



CITY OF MONTE SERENO

18041 SARATOGA-LOS GATOS ROAD, MONTE SERENO, CA 95030
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USE PERMIT SUBMITTAL REQUIREMENTS

APPLICATION FEES:

- \$2,800 - Use Permit Application Fee

SUBMITTAL TO INCLUDE:

- Completed Application
- Two (2) sets of complete plans (no larger than 24" x 36")
- Ten (10) reduced sets of complete plans 11" x 17"
- One (1) set in PDF format (on CD/Flash Drive)

Plans should contain the following:

- 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

Calculations of the:

- Lot area
- Allowable Maximum Square footage of main dwelling
- Proposed Square footage of main dwelling
- Allowable and Proposed Structural Coverage Figure
- Allowable and Proposed Impervious Coverage Figure
- Proposed Grading Quantity (cut & fill)

SUBMITTING MORE THAN ONE APPLICATION

These instructions will be modified in the event your application for a use permit is filed simultaneously with another application, e.g., design review, subdivision, variance, etc. If you are filing two or more applications simultaneously, please inquire of the Planning Department any further instructions or modifications to these instructions.