REPORT TO PLANNING COMMISSION

Hearing Date: Nov. 11, 2013

File #: 2013-7734
Location: 1229 Pennyroyal Terrace in an R-2/PD Zoning District (APN: 202-17-053)
Proposed Project: Application for a project located at 1229 Pennyroyal Terrace in an R-2/PD (Low-Medium Density Residential/Planned Development) Zoning District.

Motion for consideration of a Special Development Permit to construct a 178 square foot first-story addition to the side, and a 449 square foot single-story addition to the rear, of an existing two-story single-family home within a planned development, resulting in 2,858 square feet a 54.9% Floor Area Ratio (FAR).

Applicant/Owner Integrand, Inc./Weiwen Weng and Yanjuan Yeng
Environmental Review: Categorically Exempt Class 1
Staff Contact: Timothy Maier, 408-730-7257, tmaier@sunnyvale.ca.gov

REPORT IN BRIEF:

Existing Site Conditions Single Family Home

Surrounding Land Uses

<table>
<thead>
<tr>
<th>Direction</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>Shared driveway (flag lot), Single Family Home</td>
</tr>
<tr>
<td>South</td>
<td>Single Family Home</td>
</tr>
<tr>
<td>East</td>
<td>Single Family Home</td>
</tr>
<tr>
<td>West</td>
<td>Single Family Home</td>
</tr>
</tbody>
</table>

Issues Floor Area Ratio

Environmental Status A Class 1 Categorical Exemption relieves this project from California Environmental Quality Act provisions and City Guidelines.

Staff Recommendation Approve with conditions
PROJECT DESCRIPTION:

The applicant proposes to expand the first floor of an existing two-story, single family home. The resulting structure would have a first story of 2,063 square feet and a second story of 795 square feet, with a Floor Area Ratio (FAR) of 54.9%.

- **Design Review**
  
  A Design Review is required for construction of an addition over 20% of the existing floor area or which would create significant change to the exterior of a residence, as a means of evaluating compliance with City development standards and Single Family Home Design Techniques. A Design Review was thus included along with the application for new Special Development Permit. Planning Commission review is required for applications for residences exceeding 45% FAR or 3,600 square feet in gross floor area.

- **Special Development Permit**
  
  The home was constructed through approval of a Special Development Permit (SDP); modification to an SDP requires application for a new SDP. The subject property is included within a common-interest development covered by a Special Development Permit (SDP). The Planned Development combining district allows approval of specified deviations to the Zoning Code, including bulk (FAR).

  On February 23, 1987, a SDP was approved by the City of Sunnyvale Planning Commission, authorizing the removal of a pre-existing single-family dwelling, and permitting the construction of three new single family homes on separate lots served by a common access lot. This common-interest development is known as Edale Manor. The project site at 1229 Pennyroyal Terrace was constructed in 1988 as one of the three new homes within this common-interest development.

DISCUSSION:

**Architecture & Site Design**

The neighborhood surrounding the home at 1229 Pennyroyal Terrace is comprised of one-and two-story single-family homes, of various ages and architectural styles. Residences immediately adjacent to the subject property are generally newer, having been built within the last twenty years, and are primarily characterized as contemporary in design. However, homes built during the 1950s, 1960s, 1980s, and 2000s can all be found within several blocks. Architecture within the surrounding area varies, and includes contemporary, Eichler and ranch-style homes.

The subject property was constructed in 1988 as one of three homes within the Edale Manor common-interest development. The other two homes within the Edale Manor complex are located north of (behind) the subject property, with their entries facing the rear property line of 1229 Pennyroyal Terrace. The
subject property stands on a six-sided lot which is roughly rectangular in shape, but which contains an angled jog on its eastern side. The home stands on a corner lot with Edale Drive to the south (at its front property line), and Pennyroyal Terrace, a private street located on the common access flag lot, on both its eastern and northern sides.

Unlike most single-family dwellings in Sunnyvale, the façade of the home at 1229 Pennyroyal Terrace does not parallel its front property line. Instead, the home is oriented to face its front property line at an approximately 23-degree angle. Due to the home’s positioning, its entry and driveway front both Pennyroyal Terrace and Edale Drive, with the driveway directly leading into Pennyroyal Terrace. Documents prepared for the Special Development Permit of 1987 cite this unique layout as a method of preserving the few remaining trees on the project site. Nevertheless, since the construction of the home in 1988, two Tree Removal Permits were approved, authorizing the elimination of several large oak trees at the subject property.

