

TOWN OF LOS ALTOS HILLS

SUBDIVISION PACKET

LOS ALTOS HILLS



CALIFORNIA

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TOWN OF LOS ALTOS HILLS

26379 Fremont Road
Los Altos Hills, CA 94022
Phone: (650) 941-7222
www.losaltoshills.ca.gov



SUBDIVISION APPLICATION CHECKLIST

- _____ Ten (10) sets of the tentative map (24" x 36").
- _____ Completed application form and billing agreement signed by the property owner(s).
- _____ Preliminary Title Report for each property (prepared within the past 6 months).
- _____ Slope Density Calculations (Worksheet #1) for the whole site and each proposed lot (plus Worksheet #2, if there is any existing development on the property).
- _____ Completed environmental assessment form.
- _____ Tentative lot design and development plans as required by Section 9-1.603 of the Subdivision Ordinance.
- _____ Report prepared by a licensed arborist analyzing the size, type, and condition of all trees with diameters of 12 inches or greater, and recommending measures to preserve or protect healthy trees.
- _____ Preliminary geotechnical report.
- _____ Two (2) sets of self-adhesive labels, and mailing list for all owners of property within 500 feet of the subject properties (see separate information handout).

_____ Fees and Deposits:

Four (4) lots or fewer	Fee:	\$1,490 per lot	_____
	Deposit:	\$6,900	_____
More than 4 lots	Fee:	\$1,490 per lot	_____
	Deposit:	\$9,675	_____
Initial Study	Fee:	\$ 1,850	_____
	Deposit:	\$3,600	_____
Geotechnical Review	Deposit:	\$1,400	_____
Negative Declaration	Fee:	\$ 540	_____

Deposit: \$ 700 _____

Fish and Game Filing Fee: \$2,101.50

TOTAL \$_____

_____ When proposing to subdivide a portion of a larger parcel, the subdivider shall demonstrate how the proposed subdivision will relate to the future development of the remainder of the original parcel. Should a subdivider propose a subdivision which results in lots or parcels that are capable of further subdivision, the subdivider shall demonstrate the probable maximum subdivision within all parcels.

_____ A coded slope classification map showing all lands which have less than 10% slope, all lands which have a slope between 10% and 20%, all lands which have a slope between 20% and 30%, all lands which have a slope between 30% and 40%, and all lands which have a slope in excess of 40%. In addition, a separate coded roadway and driveway classification map shall be provided. Copies of both the slope classification map and roadway and driveway grading plan shall be submitted on 24" x 36" sheets.

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PRELIMINARY AND TENTATIVE MAPS

The following procedures are adopted for the processing of all applications for permission to subdivide real property. A tentative map is required for minor subdivisions (4 lots or fewer) and major subdivision (5 or more lots). Prior to the submission of a tentative map, the subdivider shall submit to the Town a preliminary map, except as noted in Section 9-1.403, showing the information set forth in this section and such other information the subdivider deems sufficient to describe the essential features of the property and the proposed or contemplated uses and the design of the development. Tentative maps shall be in accordance with the Subdivision Map Act and Title 9 of the Town's Municipal Code (Subdivision Ordinance).

SUBMITTAL REQUIREMENTS:

1. Application and Billing Agreement

Signed by all parties holding an ownership interest in any properties which are the subject of the proposed lot line adjustment.

2. Tentative Map

A minimum of ten (10) copies, twenty-four (24) inches by thirty-six (36) inches in size, of the preliminary and/or tentative map shall be submitted to the Planning Director or his or her authorized representative. The map shall be prepared by a registered civil engineer, or a licensed land surveyor, as registered and/or licensed by the State

Scales shall be as determined by the following table:

Area in Acres		Scale of Maps
From	To	
0	1.99	1" = 20'
2.00	9.99	1" = 40'
10.00	19.99	1" = 50'
20.00+		1" = 100'

Scales for irregular or odd-shaped parcels shall be as determined by the City Engineer.

The tentative map shall contain or shall be accompanied by the following information:

- (a) The proposed subdivision tract name and number, if available, date, north arrow, scale, sufficient description to define the location, boundaries of the proposed tract and contour intervals, all located in the lower right-hand corner of the map. The proposed subdivision name is subject to approval of the Planning Commission;
- (b) The tentative map shall show properties on all sides of the proposed subdivision, including those separated by a public or private right-of-way, the approximate areas in acres, last name of owner or owners, topographic features, and all improvements on adjacent property located within three hundred (300) feet of the proposed subdivision boundary. The applicant, for a fee as established by City Council resolution, may utilize existing Town data, including but not limited to, forty (40) foot scale contour maps, tentative maps, building site approval plans, site development plans, and other best information as it becomes available to the Town;
- (c) The names, addresses, and telephone numbers of the recorded owners, subdivider, and State of California registered civil engineer or State-licensed land surveyor who prepared the tentative map. The registered civil engineer or licensed land surveyor shall include his or her valid stamp, number, and signature;
- (d) Locations, names, widths, centerline radii, and centerline grades of all streets, roads, and right-of-ways in the proposed subdivision with typical cross-sections showing proposed improvements. Centerline grades shall be shown by a profile, preferably referred to mean sea level datum as established by the United States Geological Survey, or to Town approved bench marks established by the City Engineer. Cross-sections shall be presented as required by the City Engineer;
- (e) Gross and net acreage of each individual lot to the nearest one hundredth of an acre which may be based on the calculation of the gross and net acreage of the entire parcel;
- (f) A number for each lot, dimensions of the lots, including frontage, depth, width and gross and net area of each lot to the nearest hundredth of an acre.
- (g) Each lot shall have inscribed therein a circle, one hundred sixty (160) feet in diameter, which includes a building site;
- (h) Each lot shall contain an area of at least one net acre within a circle no greater than three hundred fifty (350) feet in diameter;
- (i) Average slope, Lot Unit Factor (LUF) and slope density calculations for the original lot and for each new parcel shall be provided on a form to be signed by the subdivider's registered civil engineer, or licensed land surveyor;
- (j) The tentative map shall show how runoff of surface waters from individual lots will be achieved and the ultimate disposal of all subdivision surface waters;
- (k) Location, width, and character of all existing and proposed easements for drainage, water, sewage, public utilities, together with the location and approximate dimensions of any existing buildings and structures with the uses thereof proposed not to be removed in the development of the subdivision;

