3-D drawing of the shell of any new structure to depict the mass and volume, including major architectural features (entry, porches, chimneys, etc.).

- J. **Streetscape/Neighborhood Context:** In Accordance with Monte Sereno Municipal Code section 10.08.050 (1)(k), the Site and Architectural Commission has determined the following information is necessary to consider certain projects:

- (1) **New homes and second story additions within the R-1-8 zoning district:** Streetscape/Neighborhood Context: provide elevations illustrating building height and mass (including major architectural features) in relationship to structures on either side of the property. Please identify the property addresses.



- K. **Color and Materials:** Submit color and material board: Provide two (2) copies (8 ½" x 11") of photo representations of construction materials and exterior paint colors for all siding and architectural elements, and roofing material. If the permit involves an addition to an existing structure, a secondary dwelling unit or an auxiliary structure for which the materials proposed will match existing structures, the plans should state this on the building elevations and may be in lieu of a materials board.

#### ADDITIONAL DOCUMENTS/INFORMATION:

- L. **Historic Report:** If any of the structures on the project site are listed on the City's register of Historically Significant Buildings, a historic report evaluating the existing structure prepared by a qualified architect shall be provided.
- M. **Storm Water Regulations:** Provide a completed C.3 Project Data Form, which is online at: <https://www.montesereno.org/DocumentCenter/View/4244/C3-Data-Form>.
- N. **Neighbor Outreach:** The project applicant shall reach out to all neighbors to share the proposed plans. This type of outreach can minimize neighborhood disputes and potential challenges regarding the proposed Site Development Permit and can streamline the approval process.

#### STORY POLE/NETTING REQUIREMENTS:

- O. **Structures:** Erection of netting, outlining the footprint (floor level outline) as well as eaves and ridges of the roofline must be completed and certified by a Civil Engineer or Licensed Surveyor two weeks prior to the public hearing meeting and must remain in place for a period of 10 days following the decision, after which time the netting shall be removed within one week (see separate handout for detailed instructions).
- P. **Fences:** If a new fence/wall is proposed as part of the Site Development Permit application, at least two of the proposed posts must be staked at the height and proposed location.
- Q. **Trees:** Trees proposed for removal shall have a yellow netting wrapped around the trunk of the tree.