



## COMMERCIAL DEVELOPMENT

A commercial development application form is required before submitting a building permit, which is also required. To apply for a building permit online, please visit our Building & Zoning tab at [www.sccity.org](http://www.sccity.org).

Attached to the back of this form is a helpful commercial development approval checklist. The checklist serve only as a guide for adhering to Santa Clara City's commercial development requirements.

There are no fees as part of this application. However, Building Permit fees are based on a valuation of the planned development. A Commercial Plan Review fee (following the Building Permit) is 25% of the building permit fee.

## COMMERCIAL DEVELOPMENT APPLICATION

Date Submitted/Completed: \_\_\_\_\_ Fees (Office Use): \_\_\_\_\_ Permit Number (Office Use): \_\_\_\_\_

### PROPERTY OWNER CONTACT INFORMATION\*

Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

\*If applicable, please attach an additional sheet containing the information requested above for each additional property owner.

### AUTHORIZED REPRESENTATIVE CONTACT INFORMATION (IF APPLICABLE)\*

Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

\*If applicable, please attach an additional sheet containing the information requested above for each additional representative.

PROPERTY/DEVELOPMENT INFORMATION\*

Name of Commercial Development: \_\_\_\_\_ Date: \_\_\_\_\_

Section(s): \_\_\_\_\_ Township(s): \_\_\_\_\_

Range: \_\_\_\_\_

Full Address: \_\_\_\_\_

Parcel ID: SC-\_\_\_\_\_ Current Zoning Designation: \_\_\_\_\_ Parcel Size (acreage): \_\_\_\_\_

Major Street(s): \_\_\_\_\_

\*Please attach an additional sheet if the space provided is insufficient.

# COMMERCIAL DEVELOPMENT APPROVAL CHECKLIST

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## I. PURPOSE (17.66.020)

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- Y N N/A A. Staff review and recommendation – Date(s) Reviewed: \_\_\_\_\_  
Y N N/A B. Planning Commission review(s) – Date(s) Reviewed: \_\_\_\_\_

## II. PERMITTED USES (17.66.020)

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Indicative Use: \_\_\_\_\_

## III. GENERAL REQUIREMENTS (17.66.040)

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- Y N N/A A. Minimum lot area (no minimum)  
Y N N/A B. Minimum zone area (no minimum)  
C. Minimum yard setbacks (unless otherwise approved by Planning Commission)  
Y N N/A i. Front (25')  
Y N N/A ii. Side-facing street (25')  
Y N N/A iii. Interior side (10')  
Y N N/A iv. Rear (10')  
Y N N/A D. Building Height (35' max. unless otherwise approved by Planning Commission)  
E. Site Plan, drawn to scale, of sufficient size and detail showing:  
Y N N/A i. Building Locations  
Y N N/A ii. Yard setbacks  
Y N N/A iii. Ingress and egress drives  
Y N N/A iv. Parking areas  
Y N N/A v. Landscaped areas  
Y N N/A vi. Other improvements required relating to specific use  
F. Site Plan, in addition to the above site plan, drawn to scale showing:  
Y N N/A i. Utility locations (water, power, telephone, cable TV, sewer)  
Y N N/A ii. Fire hydrants  
Y N N/A iii. Street improvements  
Y N N/A iv. Other improvements  
G. Planning Commission must approve all plans prior to the issuance of any permit.  
Y N N/A i. Planning Commission approval – Date(s) Approved: \_\_\_\_\_

## IV. SPECIAL PROVISIONS (17.66.050)

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- Y N N/A A. Materials and merchandise, except vehicles in running order, shall be stored in an enclosed building or within an enclosure surrounded by a sight-obscuring fence or wall of not less than six (6') feet in height.  
Y N N/A B. No trash, rubbish, weeds, or other combustible material shall be allowed to remain on any lot outside of approved containers in any commercial zone.  
Y N N/A C. No junk, debris, abandoned or dismantled automobile or automobile parts or similar material shall be stored or allowed to remain on any lot in any commercial zone.  
Y N N/A D. All solid waste storage facilities shall be located at the rear of the main building or behind a sight-obscuring fence or wall which will prevent the facility from being seen from a public street.  
Y N N/A E. Where a commercial development adjoins any lot or parcel of ground in any residential zone, there shall be provided along the adjoining property line, a decorative sight obscuring fence, or a ten (10') foot wide planning strip or any combination of fencing or landscaping, which, in the opinion of the Planning Commission, adequately protects the adjoining property.

\*Checklist continues on next page.

V. CONFORMANCE WITH CITY STANDARDS AND CRITERIA (16.12.040 (I))

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- Y N N/A A. Historic Preservation Ordinance Requirements (17.76)
- Y N N/A B. Building Codes
- Y N N/A C. Zoning Ordinance (Title 17)
- Y N N/A D. City Standards

VI. TECHNICAL REVIEW COMMITTEE (TRC)

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- Y N N/A A. Deliver to Directors and Supervisors
- Y N N/A B. Review for Adequate Public Facilities (16.12.040 (M) (3))
- Y N N/A C. Submittal and Review of Staff Comments
- Y N N/A D. Inclusion of Staff Comments
- Y N N/A E. Planning Commission Review and Recommendation

Date(s) Reviewed: \_\_\_\_\_ Date(s) Recommended: \_\_\_\_\_

**\*Note:** City Council may require the applicant to submit such additional information, data, studies, plans, analyses, or maps as necessary to make a factual determination set forth herein. If so required, the applicant shall bear the full cost of meeting this requirement. (16.12.040 (M) (3))