- (l) Locations, names and right-of-way widths of all adjacent streets and roads, both public and private, including the type of pavement and the location in relation to the right-of-way lines;
- (m) Approximate location and direction of flow of all creeks, streams, and other watercourses and drainages, showing type of existing banks and creek depths, with a separate sheet showing cross-sections of all such creeks, streams, and watercourses, when such streams, creeks or other watercourses are three (3) feet in depth and/or the width is four (4) feet or more at the bed of the stream, creek, or other watercourse, or as required by the City Engineer;
- (n) Proposed or required Green Infrastructure;
- (o) Approximate distance, size and location of the nearest existing sanitary sewer main line;
- (p) Proposed tree planting, in gallon size, number and location;
- (q) Location of existing and proposed open space easements, buffer easements, conservation easements, slope control easements, access easements, utility easements, pathway easements, equestrian, pedestrian and bicycle easements, and ingress and egress easements;
- (r) Public or common green area proposed, if any, together with an outline of the proposed restrictions;
- (s) Proposed street names;
- (t) Locations of existing structures, driveways, pools, hardscape, retaining walls, septic tanks, leach fields, wells, active or abandoned, and proposed disposition;
- (u) Provisions for flood control, if any, and sewage disposal, as proposed by the subdivider, including the proposed locations of septic tanks and leach fields;
- (v) Location of all heritage trees and existing native and ornamental trees with trunks equal to or greater than six (6) inches in diameter (or twenty (20) inches in circumference), measured four (4) feet above the ground. Rows of trees may be shown by centerlines. Clumps of trees may be shown by outline, with a number of such trees indicated. Trees in concentrated areas shall be approximately marked on the map, and shall be matched with a corresponding legend indicator. Trees to be removed shall be appropriately marked by a symbol, as set forth in the legend;
- (w) Source of domestic water supply;
- (x) Fire protection system, hydrants and the like, as recommended by the Los Altos Hills County Fire Protection District;
- (y) The approximate locations of areas subject to inundation or storm water flow, and all areas existing or proposed, that are or will be covered by water;
- (z) A preliminary geotechnical report, as may be required by the Town staff indicating the location of all known and mapped earthquake faults, unstable slopes and soils, and other features;
- (aa) Statement of the improvements proposed to be constructed or installed, approximate time when said improvements shall be installed, and the approximate date of their completion;
- (bb) Tentative lot design and development plans as defined in Article 6 of this chapter;

- (cc) Indication of the lot or lots excluded from the total net acreage of the subdivision used in determining the average percent of slope and lot area, as set forth in the most recent applicable slope density regulations of the City;
- (dd) A preliminary title report as prepared by a title company not more than six (6) months prior to the date of the filing of the tentative map;
- (ee) Assessor's parcel number(s);
- (ff) Vicinity map that depicts the location of the property from the nearest arterial road. This vicinity map is for directorial aid. No scale is required;
- (gg) Any conditional exceptions to the provisions of this chapter, which the subdivider requests, with justifications and support statements. Before preparing a tentative map, the subdivider and his or her engineer shall familiarize themselves with the current subdivision design standards of the Town, as adopted from time to time by the City Council;
- (hh) Where a subdivider proposes to subdivide a portion of a larger parcel, he or she shall demonstrate how the proposed subdivision will relate to the future development of the remainder of the original parcel. Should a subdivider propose a subdivision which results in lots or parcels that are further capable of subdivision, he or she shall demonstrate the probable maximum subdivision within all parcels. For both the above-mentioned, proposed streets, locations, and the configuration(s) of lots shall be indicated on the map;
- (ii) A coded slope classification map showing all lands which have less than ten (10) percent slope, all lands which have a slope between ten (10) percent and twenty (20) percent, all lands which have a slope between twenty (20) percent and thirty (30) percent, all lands which have a slope between thirty (30) percent and forty (40) percent, all lands which have a slope between forty (40) percent and fifty (50) percent, all lands which have a slope in excess of fifty-five (55) percent and all lands in excess of one hundred (100) percent. In addition, a separate coded roadway and driveway grading plan in the same scale and legend as the slope classification map shall be required. Copies of both the slope classification map and roadway and driveway grading plan shall be submitted on twenty-four (24) inch by thirty-six (36) inch sheets.

3. Topographic Survey

An accurate topographic survey of the land to be subdivided, with existing contours, at intervals of five (5) feet where the grade of any part of the subdivision exceeds ten (10) percent. With grades less than ten (10) percent, the contour interval shall be two (2) feet or one foot where necessary, to describe the area. The survey shall be based on the adopted Town Bench Mark Policy.

4. Title Report

A certification from the owner of each affected parcel documenting ownership of the parcel and certifying owner's right to authorize the subdivision. Said certification shall attach a preliminary title report or comparable document issued within six (6) months

from the date of filing the application by a reputable title company doing business in the County and showing all parties having any interest in the subject properties.

5. Recorded Maps

Two (2) copies of any recorded maps and Records of Survey applicable to the subject properties.

