



City of Gilroy

COMMUNITY DEVELOPMENT DEPARTMENT/PLANNING DIVISION
7351 Rosanna Street, Gilroy CA 95020
(408) 846-0440, main • (408) 846-0429, fax
www.cityofgilroy.org/planning

ARCHITECTURAL AND SITE REVIEW APPLICATION SUBMITTAL CHECKLIST

Your success is our success! The application submittal checklist is an essential document towards successful processing of your development request. We want to help you achieve the best project possible, while fulfilling the community's goals and expectations of policies contained in the Gilroy General Plan and other important documents. We understand that processing your application with minimal delay is important, and we will do everything we can to provide an expeditious process for your request.

Why all the details? Each submittal item is important to clearly, entirely, and accurately illustrate and describe your project for city staff, the community, and decision-makers. These details are necessary to demonstrate how your project meets various development standards and regulatory requirements. Unnecessary delays (later in the process) can be avoided with this clear understanding of your request at the beginning. A more detailed application submittal will result in better comprehension of your proposal.

No partial application packages, please! In order to efficiently review your application, planning staff cannot accept partial submittal packages, or poor quality graphics. Detailed information in this packet is provided for your convenience. In addition, staff is available to assist with clarifications on the required submittal items or permit process.

Who can prepare the plans? The plans must be prepared by a professional designer, such as an architect, landscape architect, civil engineer, or a drafting service, unless the applicant can demonstrate an appropriate level of graphic ability. In most cases, plans to be submitted for building and/or engineering permits (after the Planning permit process) must be prepared by specific licensed professionals, and having these professionals prepare plans for the planning permit may save time later.

APPLICATIONS ARE ACCEPTED BY APPOINTMENT ONLY (call 408-846-0440)

ABANDONED PROJECT

Please be aware that, in accordance with Gilroy City Code Section 30.51.10(e), submitted applications that are not determined to be complete for processing within 90 days after submittal are automatically deemed "abandoned", and in such cases, no further action will be taken on the project, and no fees will be refunded.

Planner Check off		New Construction and/or Addition	New Hillside Residence	Site Improvement Only
	Note: Refer to the Application Submittal Details (ASD) document for clarification and city expectations regarding checklist items. If applicable, Please also refer to the Mixed-Use Residential and Multi-Family Residential Objective Design Standards Policy			
	Signed Owner / Applicant Certification	1	1	1
	Planning Application & Indemnification Agreement (ASD 6)	1	1	1
	Environmental Questionnaire (ASD 4)	1	1	1
	Title Report (dated within 6 months of application submittal)	2	2	2
	Site Plan - Must include 2-ft contour lines (Ex. A)	6	6	6
	Floor Plan(s) (Ex. B)	6	6	
	Building Elevations (Ex. B)	6	6	
	Civil Plans (Ex. C)	6	6	6
	Roof Plans	6	6	
	Stormwater Control Plan (documentation and plan details as required) (Ex. D)	2		2
	Color & Materials Sample Board (ASD 2)	1	1	1*
	Current photos (ASD 2)	1	1	1
	Photometric Plan (ASD 4)	6		6*
	Santa Clara Valley Habitat Plan Coverage Screening Form (ASD 5)	1	1	1
	Elements of the Landscape Documentation Package (ASD 3)	6	6	6
	Sign Plan and/or Program – if free-standing or ground signs proposed (ASD 5)	2*		2*
	Phasing Plan – if project is proposed to be phased (ASD 3)	6*		6*
	Arborist Report (ASD 1)	2*	2	2*
	Prior DRG Submittals – if any, including Pre-Applications (ASD 5)	1*		1*
	Public Hearing Noticing Requirement Packet (Ex. E)	1*		1*
	Geotechnical Report / Letter (ASD 3)	3*	3	3*
	Homeowners Association (HOA) Documentation (ASD 3)	1*	1	1*
	Statement of Operation (ASD 6)	1*		
	Electronic Files (ASD 2)	1	1	1
	Planning Application Fees (ASD 4)	1	1	1
	Additional Information – as requested by staff	*	*	*

Example:

(ASD 6) = Page six (6) of the Application Submittal Details document
(Ex. B) = Exhibit B of the Application Submittal Details document

* If applicable (as noted by Planner)

OWNER / APPLICANT CERTIFICATION

I, _____ (print), owner / applicant (or representative of the applicant) for this planning permit, do hereby state that I have provided the materials listed above, and that these materials have been submitted following the instructions provided by Planning Division in the submittal requirements form for this permit. If, at my request, this application is significantly amended, including but not limited to number of units, stories, height, setbacks, site circulation, site plan layout, or the need for additional discretionary permits, I understand this will require submission of a new application, including fees and checklist items. I understand that my application may be rejected (within 30 days of submittal or resubmittal) due to missing or incomplete information as required. I also understand that additional fees and subsequent information may be required during the course of processing this request as determined by planning staff pursuant to State Government Code Section 65944.

Date

Signature