Modifications are proposed to the first floor, including an addition to the west side, and a second addition to the rear of the home. The proposed side addition would contain a new library and hallway, and would expand the first-floor living area of the home by 178 square feet. The rear addition would house a new bedroom, bathroom, sunroom/office, and hallway, enlarging the first-floor living area by a further 449 square feet. Both the west-side and rear additions were designed to comply with the setbacks required in R-2 zones. Encroachment into the required rear yard due to the proposed addition in the back of the home is 22.9%, less than the allowable 25%.

The existing home is contemporary in style, with considerable articulation and a number of architectural features which contribute visual interest. As viewed from Edale Drive, the home’s roof is dominated by a large sloping plane covering both the first and second stories. The home’s façade features two large picture windows and a smaller octagonal window on its second story, while the first story includes a large bay window, raised entry, and brick veneer.

The proposed side addition would create an extension to the home’s façade, albeit stepped backed several feet from the front of the home. This addition would house both a library and hallway, and would feature a second bay window. The proposed treatment of the side addition, including wood siding, and brick veneer, match the existing home. A simple gabled roof would cover the addition and transition into the existing sloped roof atop the home’s first and second stories. The proposed 6:12 roof pitch of this westerly addition conforms to the roof pitch of the existing home.

The 449 square-foot proposed rear addition expands the home’s first-floor living area into the rear yard. This addition would house a bedroom, bathroom, office/sunroom and hallway. Although the existing home is set on
the lot at an angle, the proposed rear addition extends from the back of the home to lie parallel to surrounding property lines. The roof above the proposed rear addition would appear more complex in design than that of the proposed side addition, with several planes of varying pitch. The sunroom would contain a set of three 2'x4’ skylights.

Both proposed additions feature details to match the existing home. Treatment includes wood siding, window styles, and roof material to match the existing home, thereby establishing an appearance of uniformity and continuity across the home’s exterior.

**Floor Area Ratio**

Any residence with a proposed increase in floor area to exceed 45% FAR requires review by the Planning Commission. The neighborhood of the subject property contains a mix of one- and two-story homes, with FAR values ranging from approximately 15% to 77%. The two homes immediately north of 1229 Pennyroyal Terrace, which comprise the other properties in the home’s common-interest development, exhibit FAR values of approximately 77% and 63%, respectively. Further, within the past several years, the Planning Commission has approved several applications for Design Review or Special Development Permit for residential additions to exceed 45% FAR within the vicinity of the subject property:

- In 2005, the Planning Commission approved a Special Development Permit to allow a first and second story addition of 59 square feet to an existing 2-story home in a planned development at 685 Windsor Terrace, resulting in 70.8% FAR and a deviation from the allowed front-yard setback. This property is located roughly 0.2 mile from the subject property.
- In 2004, the Commission approved a Design Review to allow demolition of the existing home at 694 Conway and replacement with a 2-story, 3,058 square-foot home with 56% FAR. This property is also located approximately 0.2 mile from the subject property.
- In 2005, the Commission approved a Special Development Permit for a first-story addition to an existing two-story home at 1385 Sydney Drive, allowing FAR to exceed 45%, and bringing the total lot coverage to 41%, where 40% is allowed by the original SDP. This property is located approximately 0.7 mile from subject property.

The proposed FAR of 54.9% compares with the Floor Area Ratio of surrounding homes and is consistent with established precedent. The proposed design uses similar forms, varying wall planes, and appealing architectural features to provide visual interest and continuity with both the existing home and surrounding residences. The proposed plate height in both westerly and rear additions is 8'-6,” matching existing first-floor plate height.
Privacy
With the additional living area, new windows are proposed. These changes include a large bay window to the front; three new 4’ x 4’ windows to the home’s left side; one 4’ x 4’ window, and a compound window of 10’ x 4’ to the rear; and a compound window of 7’ x 4,’ as well as a window approximately 2’ x 4,’ to the home’s right side. Although plans call for a large area of new window space, potentially increasing visibility to surrounding properties, all such windows are located on the home’s first floor, and will likely yield little impact to the privacy of nearby homes.