6. Mailing List

Property owners within five hundred (500) feet of the boundary of the proposed lot line adjustment with said notices addressed to the owner as noted on the last equalized tax assessment roll.

7. Filing Fee and Deposit

In addition to the foregoing, the Planning Director, or his or her authorized representative, may require the applicant to submit such additional documents, information and materials as he or she deems necessary for the review, processing and evaluation of the proposed subdivision. If any such additional documents, information, or materials are required, then the Planning Director, or his or her authorized representative, shall so advise the applicant in writing within thirty days from the date of filing of the application.

PRELIMINARY MAP PROCESS

Upon submittal of the preliminary map, the Planning Director shall transmit copies along with accompanying data to the County Health Department, Santa Clara County Fire Protection District, other state agencies as appropriate, Town departments and committees, public utilities, and appropriate water district for review and comment.

The Planning Director or his or her authorized representative shall schedule a Subdivision Committee meeting to be held following the next available Planning Commission meeting, but no later than forty-five (45) days after the submittal of the preliminary tentative map. Public notices shall be sent to the owner of each parcel of property within five hundred (500) feet of the boundary of the proposed subdivision. All required names and addresses shall be provided by the subdivider or his or her representative at the time of the submission of the preliminary map.

At the meeting, the Subdivision Committee and agencies, taking into consideration the provisions of this chapter, shall make such general recommendations, advice, or suggestions as can be reasonably given by such representatives, based upon the information submitted. All recommendation and comments shall be advisory only, and not binding upon either party. (§ 4:40, Ord. 180, as amended by § 1, Ord. 232. eff. July 3. 1976).

TENTATIVE MAP PROCESS

In order to apply for a tentative map, you must schedule an appointment with the Planning Director or a Planner and with the Engineering Department. The Planning Director can advise you regarding some of the issues which are likely to arise during review of the proposal, particularly in regard to conformance of the project with the Subdivision Ordinance and General Plan. If your application is found to be complete, it will be accepted. If not, it will not be accepted. Once accepted, it will be reviewed by the Planning Department to assure that it complies with all aspects of the Subdivision, Zoning and Site Development Ordinances, and the General Plan. An initial study will be performed, as required by the California Environmental Quality Act. If the project is found to have the potential to create significant negative environmental impacts, technical reports to supplement an expanded initial study may be required, or an environmental impact report may be required, depending on the scope and nature of the project.

After the map and application are determined to be complete, the proposal will be distributed to other staff and Town Committees for review. At that time, most of the issues related to the subdivision will be raised, and recommendations will be given by the staff and Committees. These recommendations will be forwarded to you in writing within two (2) weeks of receiving all responses. If the recommendation is for approval of the map, your item will be scheduled for public hearing before the Planning Commission. If the recommendation is for denial, you may choose to proceed to the Planning Commission, or request a continuance of the application in order to allow a redesign of the tentative map based on the staff and Committee suggestions.

Once the tentative map is scheduled, staff will prepare a staff report and the public hearing will be conducted. The Planning Commission will, based on the information provided and the outcome of the environmental determination, recommend either approval, approval with conditions, disapproval, or continuance of the item.

Expiration and extension of tentative map:

- (1) An approved or conditionally approved tentative map shall expire twenty-four (24) months after its approval or conditional approval.
- (2) The expiration of the approved or conditionally approved tentative map shall terminate all proceedings and no final map for all or any portion of the real property included within such tentative map shall be filed without first processing a new tentative map.
- (3) Prior to the expiration of the approved or conditionally approved tentative map, upon a written application by the subdivider to extend that map, the map shall automatically be extended for sixty (60) days or until the application for the extension is approved, conditionally approved, or denied, whichever occurs first.
- (4) Upon written application of the subdivider, filed prior to the expiration date of the approved or conditionally approved tentative map, the City Council may extend

the time for the acceptance of a final map for a period not exceeding an additional twelve (12) months beyond the original twenty-four (24) month period.

- (5) The application for an extension shall state the reasons for requesting the extension. In granting the extension, new conditions may be imposed and existing conditions may be revised by the City Council.
- (6) This section is intended to be in conformance with the provisions of Section 66452.6 of the Subdivision Map Act and shall be subject to all the additional terms and conditions set forth herein. (§ 1, Ord. 232, eff. July 3, 1976; § 1, Ord. 342, eff. January 4, 1991)

TOWN OF LOS ALTOS HILLS

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Application for Project Review

Rev. 01/16/16

1. PROPERTY DESCRIPTION:

•• Please print or type ••

Street Address			
Is there a gate on the property? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Lot(s) Number	Tract or Parcel Map Number	Please Check One: Sewer <input type="checkbox"/> Septic <input type="checkbox"/>	
Assessor's Parcel Number	Gross Acreage	Net Acreage	

2. PROJECT DESCRIPTION:

Description of project i.e. new residence, addition, etc.

3. PROPERTY OWNER:

Name of Legal Owner			
Mailing Address			Zip
Home Phone	Cell Phone	E-mail Address	
Representative's Name	Phone	E-mail Address	
Mailing Address			Zip

4. FEES AND DEPOSITS:

For Office Use

Planner will complete this section. Fees and deposits, payable to the Town of Los Altos Hills, are required to process all Planning applications.

	Fee	Deposit	
Geologist:			
Zoning:			
Site Development:			
MISCELLANEOUS:			
_____:			
_____:			
_____:			

Receipt #
File #
Date:

5. SIGNATURE OF OWNER(S) OR AGENT: (Please note: Agent requires letter of authorization from owner)

I, the undersigned owner or authorized agent of the property described above, hereby make an application for the purposes set forth above in accordance with the provisions of the City Ordinances, and I hereby certify that the information given is true and correct and to the best of my knowledge and belief.	
Signature	Date

****PLEASE COMPLETE, SIGN AND RETURN WITH YOUR APPLICATION****

The person responsible for payment of application charges must sign.

