



CITY OF MONTE SERENO

18041 SARATOGA-LOS GATOS ROAD, MONTE SERENO, CA 95030
(408) 354-7635 • WWW.CITYOFMONTESERENO.ORG

USE PERMIT SUBMITTAL REQUIREMENTS

APPLICATION FEES:

- \$3,642 - Use Permit General Application Fee
- \$500 – Use Permit for Animals Application Fee
- \$3,642 – Use Permit for Historic Resources

INITIAL SUBMITTAL:

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

USE PERMIT APPLICATIONS MUST INCLUDE ALL OF THE FOLLOWING DATA:

- Site plan including allowable and proposed setbacks and indicating all structures proposed and existing
- Existing and proposed floor plan (Scale: ¼" =1')
- Elevations (Scale: ¼" =1') including allowable and proposed height of all structures
- Cross-sections
- Landscape plan shall indicate all existing trees and landscape screening, an indication of any trees or screening to be removed and an indication of proposed plantings of trees and screening.
- Roof Plan
- Scale and dimensions on each page
- Address of site
- The following calculations:
 - a. Lot area
 - b. Allowable Maximum Square footage of main dwelling
 - c. Proposed Square footage of main dwelling
 - d. Allowable and Proposed Structural Coverage Figure
 - e. Allowable and Proposed Impervious Coverage Figure
 - f. Proposed Grading Quantity (cut & fill)

SUBMITTING MORE THAN ONE APPLICATION

These instructions will be modified in the event an application for a Use Permit is filed simultaneously with another application (e.g. Site Development Permit, Subdivision, etc.). Inquire with the Planning Department for further instructions or modifications to these instructions.