Applicable Design Guidelines and Policy Documents
The proposed home is consistent with the adopted Single Family Home Design Techniques, as the proposed design largely maintains continuity with the home’s existing form, contributes positively to the streetscape, and brings the home into context with surrounding properties. Staff has included findings which pertain to the City’s Single Family Home Design Techniques in Attachment A.

Development Standards
The proposed project complies with the applicable Development Standards as set forth in the Sunnyvale Municipal Code, such as lot coverage, parking, height, and setbacks.

• Setbacks
The subject property is located within an R-2 zoning district, on a lot 61’ wide. Current standards require minimum side setbacks of 4’ on both sides, and a minimum combined side setback of 20% of the lot width. The existing home was constructed with substandard setbacks. However, both proposed side and rear additions comply with all side setback requirements. The proposed rear addition encroaches into the required rear yard but complies with the mandatory minimum 10’ setback from the rear property line.

• Easements and Utilities
An existing 1’ x 20’ Public Utility Easement runs along the westerly side of the parcel per Parcel Map 1204. A second existing 10’ Public Utility Easement also runs along the frontage of the parcel per Parcel Map 1204. Plans include no permanent physical structure within either Public Utility Easement.

Environmental Review
A Class 1 Categorical Exemption relieves this project from California Environmental Quality Act provisions and City Guidelines, as the project is an addition to an existing single-family home in an existing residential
neighborhood, and only minor modifications and additions to the existing structure will occur.

**FISCAL IMPACT**

No fiscal impacts other than normal fees and taxes are expected.

**PUBLIC CONTACT**

Staff had not received any comments from neighbors at the time of writing of this report.

<table>
<thead>
<tr>
<th>Notice of Negative Declaration and Public Hearing</th>
<th>Staff Report</th>
<th>Agenda</th>
</tr>
</thead>
<tbody>
<tr>
<td>Published in the <em>Sun</em> newspaper</td>
<td>Posted on the City of Sunnyvale’s Website</td>
<td>Posted on the City's official notice bulletin board</td>
</tr>
<tr>
<td>Posted on the site</td>
<td>Provided at the Reference Section of the City of Sunnyvale’s Public Library</td>
<td>City of Sunnyvale's Website</td>
</tr>
<tr>
<td>51 notices mailed to the property owners and residents within 300 ft. of the project site</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CONCLUSION**

**Findings and General Plan Goals:** Staff was able to make the required Findings based on justifications for modification for Special Development Permit and the Recommended Conditions of Approval (Attachment D).

**Conditions of Approval:** Recommended Findings and General Plan Goals are located in Attachment C.

**ALTERNATIVES**

1. Approve the Special Development Permit with the conditions in Attachment D.
2. Approve the Special Development Permit with modified conditions.
3. Deny the Special Development Permit and provide direction to staff and the applicant as to what changes should be made.

**RECOMMENDATION**
Recommend Alternative 1 in accordance with the Findings in Attachment C and Conditions of Approval in Attachment D.

Prepared by:
Timothy Maier
Project Planner

Reviewed by:
Gerri Caruso
Principal Planner

Approved by:
Trudi Ryan
Planning Officer

Attachments:

A. Vicinity Map
B. Data Table
C. Recommended Findings
D. Recommended Conditions of Approval
E. Site and Architectural Plans
F. Letter from the Homeowner’s Association
G. SDP Justifications Form
**PROJECT DATA TABLE**

<table>
<thead>
<tr>
<th></th>
<th>EXISTING</th>
<th>PROPOSED</th>
<th>REQUIRED/PERMITTED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Plan</strong></td>
<td>Residential Low-Medium Density</td>
<td>Same</td>
<td>Residential Low-Medium Density</td>
</tr>
<tr>
<td><strong>Zoning District</strong></td>
<td>R-2/PD</td>
<td>Same</td>
<td>R-2/PD</td>
</tr>
<tr>
<td><strong>Lot Size (s.f.)</strong></td>
<td>5,208</td>
<td>Same</td>
<td>8,000 min. (in R-2 zone)</td>
</tr>
<tr>
<td><strong>Gross Floor Area (s.f.)</strong></td>
<td>2,231</td>
<td>2,858</td>
<td>2,343.6 (Threshold for Planning Commission Review)</td>
</tr>
<tr>
<td><strong>Lot Coverage</strong></td>
<td>27.6%</td>
<td>39.6%</td>
<td>40% max.</td>
</tr>
<tr>
<td><strong>Floor Area Ratio (FAR)</strong></td>
<td>42.8%</td>
<td>54.9%</td>
<td>45 % max. (Threshold for Planning Commission Review)</td>
</tr>
<tr>
<td><strong>Building Height (ft.)</strong></td>
<td>24'-2”</td>
<td>Same</td>
<td>30’ max.</td>
</tr>
<tr>
<td><strong>No. of Stories</strong></td>
<td>2</td>
<td>Same</td>
<td>2 max.</td>
</tr>
</tbody>
</table>