**COST REIMBURSEMENT AND
HOLD HARMLESS AGREEMENT**

Applicant executes this Cost Reimbursement and Hold Harmless Agreement in conjunction with the attached application to the Town of Los Altos Hills for (location of property):

For good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the undersigned Applicant agrees as follows:

- 1. Processing Costs.** Applicant assumes full responsibility for all costs incurred by the Town in processing this application including, but not limited to, charges for outside consultants such as the Town's consulting engineer, the Town Geologist and the City Attorney, among others. Applicant agrees to pay all personnel costs, consulting costs, overhead costs of the City Attorney, and other costs that are directly or indirectly related to the review and processing necessary for the subject project, even if the application is withdrawn, not approved, approved subject to conditions, or modified on approval.

Examples of such billable costs include the following:

- informal meetings
- formal meetings
- posting
- neighbor inquiries
- report preparation
- noticing
- permit issuance
- site visits
- scheduling
- action letters
- counter or telephone explanations
- consultant review of issues and documents
- consultant preparation of documents
- condition enforcement
- referral inquiries
- actions related to violations

The list above is not intended to be complete. Charges for Town professional staff and consultant time spent processing this application will be based on an hourly rate and costs necessary to process the application will be billed directly to the Applicant. Consultant charges are based on actual costs plus a ten percent (10%) Town overhead charge. Applicant agrees that no final building permit will be granted for the project, and no final inspection will occur until all costs are paid.

- 2. Change in Applicant's Interest.** Applicant must provide written notice to the Town's Planning Director in the event there is a change in Applicant's interest in the property or project, or a change in the billing contact person for said project. Said notice must be mailed first class, postage paid, certified mail to:

Planning Director
Town of Los Altos Hills
26379 Fremont Road
Los Altos Hills, California 94022

Applicant hereby understands and agrees that the costs incurred by the City Attorney for review and processing of the proposed project are attributable to the project and may not be assigned without the prior written consent of the Town. Applicant understands that he or she is responsible for payment of the costs involved with this application even if property or project is sold or assigned to other parties. If payment responsibility is to be assumed by another party, it is Applicant's responsibility to ensure that that party executes a new agreement.

3. **Deposit.** Applicant agrees to make an initial deposit in the amount stated on the Application for Project Review. The deposit will be applied toward the costs described in Section 1 of this Agreement. The Town reserves the right to request an additional deposit from Applicant, should the City Attorney incur additional costs or if costs exceed the amount on deposit.

If Applicant's deposit is reduced to less than 30 percent of the original deposit amount, Applicant must increase the deposit to its initial amount within 10 calendar days after Town has sent Applicant notice to increase the deposit. If Applicant's deposit remains at or below 30 percent of the original deposit more than 10 calendar days after such notice has been sent to Applicant, the Town will stop all processing of the application including but not limited to inspections, and will withhold any permits, except as necessary to meet statutory deadlines for action on the project.

If ongoing costs ever exceed the deposit, Applicant will be billed for the additional charges at actual cost plus a 15% administrative charge, payment of which is due immediately upon receipt of invoice.

4. **Project Completion.** After deduction of the final costs, any unused portion of the deposit will be returned to Applicant without interest. Applicant's deposit account will not be closed until:
 - a. *Subdivisions* – the final maintenance bond is released by the Town or when all conditions of approval are fulfilled, whichever is later (the deposit may be reduced for subdivisions when a maintenance surety is placed with the Town).
 - b. *All other applications* – the Town issues final building inspection clearance, or when work for which the permit was issued is satisfactorily completed.
 - c. *If application is denied* – the appeal period has ended or processing of the appeal is completed.
 - d. *If application is withdrawn* – completion of any remaining staff work on the application.

Any refund of amounts deposited shall be made in the name of Applicant, to the address noted for billing information.

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Maximum Floor Area, Maximum Development Area and Parcel Water Budget

Revised-4/4/16

INSTRUCTIONS FOR WORKSHEET # 1

MAXIMUM DEVELOPMENT AREA AND MAXIMUM FLOOR AREA CALCULATIONS

1. CALCULATION OF AVERAGE SLOPE

- A. Minimum contour interval is 5 feet when the average slope exceeds 10%; 2 feet when the average slope is less than 10%.
- B. Measure the total length of contours within the net area of the lot. The net area is the gross area less the vehicle access easements or rights-of-way. (Exception: when an access easement is exclusively for emergency access, it is not deducted from the gross lot area.)
- C. Calculate the average slope of the lot using the following formula:

$$S = \frac{(0.0023) (I) (L)}{A_n}$$

An

Where:

I	=	contour interval in feet
L	=	total contour length of lot in feet (within net area)
An	=	net area of lot in acres
S	=	average lot slope in percent

Calculate S to the nearest 0.1 %

2. CALCULATION OF LOT UNIT FACTOR (LUF)

Calculate the Lot Unit Factor (LUF) for the lot using one of the following formulas:

- For lots with S equal to 10% or less: $LUF = A_n$
- For lots with S between 10% and 55%: $LUF = (A_n)[1 - 0.02143(S - 10)]$
- For lots with S greater than 55%, use 55% for all areas with slopes 55% or greater. Contact the Planning Department for further information.
- If LUF is **equal to or less than 0.50**, proceed to EXCEPTIONS (#5)

3. CALCULATION OF MAXIMUM FLOOR AREA (MFA) ALLOWED

Calculate the maximum allowable floor area (MFA) using one of the following formulas:

