



# CITY OF MONTE SERENO

18041 SARATOGA-LOS GATOS ROAD, MONTE SERENO, CA 95030  
(408) 354-7635 • FAX (408) 395-7653 • WWW.CITYOFMONTESERENO.ORG

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## SITE DEVELOPMENT PERMIT SUBMITTAL REQUIREMENTS

### APPLICATION FEES:

- \$3,040 - New Houses
- \$3,040 - Addition(s) greater than 50% of existing square footage
- \$2,060 - Addition(s) 50% or less of existing square footage
- \$3,370 - Hillside Development (parcels over 10% average slope)
- \$540 - Accessory Building(s) (including pool house, garage, shed, etc.)
- \$1,410 - Amendment to approved Site Development Permit

### INITIAL SUBMITTAL TO INCLUDE:

- Completed Application including Project Summary Form (attached)
- One full-sized set of plans (no larger than 24" x 36" - scale no less than 1/8" = 1')
- Electronic set of plans in PDF format (on Flash Drive or emailed to [cityplanner@cityofmontesereno.org](mailto:cityplanner@cityofmontesereno.org))

Once the application is deemed complete, the following documents will be required:

- Six sets of plans on 11"X17" size paper
- Electronic set of plans in PDF format (on Flash Drive or emailed to [cityplanner@cityofmontesereno.org](mailto:cityplanner@cityofmontesereno.org))

### PLANS MUST INCLUDE ALL OF THE FOLLOWING DATA:

#### A. Title Sheet:

- (1) Name, address and assessor parcel number of the project
- (2) Scale of the drawings (a standard architect's or engineer's scale must be used)
- (3) The date the plans were prepared and/or revised
- (4) Name and telephone number of the applicant
- (5) Name and telephone number of the person preparing the plans
- (6) A **Project Summary Table** (see attached) including relevant information related to lot size, slope, square footage, structural and impervious coverage, and grading.

#### B. Site Plan:

- (1) North arrow and scale
- (2) Dimensioned property lines and all building setbacks (proposed and required for all structures)
- (3) The location, name and width (including offers of dedication) of adjacent streets
- (4) All proposed improvements and any existing improvements to be retained
- (5) Driveways and walkways
- (6) Walls and fences
- (7) Landscaped areas
- (8) Location on the property, type, trunk circumference and canopy diameter, and status (to be removed, relocated, retained) of all existing trees within 50 ft. of the proposed development, and all trees to be removed wherever located on the property.

C. **Floor Plans:**

- (1) Scale of plans and North arrow
- (2) Sizes and room identification
- (3) Indicate stairways, steps, doorways, windows, closets, patios, porches, decks, built-in appliances, and bathroom fixtures
- (4) Indicate solid portions of walls with shading
- (5) Show area calculations (see sample)
- (6) Do not include construction details

D. **Elevations:**

- (1) All sides of all buildings (complete architectural rendering using north, south, east and west designations; include details on fences and walls or other appurtenant structures)
- (2) Include allowable and proposed heights (Ridge, plate height, finished floor, finished and natural grade) of all structures according to the Monte Sereno benchmarks.
- (3) All exterior materials should be labeled on the plans.

E. **Cross-Sections:**

- (1) At least two cross sections of the buildings should be included. The drawings should show ceiling heights of each floor (including basements and attics), first story finished floor elevation, and the existing and proposed grade of the property according to the Monte Sereno Benchmarks. The section should go through the highest point of the building.

F. **Roof-Plan:**

- (1) Plans for all roof levels, showing ridge lines, materials, and pitches. Roof plans should show any roof-mounted equipment and any screening.

G. **Grading and Drainage Plan:**

**Grading over 50 cubic yards**

- (1) The plan shall be wet stamped and signed by a licensed engineer (on two large sets of plans) and must reflect the topography of the entire site and include the following:
  - a. All elevation references must be relative to the Monte Sereno City benchmark system.
  - b. Indicate proposed and existing grade
  - c. Elevation at street and neighboring property line
  - d. Pad elevation
  - e. Finished floor elevation
  - f. Areas of cut and fill
  - g. Cross sections of the areas of cut and fill
  - h. Quantities of cut, fill, and export

**Grading under 50 cubic yards**

- (1) If under 50 CY grading and drainage can be shown on the site plan. Include a stormwater retention plan indicating how all stormwater will remain on site.

H. **Landscape Plan** (*separate from the Site Plan*):

- (1) Plan shall indicate all existing and proposed trees and landscape screening within 50 feet. of the proposed development. All trees or screening to be removed should be indicated on the plan. **\*\* All trees proposed to be removed should also be clearly marked in the field with red ribbons (available at City Hall) \*\*** The Landscaping Plan shall include the location, number, type, and circumference of each tree in relation to the proposed structures.