**Setbacks (First/Second Facing Property)**

<table>
<thead>
<tr>
<th></th>
<th>Front</th>
<th>Left Side</th>
<th>Right Side</th>
<th>Rear (ft.)</th>
<th>Parking</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st Floor</strong></td>
<td></td>
<td>1st Floor*</td>
<td>1st Floor*</td>
<td>1st Floor</td>
<td>Total Spaces</td>
</tr>
<tr>
<td><strong>2nd Floor</strong></td>
<td>25’</td>
<td>2nd Floor</td>
<td>2nd Floor</td>
<td>20’-6”</td>
<td>Covered Spaces</td>
</tr>
<tr>
<td></td>
<td>27’</td>
<td></td>
<td></td>
<td>20’-6”</td>
<td></td>
</tr>
<tr>
<td><strong>1st Floor</strong></td>
<td></td>
<td>2nd Floor</td>
<td>2nd Floor</td>
<td>20’-6”</td>
<td></td>
</tr>
<tr>
<td><strong>2nd Floor</strong></td>
<td></td>
<td></td>
<td></td>
<td>20’-6”</td>
<td></td>
</tr>
<tr>
<td><strong>1st Floor</strong></td>
<td>4’-8”</td>
<td>4’-2”</td>
<td>4’-2”</td>
<td>20'-6”</td>
<td>4</td>
</tr>
<tr>
<td><strong>2nd Floor</strong></td>
<td>23’-9”</td>
<td>Same</td>
<td>Same</td>
<td>10’</td>
<td>Same</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Same</td>
<td>Same</td>
<td></td>
<td>2 min.</td>
</tr>
</tbody>
</table>

★ Starred items indicate deviations from Sunnyvale Municipal Code requirements.

*Note: Combined left-and right-side setbacks for proposed additions satisfy requirement for 12’ minimum combined setback for all portions of the proposed additions.
# RECOMMENDED FINDINGS

## Design Review

The proposed project is desirable in that the project’s design and architecture conforms with the policies and principles of the Single Family Home Design Techniques.

<table>
<thead>
<tr>
<th>Basic Design Principle</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2.1 Reinforce prevailing neighborhood home orientation and entry patterns</td>
<td>Neither proposed addition would modify the home’s entry.</td>
</tr>
<tr>
<td>2.2.2 Respect the scale, bulk and character of homes in the adjacent neighborhood.</td>
<td>Both additions have been designed to reduce the apparent scale and bulk of the home through continuation of modest plate heights. The proposed side addition exhibits a facade which is stepped back from the plane of the current façade, creating articulation and reducing the appearance of bulk. The proposed rear addition continues the height of the existing first story and yields no change as viewed from Edale Drive.</td>
</tr>
<tr>
<td>2.2.3 Design homes to respect their immediate neighbors</td>
<td>Surrounding homes have FAR values higher than that of the subject home, even when considering the proposed additions. The side addition will maintain a simple, clean roofline which provides continuity with the existing façade, while the single-story rear addition will likely introduce no adverse impact to surrounding properties.</td>
</tr>
<tr>
<td>2.2.4 Minimize the visual impacts of parking.</td>
<td>The project does not propose any modifications to the layout of the existing driveway or two-car garage.</td>
</tr>
<tr>
<td>2.2.5 Respect the predominant materials and character of front yard landscaping.</td>
<td>The exterior materials are similar to those found in the neighborhood and will be applied in a manner consistent with the home’s existing exterior and architecture.</td>
</tr>
<tr>
<td>2.2.6 Use high quality materials and craftsmanship</td>
<td>The proposed design includes high-quality wood siding, composition shingle roofing, and brick veneer. These materials are consistent with standards in the City of Sunnyvale</td>
</tr>
<tr>
<td>Design Techniques and with materials incorporated in homes of the surrounding neighborhood.</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td></td>
</tr>
<tr>
<td><strong>2.2.7 Preserve mature landscaping</strong></td>
<td>No protected trees will be removed as part of this project.</td>
</tr>
</tbody>
</table>

