



City of Gilroy
COMMUNITY DEVELOPMENT DEPARTMENT
Planning Division
7351 Rosanna Street, Gilroy CA 95020
(408) 846-0451 (408) 846-0429 (fax)
www.cityofgilroy.org

RDO PROJECT EXEMPTION FILING REQUIREMENTS

1. **Uniform Application** – one copy
2. **Plans** – 8 full size sets* and 1 copy in PDF format
 - A. **Site Plan** shall include the following items:
 1. The project title
 2. The address or Assessor's Parcel Number of the project
 3. Name, address and telephone number of the applicant
 4. Name, address and telephone number of the person preparing the plans
 5. **Plan Legend** indicating:
 - a. Net size of the subject parcel (in square feet or acres)
 - b. Gross floor area for all proposed buildings
 - c. Number of dwelling units proposed
 - d. Total ground area covered by all structures (in square feet and as a percentage of net parcel size)
 - e. Total ground area devoted to landscaping (in square feet and as a percentage of net parcel size)
 - f. Number of required off-street parking stalls (indicating the method of calculating the required parking) and number of off-street stalls proposed
 6. **Existing conditions and proposed improvements** - drawn at 1" = 20' or larger, indicating:
 - a. Fully dimensioned parcel boundaries, setback lines, street right-of-ways and street names
 - b. All existing structures, fences, walks, driveways, parking spaces and trees
 - c. The locations and dimensions of all proposed buildings, walls, fences, walks, driveways, parking stalls, and loading areas
 - d. The location of any freestanding signs (if applicable)
 - e. A screened trash enclosure (if applicable)
 - f. The location of any freestanding signs (if applicable)
 - g. The proposed use and IBC occupancy group of all buildings
 - h. Proposed lot layout and number of lots requested
 - i. A written notation indicating the uses and building locations on all adjacent parcels
 - j. All easements of any kind
 - k. North arrow
- The following information and details must be included if the parcel is a hillside lot (RH zone or grades exceeding 15%):
 - l. Topographical contours at two (2) foot intervals
7. **Location Map** (may be on the same sheet as the Site Plan) shall indicate:
 - a. The location of the project site in relation to street within at least a four (4)-block area
 - b. A north arrow for the location map
8. **RDO Project Exemption Information Form** (see attached)
9. **Filing Fee** (see Planning Application Fees)
10. **Indemnification Agreement for Development Applications**

Additional items required for completion will be identified during the completion period.

If this is a request for a small project exemption and more than 12 lots are requested please attach a memo addressed to City Council listing the special circumstances of your request.

*Prior to agendizing project, additional plan sets will be required for the Planning Commission and City Council meetings.

If you would like to have a preliminary discussion about your proposal prior to your application submittal, you may schedule a meeting with the Development Review Group by contacting (408)846-0451.

MAPS AND PLANS MUST BE PUT INTO COLLATED INDIVIDUAL SETS, STAPLED AND INDIVIDUALLY FOLDED TO A SIZE NOT TO EXCEED 8 1/2 " X 14" IN ORDER TO FIT INTO FILE FOLDERS

RDO PROJECT EXEMPTION INFORMATION FORM

Provide a description of the project: _____

Type of RDO Exemption Requested: _____

Number of units proposed to be built: _____

For Affordable or Senior Projects provide the following:

Will the units be sold or rented: _____

How many units are proposed to be in the categories of:

Very Low Income _____ Median Income _____

Low Income _____ Moderate Income _____

At what price are you proposing to rent or sell the units in categories of:

Rental Price:

Very Low Income _____ Median Income _____

Low Income _____ Moderate Income _____

Sales Price:

Very Low Income _____ Median Income _____

Low Income _____ Moderate Income _____