- A. for lots with S equal to 10% or less

$$\text{MFA} = \text{LUF} \times 6,000 \text{ square feet}$$

- B. for lots with S greater than 10% and less than 30%

$$\text{MFA} = \text{LUF} [6,000 - 50(S - 10)] \text{ square feet}$$

- C. for lots with S equal to or greater than 30%

$$\text{MFA} = \text{LUF} \times 5,000 \text{ square feet}$$

4. CALCULATION OF MAXIMUM DEVELOPMENT AREA (MDA) ALLOWED

Calculate the maximum allowable development area (MDA) using one of the following formulas:

- A. for lots with S equal to 10% or less

$$\text{MDA} = \text{LUF} \times 15,000 \text{ square feet}$$

- B. for lots with S greater than 10% and less than 30%

$$\text{MDA} = \text{LUF} [15,000 - 375(S - 10)] \text{ square feet}$$

- C. for lots with S equal to or greater than 30%

$$\text{MDA} = \text{LUF} \times 7,500 \text{ square feet}$$

5. EXCEPTIONS

If the LUF is **equal to or less than 0.50**, the following applies to the lot:

Minimum MDA - The allowable development area of any parcel or lot shall not be reduced to less than 7,500 square feet, except in the case of parcels or lots that have a Lot Unit Factor of 0.50 or less. ***Parcels or lots which have a Lot Unit Factor of .50 or less require a Conditional Development Permit and allowable development area may be restricted below 7,500 square feet as a condition of the permit.*** Maximum development area for lots that require a Conditional Development Permit shall be established as the maximum floor area allowed by Section 10-1.503(c) plus 2,100 square feet. The Site Development Authority may approve development area of up to a total of 4,500 square feet for any lot or parcel without requiring a variance, so long as the findings for a Conditional Development Permit are made.

Minimum MFA - The allowable floor area on any parcel or lot shall not be reduced to less than 5,000 square feet, except as set forth in Section 10-1.503(e) or except in the case of parcels or lots which have a Lot Unit Factor of 0.50 or less. ***Parcels or lots which have a Lot Unit Factor of .50 or less require a Conditional Development Permit and allowable floor area may be restricted below 5,000 square feet as a condition of the permit.*** Maximum floor area for lots that require a Conditional Development Permit shall be established as the ratio of the Lot Unit Factor (LUF) for the lot divided by 0.50, and multiplied by 5,000 square feet. The Site Development Authority may approve floor area of up to 2,500 square feet for any lot without requiring a variance, so long as the findings for a Conditional Development Permit are made

**TOWN OF LOS ALTOS HILLS
WORKSHEET #1**

**CALCULATION OF AVERAGE SLOPE, LOT UNIT FACTOR
MAXIMUM DEVELOPMENT AREA, AND MAXIMUM FLOOR AREA
(TURN IN WITH YOUR APPLICATION)**

PROPERTY OWNER'S NAME	
PROPERTY ADDRESS	
CALCULATED BY	DATE

1. CALCULATION OF AVERAGE SLOPE

A. CONTOUR LENGTH WITHIN NET AREA OF LOT (An)

CONTOUR	LENGTH (FEET)	CONTOUR	LENGTH (FEET)	CONTOUR	LENGTH (FEET)	CONTOUR	LENGTH (FEET)
TOTAL							

(L) = _____ feet

B. AVERAGE SLOPE WITHIN NET AREA OF LOT

$S = \frac{(0.0023) (I) (L)}{A_n}$	I = contour interval in feet	L = total length of contours in feet	A _n = net acreage of lot nearest .001
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S = $\frac{(0.0023) (\quad) (\quad)}{(\quad)}$ = _____ nearest 0.1%

2. CALCULATION OF LOT UNIT FACTOR (LUF)

LUF = (A_n) { 1 - [0.02143(S - 10)] } = _____ nearest .001

- ✓ If the average slope is less than 10%, the LUF for the lot is equal to the net area.
- ✓ If the LUF is **equal to 0.50 or less**, you will need a **Conditional Development Permit**. Please make an appointment with the Planning Director for further information.

WORKSHEET #1
(continued)

3. CALCULATION OF MAXIMUM DEVELOPMENT AREA (MDA)

- A. for S equal to or less than 10%
MDA = (LUF) (15,000) = _____ square feet*
- B. for S greater than 10% and less than 30%
MDA = (LUF) [15,000 - 375(S - 10)] = _____ square feet*
- C. for S equal to or greater than 30%
MDA = (LUF) (7,500) = _____ square feet*

* If the MDA is less than 7,500 square feet (and the LUF is greater than 0.50), use 7,500 square feet for your MDA

4. CALCULATION OF MAXIMUM FLOOR AREA (MFA)

- A. for S equal to or less than 10%
MFA = (LUF) (6,000) = _____ square feet**
- B. for S greater than 10% and less than 30%
MFA = (LUF) [6,000 - 50(S - 10)] = _____ square feet**
- C. for S equal to or greater than 30%
MFA = (LUF) (5,000) = _____ square feet**

** If the MFA is less than 5,000 square feet (and the LUF is greater than 0.50) use 5,000 square feet for your MFA.

NOTE: The MDA and MFA are maximums allowed by the Town Municipal Code. The City Council or the Planning Commission may further limit development area or floor area due to site specific constraints or site visibility (see "Site Development Policy Statement").

TOWN USE ONLY	CHECKED BY: _____	DATE _____
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INSTRUCTIONS FOR WORKSHEET # 2

EXISTING AND PROPOSED FLOOR AREA AND DEVELOPMENT AREA

1. FLOOR AREA

- Floor area shall be defined as the gross horizontal area of the several floors of all buildings, including garage and carport spaces, measured to the outside of exterior walls.
- Floor area is counted twice when the vertical distance between the upper surface of the floor and the upper surface of the floor or the underside of the roof directly above it, is greater than seventeen (17) feet.
- The portion of the attics and similar areas are considered floor area when the distance between the upper surface of the attic floor and the underside of the roof above it is seven (7) feet or more. For purposes of this definition, all attic space is considered to have floor surfaces.
- Area meeting the definition of a basement is exempted from floor area.