**Special Development Permit**

In order to approve the Special Development Permit the proposed project must meet the following findings:

1. **The proposed use attains the objectives and purposes of the General Plan of the City of Sunnyvale as the project.**
   
   Staff was able to make the findings, as the design meets the principles described above and the Single Family Home Design Techniques.

2. **The proposed use ensures that the general appearance of proposed structures, or the uses to be made of the property to which the application refers, will not impair either the orderly development of, or the existing uses being made of, adjacent properties.**
   
   The project is expected to have minimal impacts on surrounding properties. Both the side and rear yard additions are single-story extensions to the existing home. Although the side addition increases the mass of the home as viewed from the street and from neighboring properties, this addition complies with the side setback requirements and has a maximum roof height far below that of the existing second-story roofline. All proposed windows are positioned at the level of first-floor windows throughout the existing home. The proposed side addition thus has no foreseeable impacts to privacy with regard to neighboring properties. The rear addition, too, respects side and rear yard setback requirements, keeps the height of all windows consistent with those of the first floor of the existing home, and encroaches less than 25% into the required rear yard.
RECOMMENDED CONDITIONS OF APPROVAL AND STANDARD DEVELOPMENT REQUIREMENTS NOVEMBER 11, 2013

Planning Application 2013-7734
1229 Pennyroyal Terrace

Special Development Permit to allow a 178 square foot first-story addition to the front, and a 449 square foot single-story addition to the rear, of an existing two-story single-family home within a planned development, resulting in 2,858 square feet and a 54.9% Floor Area Ratio

The following Conditions of Approval [COA] and Standard Development Requirements [SDR] apply to the project referenced above. The COAs are specific conditions applicable to the proposed project. The SDRs are items which are codified or adopted by resolution and have been included for ease of reference, they may not be appealed or changed. The COAs and SDRs are grouped under specific headings that relate to the timing of required compliance. Additional language within a condition may further define the timing of required compliance. Applicable mitigation measures are noted with “Mitigation Measure” and placed in the applicable phase of the project.

In addition to complying with all applicable City, County, State and Federal Statutes, Codes, Ordinances, Resolutions and Regulations, Permittee expressly accepts and agrees to comply with the following Conditions of Approval and Standard Development Requirements of this Permit:

**GC: THE FOLLOWING GENERAL CONDITIONS AND STANDARD DEVELOPMENT REQUIREMENTS SHALL APPLY TO THE APPROVED PROJECT.**

**GC-1. CONFORMANCE WITH APPROVED PLANNING APPLICATION:**
All building permit drawings and subsequent construction and operation shall substantially conform with the approved planning application, including: drawings/plans, materials samples, building colors, and other items submitted as part of the approved application. Any proposed amendments to the approved plans or Conditions of Approval are subject to review and approval by the City. The Director of Community Development shall determine whether revisions are considered major or minor. Minor changes are subject to review and approval by the Director of Community Development. Major changes are subject to review at a public hearing. [COA] [PLANNING]

**GC-2. PERMIT EXPIRATION:**
The permit shall be null and void two years from the date of approval by the final review authority at a public hearing if the approval is not
exercised, unless a written request for an extension is received prior to expiration date and is approved by the Director of Community Development. [SDR] [PLANNING]

GC-3. TITLE 25:
Provisions of Title 25 of the California Administrative Code shall be satisfied with dependence on mechanical ventilation. [SDR] [BUILDING]

| BP: THE FOLLOWING CONDITIONS SHALL BE ADDRESSED ON THE CONSTRUCTION PLANS SUBMITTED FOR ANY DEMOLITION PERMIT, BUILDING PERMIT, GRADING PERMIT, AND/OR ENCROACHMENT PERMIT AND SHALL BE MET PRIOR TO THE ISSUANCE OF SAID PERMIT(S). |