**See Site Development Permit Tree Removal Minimum Submittal Requirements**

**Note:** If the property is currently landscaped and the current landscaping is to be retained, please note on the plans that the existing landscaping is to be protected during construction and retained after construction.

**I. 3-D drawing:**

A 3-D drawing of the shell of any new structure to depict the mass and volume, including major architectural features (entry, porches, chimneys, etc.).

**J. Streetscape/Neighborhood Context:** In Accordance with Monte Sereno Municipal Code section 10.08.050 (1)(k), the Site and Architectural Commission has determined the following information is necessary to consider certain projects:

- (1) **New homes and second story additions within the R-1-8 zoning district:** Streetscape/Neighborhood Context: provide elevations illustrating building height and mass (including major architectural features) in relationship to structures on either side of the property. Please identify the property addresses.



**K. Color and Materials:** Submit color and material board: Provide two (2) copies (8 ½” x 11”) of photo representations of construction materials and exterior paint colors for all siding and architectural elements, and roofing material. If the permit involves an addition to an existing structure, a secondary dwelling unit or an auxiliary structure for which the materials proposed will match existing structures, the plans should state this on the building elevations and may be in lieu of a materials board.

**L. Story Pole Requirements** (see handout for additional information):

- (1) **Structures:** Erection of netting, outlining the footprint (floor level outline) as well as eaves and ridges of the roofline must be completed and certified by an Engineer or Licensed Surveyor **two** weeks prior to the meeting and must remain in place for a period of 15 days following the final decision, after which time the netting shall be removed within one week. (See attached handout for detailed instructions)
- (2) **Fences:** For applicants requesting approval of fences/walls/columns: at least two (2) of the proposed posts must be staked at the height and proposed location.

**M. Historic Report:**

Architect’s Historically Significant Report Evaluating Existing Structure: If any of the structures on the property site are listed on the City’s register of Historically Significant Buildings, then provide an Architect’s Historical Structure Report – see referral list of qualified architects.

Applicants for a Site Development Permit are required to review the appropriate “green” checklists to encourage “green” alternatives to be considered by the applicant during the design phase of the project. The checklists and instructions can be viewed at the City’s website at [www.cityofmontesereno.org](http://www.cityofmontesereno.org). All construction projects exceeding 500 square feet will provide the City with a completed “green” checklist prior to issuance of a building permit.

**Recommended Homeowner/Applicant Actions**

It is **highly recommended** that the applicant reach out to all neighbors regarding the proposed development. It is our experience that a fully discussed plan minimizes neighborhood disputes and potential challenges regarding the proposed site development permit and speeds up the approval process.



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## SITE DEVELOPMENT PERMIT TREE REMOVAL SUBMITTAL REQUIREMENTS

Site Development Permit applications that include a request to remove any tree(s) or where a proposed structure encroaches upon the drip line/canopy of an existing tree(s), shall include the following information as part of the Site Development Permit application.

1. A report from a certified arborist evaluating the relative health and safety of all trees where the drip line/canopy is encroached upon by the proposed development, or when a significant tree(s) is proposed for removal. Significant trees are defined as:
  - a. Oaks or redwood trees having a circumference greater than 20 inches measured at a height of 4 feet above ground level.
  - b. Any tree having a circumference greater than 25 inches measured at a height of 4 feet above ground level.
2. A site plan indicating location, tree number, type, and circumference of each tree within 50 feet of all proposed structures and all trees to be removed. This can be indicated on the proposed landscape plan as part of you Site Development Permit application.
3. Provide an index listing each tree identified on the site plan in item #2 above noting tree number, type, circumference, and relative health.
4. A landscape plan to indicate proposed tree replacements. Proposed plantings should include tree size and type.
5. Trees to be removed shall also be tagged with a red ribbon.
6. Provide access to the site, to allow for City Council, Site and Architectural Commission and Staff to evaluate the proposal.
7. Additional information as deemed necessary by the City Planner.



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## NETTING AND RIBBON REQUIREMENTS FOR SITE DEVELOPMENT PERMIT

If your project is one of the following, story poles and certification are REQUIRED:

- Any second story addition
- The construction of any structure exceeding 500 sq. ft.
- Any addition exceeding 500 sq. ft.

**THE FOLLOWING MUST BE COMPLETE BY 9:00am 14 DAYS PRIOR** to the Site and Architecture Meeting:

- Erection of story poles and netting
- Outline of footprint
- Tagging of trees
- Completion and submittal of Story Pole Certification Form

Erection of netting and outline of footprint must remain in place for a period of 15 days following the final decision. After the 15 days, the netting shall be removed within one week.