2. DEVELOPMENT AREA

- Development area is measured on a horizontal plane and includes the following:
- Total Floor Area (as defined above)
- The total area of land covered by structures other than those counted as floor area, such as parking areas, patios, decks, balconies, walkways, swimming pools, and tennis courts, together with other surfaces comprised of artificially emplaced building materials such as paving, masonry, stone or wood.
- The first one hundred (100) feet of driveway closest to the primary dwelling, as measured along the centerline.
- That portion of a driveway exceeding fourteen (14) feet in width (or as required by the Fire Department) which is located beyond the 100' of driveway closest to the primary dwelling.
- Where there is a common driveway in a driveway easement or a panhandle and the driveway, or a portion of the driveway, serves more than one residence, according to regulations stated in C and D above, the amount of driveway area shall be proportioned to the residences based upon use of the driveway.
- Some materials may be given partial exemption towards MDA. Refer to the Town's Development Area Policy and make an appointment with a Planner to discuss material selection.

3. BASEMENT/BUNKER

- Basement shall mean a floor level that is directly below a building and where the finished floor elevation of the building level above the basement is not greater than 28 inches above the adjoining natural or finished grade, whichever is lower. In addition, at least 75% of the basement's perimeter length shall be wholly underground (please see the basement ordinance, LAHMC section 10-1.202).
- Basements, including cellars and bunkers, which are not located within the footprint of the building above, may be permitted by the Planning Commission when it finds that such structures do not encroach in setbacks, are a minimum of 18 inches below natural grade, are wholly underground except for required exiting, lighting and ventilation and are counted as development area except when placed under a surface already counted as development area. Bunker area that exceeds 1,500 square feet shall be counted as Floor Area.

4. NET AREA

“Net area” shall mean the gross area of any parcel or lot of land, less panhandles and all public and private easements for vehicular access within the parcel or lot, excluding easements primarily for emergency access. Notwithstanding the foregoing, for purposes of determining Lot Unit Factor (LUF) on projects other than subdivisions, “net area” shall only exclude the paved portions of panhandles and the paved portions of all public and private easements for vehicular access.

TOWN OF LOS ALTOS HILLS WORKSHEET #2

EXISTING AND PROPOSED DEVELOPMENT AREA AND FLOOR AREA (TURN IN WITH YOUR APPLICATION)

PROPERTY OWNER'S NAME	
PROPERTY ADDRESS	
CALCULATED BY	DATE

1. <u>DEVELOPMENT AREA</u>	<u>Existing</u>	<u>Proposed</u>	<u>DA Credit</u>	<u>Total</u>
A. House and Garage (from part 2.A)	_____	_____	N/A	_____
B. Accessory Building (from part 2.B)	_____	_____	N/A	_____
C. Driveway, Turnaround and Parking	_____	_____	_____	_____
D. Patios and Walkways	_____	_____	_____	_____
E. Recreation Court	_____	_____	N/A	_____
F. Pool and Pool Decking	_____	_____	_____	_____
G. Decks	_____	_____	N/A	_____
H. Solar Panels (ground mounted)	_____	_____	_____	_____
I. Any Other Coverage	_____	_____	_____	_____
Total	_____	_____	_____	_____

Maximum Development Area-MDA (from worksheet #1)

2. <u>FLOOR AREA</u>	<u>Existing</u>	<u>Proposed</u>	<u>Total</u>
A. HOUSE AND GARAGE			
a. First Floor	_____	_____	_____
b. Second Floor	_____	_____	_____
c. Basement (LAHMC 10-1.202)	_____	_____	_____
d. Garage	_____	_____	_____
e. Area over 17' (LAHMC 10-1.202)	_____	_____	_____
f. Attic over 7' (LAHMC 10-1.202)	_____	_____	_____
B. ACCESSORY BUILDINGS			
a. First Floor	_____	_____	_____
b. Second Floor	_____	_____	_____
c. Basement (LAHMC 10-1.202)	_____	_____	_____
d. Attic	_____	_____	_____
Total	_____	_____	_____

Maximum Floor Area-MFA (from worksheet #1)

TOWN USE ONLY	CHECKED BY	DATE
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TOWN OF LOS ALTOS HILLS SUBDIVISION APPLICATION
(Print or Type)

For Official Use: Receipt: By: _____ Date: _____ Fee: _____ Deposit: _____ Application #: _____ Receipt: _____

The undersigned hereby files a Preliminary/Tentative Subdivision Map and supporting information in accordance with the provisions of the Subdivision Chapter of the Municipal Code and any amendments thereto:

1. APPLICANT:

Name: _____

Mailing Address: _____ Zip Code: _____

Telephone: Business _____ Home _____ FAX _____

Applicant is: Owner _____ Authorized Agent of Owner _____
(If agent, complete item 2 below)

2. OWNER:

Name: _____

Mailing Address: _____ Zip Code: _____

Telephone: Business _____ Home _____ FAX _____

3. DESCRIPTION OF PROPERTY

Street Address: _____ Subdivision Name: _____

APN#: _____ Lot No.: _____

(Please check above description carefully with Planning Department in case of any doubt to insure accuracy.)

4. Maps, Statements and Materials required by Subdivision Ordinance submitted as a part of application (list all items submitted).