BP-1. CONDITIONS OF APPROVAL:
Final plans shall include all Conditions of Approval included as part of the approved application starting on sheet 2 of the plans. [COA] [PLANNING]

BP-2. EXTERIOR MATERIALS
Exterior building materials land colors shall match the materials and colors of the existing home and shall get noted on the plans submitted for building permits. [COA] [PLANNING]

BP-3. BLUEPRINT FOR A CLEAN BAY:
The building permit plans shall include a “Blueprint for a Clean Bay” on one full sized sheet of the plans. [SDR] [PLANNING]

| DC: THE FOLLOWING CONDITIONS SHALL BE COMPLIED WITH AT ALL TIMES DURING THE CONSTRUCTION PHASE OF THE PROJECT. |

DC-1. BLUEPRINT FOR A CLEAN BAY:
The project shall be in compliance with stormwater best management practices for general construction activity until the project is completed and either final occupancy has been granted. [SDR] [PLANNING]
HOA APPROVAL FORM

1.0 HOMEOWNER/PROPERTY INFORMATION

1.1 Name(s): Weiwen (Kevin) Wang

1.2 Phone number: 650-200-0243

1.3 Property address: 1229 Pennyroyal Terrace

1.4 What type of exterior work is being performed? Check all that apply:

- Exterior painting
- Exterior remodel (change in materials or architectural style; no added square footage)
- Front yard or driveway improvements
- New/replacement residence
- Re-roof
- Room addition
- Solar energy system
- Windows
- Other:

1.5 Homeowner's signature: __________________________ Date: 10/09/2013

2.0 HOA INFORMATION/APPROVAL

This section must be completed by an authorized HOA representative.

2.1 HOA Name: Edale Manor Homeowner Association

2.2 Check one: HOA approval...

☒ IS required for one or more of the items checked in Section 1.4 above. Complete Sections 2.3 through 2.6 below.

☐ IS NOT required for any of the items checked in Section 1.4 above. Complete Section 2.8 only.

2.3 What is the highest level of review and approval required by your HOA for the proposed work checked in Section 1.4 above? Check one:

☐ Board of Directors
☐ Architectural/Design Review Committee
☒ Property Manager
☐ Other (please describe): ____________________________________________ President

2.4 HOA approval noted in Section 2.3 above was granted on October 9, 2013 (date)

2.5 Check one: Conditions of approval...

☐ WERE imposed on the project and are attached to this form.
☒ WERE NOT imposed on the project.

2.6 Said approval is for plans with the following date or revision number: 10/09/2013
date or revision number

2.7 Check one: If plan modifications are required by the City, then the plans...

☐ DO require further review and approval by the HOA. (Submit a new copy of this form to the City.)
☒ DO NOT require further review and approval by the HOA.

2.8 Authorized HOA signature: __________________________________________ Date: October 9, 2013

Printed Name: Leonid Zarkhin Title: President, Edale Manor HOA
USE PERMIT/SPECIAL DEVELOPMENT PERMIT
JUSTIFICATIONS

One of the two following findings must be made in order to approve a Use Permit or Special Development Permit application.

The Sunnyvale Municipal code states that at least one of the following two justifications must be met before granting the Use Permit or Special Development Permit. Please provide us information on how your project meets at least one of the following criteria.

1. The proposed use attains the objectives and purposes of the General Plan of the City of Sunnyvale as the project ...

OR

2. The proposed use ensures that the general appearance of proposed structures, or the uses to be made of the property to which the application refers, will not impair either the orderly development of, or the existing uses being made of, adjacent properties as ...

The proposed project consists of a single-story 178 square-foot addition in the side yard and a single-story 449 square-foot addition to the rear of the existing two-story single-family residence. The sideyard addition mimics the appearance of the existing front facade with a simple roof line. Visibility of the proposed additions is low. All exterior materials are proposed to match the existing. No work is proposed on the second story.

If you need assistance in answering either of these justifications, contact the Planning Division staff at the One-Stop Permit Center.

One-Stop Permit Center - City Hall - 456 W. Olive Avenue - (408) 730-7444
Planners and Building Division staff are available 8:00 a.m. to noon and 1:00 to 5:00 p.m.

Rev. 7/07 (white)