### BUILDING ROOFLINE

Netting at least two (2) feet wide and made of woven plastic snow fencing (orange in color) must be erected to represent the roofline of the proposed structure. Stakes or wires strong enough to accurately maintain the outline and height as shown above must support netting.



2' orange netting to show the entire roofline and all ridges

### BUILDING FOOTPRINT AND FLOOR LEVEL

Ribbon at least two (2) inches wide and of a bright color must be staked to represent the perimeter or outline of the building AND floor levels of all floors. Different color ribbons must be used for the building AND the floor levels of all floors. Different color ribbon must be used for the building and decks located on the first level.



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## REQUIRED FINDINGS FOR SITE DEVELOPMENT PERMIT

At the hearing, the Commission shall consider the City Manager or his/her designee's staff report, any development guidelines applicable to the project, and hear and consider any evidence, oral or written, which has been presented at or prior to the hearing. At the conclusion of the hearing, the Commission shall determine whether to approve, conditionally approve or deny the application for a Site Development Permit.

**No Site Development Permit shall be issued unless the Commission makes the following findings:**

1. Whether the proposed improvement and/or use is compatible with the character of the surrounding neighborhood in which it would be located.
2. Whether the orientation and location of the buildings take into consideration the visual impact which could result from the proposed improvement and/or use.
3. Whether the proposed improvements, including architecture, are consistent with the City's design guidelines.
4. If applicable, whether the proposed improvement and/or use will provide for minimum grading and retention of the natural contours of the land then existing in order to protect the natural slope of the lot.
5. If applicable, whether the proposed improvement and/or use provides for:
  - a. Retention of significant trees as defined elsewhere in the Code, unless the findings required by Section 10.15.080 of the Code can be made;
  - b. Preservation of solar access.
6. If applicable, whether the landscaping for the proposed improvement and or/use emphasizes the use of native materials in the area.

Note: In connection with its review of each of the foregoing matters, the Commission may include in any Site Development Permit such conditions as it may determine to be necessary in order to ameliorate or mitigate identified impacts of the project. Such conditions, without limiting the discretion of the Commission, may include a time limitation, site planning limitations, architectural conditions, setback restrictions, occupancy regulations, landscape regulations or drainage and sewage regulations.

# PROJECT SUMMARY FORM

Zoning of Property:				
<b>Lot Area (acres/sq.ft.)</b>		Gross: _____		Net: _____
Average Slope of Lot if Equal to or Greater than 10%*: _____				
*If the slope is equal to or greater than 10%, include slope density formula calculations				
<b>Allowable maximum square footage of main dwelling:</b>				
	<b>FLOOR AREA</b>	<b>Existing Sq. Ft.</b>		<b>Proposed Sq. Ft.</b>
	First Floor			
	Second Floor			
	Basement			
	Garage:			
	Covered Porches (enclosed on 3 or more sides)			
	<b>TOTAL Main Dwelling</b>			
	Accessory Structure(s)			
	Accessory Dwelling Unit			
	<b>TOTAL On Site</b>			
<sup>1</sup> Area with a ceiling height over 15 ft. must be counted twice, staircases are counted only once.				
<b>Structural Coverage: Area and percentage of existing and proposed</b>				
	<b>STRUCTURAL COVERAGE</b>	<b>Existing</b>		<b>Proposed</b>
		Sq. Ft.	%	Sq. Ft.
	Footprint of main dwelling			
	Other structures (accessory buildings, structures, and ADU)			
	Covered Porches not included in square footage above			
	Pools and Spas			
	Other			
	<b>TOTAL</b>			
	<b>Allowable Structural Coverage</b>	<b>Square footage</b>		<b>Percentage (%)</b>
<b>Impervious Coverage: Area and percentage of existing and proposed</b>				
	<b>Impervious Coverage</b>	<b>Existing</b>		<b>Proposed</b>
		Sq. Ft.	%	Sq. Ft.
	Total Structural Coverage			
	Driveways/Walkways <sup>2</sup>			
	Patios <sup>2</sup>			
	Other			
	<b>TOTAL</b>			
<sup>2</sup> Indicate separately the coverage for impervious pavement and areas where permeable pavement or pavers are used. Staff will apply any discount.				
	<b>Allowable Impervious Coverage</b>	<b>Square footage</b>		<b>Percentage (%)</b>
Proposed Grading Quantity (cut, fill, and export)				
Cut: _____		Fill: _____		Export: _____
				Import: _____