I, the undersigned, do hereby certify that the facts and information contained in this application are accurate and complete to the best of my knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed at _____,

California on _____
Date

Signature of owner(s): _____

OR

Signature of Applicant/Agent: _____

**TOWN OF LOS ALTOS HILLS
ENVIRONMENTAL INFORMATION FORM
(To be completed by applicant)**

Date Filed: _____

Applicant: _____

File #: _____

GENERAL INFORMATION

1. Name and address of developer or project sponsor: _____

2. Address of project: _____
Assessor's Block and Lot Number: _____
3. Name, address, and telephone number of person to be contacted concerning this project:

4. List and describe any permits and other public approvals required for this project, including those required by the City and regional, state and federal agencies:

5. Existing zoning district: _____
6. Proposed use of site (project for which this form is filed): _____

PROJECT DESCRIPTION

7. Site size: _____
8. Square footage: _____
9. Number of floors of construction: _____
10. Amount of off-street parking provided: _____
11. Proposed scheduling: _____
12. Associated projects: _____
13. Anticipated incremental development: _____

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

YES NO

- ___ ___ 14. Change in existing features of any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours.

- ___ ___ 15. Change in scenic views or vistas from existing residential areas or public lands or roads.
- ___ ___ 16. Change in pattern, scale or character of general area of project.
- ___ ___ 17. Significant amounts of solid waste or litter.
- ___ ___ 18. Change in dust, ash, smoke, fumes or odors in vicinity.
- ___ ___ 19. Change in ocean, bay, lake, stream or ground water quality or quantity or alteration of existing drainage patterns.
- ___ ___ 20. Substantial change in existing noise or vibration levels in the vicinity.
- ___ ___ 21. Site on filled land or on slope of 10 percent or more.
- ___ ___ 22. Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.
- ___ ___ 23. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).
- ___ ___ 24. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).
- ___ ___ 25. Relationship to a larger project or series of projects.

ENVIRONMENTAL SETTING

- 26. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures.
- 27. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.) and scale of development (height, frontage, setback, rear yard, etc.).
- 28. Attach plans required in connection with the permit application.

CERTIFICATION: I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

DATE _____ SIGNATURE _____

TOWN OF LOS ALTOS HILLS SIGNIFICANT EFFECTS UPON THE ENVIRONMENT

A project will normally have a significant effect on the environment if it will:

- (a) Conflict with adopted environmental plans and goals of the community where it is located;
- (b) Have a substantial, demonstrable negative aesthetic effect;
- (c) Substantially affect a rare or endangered species of animal or plant or the habitat of the species;
- (d) Interfere substantially with the movement of any resident or migratory fish or wildlife species;
- (e) Breach published national, state, or local standards relating to solid waste or litter control;
- (f) Substantially degrade water quality;
- (g) Contaminate a public water supply;
- (h) Substantially degrade or deplete ground water resources;
- (i) Interfere substantially with ground water recharge;
- (j) Disrupt or alter an archaeological site over 200 years old, an historic site or a paleontological site except as part of a scientific study of the site;
- (k) Induce substantial growth or concentration of population;
- (l) Cause an increase in traffic which is substantial in relation to the existing traffic load and capacity of the street system;
- (m) Displace a large number of people;
- (n) Encourage activities which result in the use of large amounts of fuel or energy;
- (o) Use fuel or energy in a wasteful manner;
- (p) Increase substantially the ambient noise levels for adjoining areas;
- (q) Cause substantial flooding, erosion or siltation;

- (r) Expose people or structures to major geologic hazards;
- (s) Extend a sewer trunk line with capacity to serve new development;
- (t) Substantially diminish habitat for fish, wildlife or plants;
- (u) Disrupt or divide the physical arrangement of an established community;
- (v) Create a public health hazard or a potential public health hazard;
- (w) Conflict with established recreational, educational, religious or scientific uses of the area;
- (x) Violate any ambient air quality standard, contribute substantially to an existing or projected air quality violation, or expose sensitive receptors to substantial pollutant concentrations.

TOWN OF LOS ALTOS HILLS

26379 Fremont Road
Los Altos Hills, CA 94022
Phone: (650) 941-7222
www.losaltoshills.ca.gov



Lot Design and Development Plans

The purpose of tentative lot design and development plans is to insure that prudent and farsighted engineering, planning, and building concepts are applied to all lands for which a subdivision is sought. Tentative design and development plans fulfill a critical need in the transitional land development process from raw land to improved rural neighborhoods. Well analyzed and executed tentative lot design and development plans are essential site development prerequisites that permit the inclusion of human habitation and enjoyment in previously undeveloped areas with minimum overall disruption to those areas. Tentative lot design and development plans will be required as specified in Article 5 as part of a tentative subdivision application. Tentative lot design and development plans shall be delineated on the tentative map, providing the scale of said map is deemed sufficient for clarity, definition and use by the City Engineer and Planning Director.

Tentative Map Design

The tentative lot design and development plans for the subdivision shall delineate the following:

- (1) Each lot shall contain a circle having a diameter of one hundred sixty (160) feet inscribed totally within its net area. In addition to containing a building site, said circle shall have its general location determined by the following:
 - a. Said one hundred sixty (160) foot diameter circle shall be connected to the proposed optimal grading for the driveway(s) serving each lot, or combination of contiguous lots. Proposed driveway(s) shall be plotted across the area(s) of the lot(s) which offer the least amount of topographical resistance (cut, fill, tree removal, and grade not exceeding twenty percent) to natural contour. At the discretion of the City Engineer cross-sections of said driveway(s) may be required. Common driveways may be required where there would result a lesser amount of topographical resistance (as defined above) than would occur with independent driveways serving single lots. All common driveway widths for vehicle use shall be a minimum of twelve (12) feet;
 - b. Said one hundred sixty (160) foot diameter circle shall be placed at a topographical elevation that will insure an adequate lower elevation area for septic tank and drain field requirements, if the lot(s) is (are) to be served by an on-site sewage disposal system, and shall be certified as having adequate area for septic tank and drain field by the Santa Clara County Department of Environmental Health prior to submission of the tentative map to the Planning Commission;
- (2) Based on the natural topography of each lot and in particular the slope of the lot in the immediate vicinity of the one hundred sixty (160) foot diameter circle detailed in subsection (a) of this section, the subdivider shall designate by symbol and legend the

- type of foundation design (as defined in this chapter) which would result in the least amount of contour alteration to the lot caused by grading for the installation of a primary dwelling;
- (3) Each lot shall contain an area of at least one net acre within a circle no greater than three hundred fifty (350) feet in diameter;
 - (4) Where cut and fill slopes in accordance with approved tentative lot design and development plans occur on a property line, such shall be included in the downhill lot;
 - (5) Tentative lot design and development plans of the lots, with existing contours at intervals of five (5) feet where the average percent slope of the lot exceeds ten (10) percent. With average percent slopes less than ten (10) percent, the contour interval shall be two (2) feet or one foot where necessary to describe the area. The tentative lot design and development plans shall show how runoff of surface waters from individual lots will be achieved and the ultimate disposal of all subdivision waters. Bench marks for contours shall be so noted.

Lot size and requirements

The provisions of this section are minimum requirements for parcels used or intended to be used for primary uses. Other ordinances of the City may impose standards requiring substantially larger parcels.

- (a) **Minimum Parcel or Lot Area.** No parcel or lot shall have a net area less than forty-three thousand five hundred sixty (43,560) square feet.
- (b) **Slope Density Requirements.** In addition to the requirements set forth in subsection (a) of this section, the area of parcels or lots created in any subdivision after January 16, 1980, shall have a Lot Unit Factor of 1.0 or greater and comply with the following:
 - (1) Where the average slope of the lot to be created is greater than ten (10) percent, but not greater than forty-five (45) percent, the net area shall not be less than “a” as determined by the following formula:

$$a = 1/(1-.02143 (S-10))$$

where “S” is the average slope of the lot in percent as defined in subsection (3) of this subsection.

- (2) Where the average slope of the lot to be created is greater than forty-five (45) percent, the following provisions shall be adhered to:
 - (i) The number of lots and net lot areas permitted shall be based on a demonstration by the applicant and finding by the Planning Commission that each lot and related subdivision improvements can be developed in compliance with the provisions of Section 9-1.102.

- (ii) As a guideline, the formula provisions set forth in subsection (1) of this subsection will be used by the Planning Commission to determine the adequacy of the net lot area for slopes up to and including fifty-five (55) percent.
 - (iii) In no case shall the net lot area be less than the area required by the provisions of subsection (1) of this subsection for a slope of forty-five (45) percent.
- (3) For the purpose of subsections (1) and (2) of this subsection, the average slope of a lot or parcel shall be determined according to the formula:

$$S = \frac{.00230 * I * L}{A}$$

where:

- (i) S is the average slope in percent;
 - (ii) I is the contour interval in feet;
 - (iii) L is the combined length of contour lines in scale feet within the net area;
 - (iv) A is the net area in acres of the lot to be created.
- (4) The topographic base map used to provide the above information shall meet the requirements for tentative subdivision maps as set forth in Section 9-1.504(9). Any portion or portions of a parcel to be subdivided which have a natural slope greater than fifty-five (55) percent may, as an option of the applicant, be assigned a slope of fifty-five (55) percent for the purposes of computing the average slope of the entire parcel, provided, however, that the excluded area shall not have an average slope exceeding one hundred (100) percent. This option does not apply to artificial cut and fill slopes.
- (5) Once a final subdivision map has been recorded for a subdivision, lot lines shall thereafter not be altered so as to allow a greater number of lots in that subdivision than the maximum permitted by the provisions of subsections (1) and (2) of this subsection. Lots not included in the total net acreage used in determining average lot area may be further divided subject to the provisions of this chapter and other laws of the City.
- (c) Any lot or parcel which does not front on the public road system of the City and/or that of an adjoining jurisdiction shall have recorded and free access to such system over a road or roads, improved to the City standards or such other standards as are acceptable to the Commission.

- (d) Where difficult terrain or other unusual conditions exist, lots larger in area than the minimum shall be provided as necessary to accomplish the purposes set forth in this chapter, whether due to features of grade, topography, the probability of the land being subjected to slides, inundations, or other hazards. Areas shall be computed on a net basis, after deductions are made for any present or designated future street widening.
- (e) All subdivisions shall result in the creation of lots with adequate building sites which are capable of being developed or built upon while retaining the basic natural qualities of the lot. No subdivision shall create lots which are impractical for improvement or use due to the steepness of the terrain, the location of watercourses, periodic flooding, earth movement, size, shape or other physical conditions.
- (f) Lot lines shall be placed so as to create usable building sites, permit the accommodation of sites to the natural terrain and vegetation, and afford access to building sites without requiring excessive grading.
- (g) On any lot intended for residential occupancy it shall be possible to provide safe vehicular access via a private or common driveway, conforming to the City standards, from a public or private road.
- (h) Panhandle lots, those which include a strip of land or easement used primarily for gaining access from a private or public road to the major portion of the lot, shall be permitted by the Commission only when they result in a division of land more fully complying with the purposes of this chapter than could otherwise have been achieved. The panhandle portion of the lot shall in no case be less than twenty-five (25) feet in width.
- (i) Each lot shall be configured to avoid discontinuous segments and avoid areas of lot width or depth less than thirty (30) feet, other than where such a configuration already exists and is not made narrower by the creation or alteration of the lot.