



CITY OF MILPITAS
ENGINEERING DIVISION – LAND DEVELOPMENT SECTION
455 E. Calaveras Blvd. Milpitas, CA 95035

This form serves as an initial screening submittal checklist that Applicants must complete and sign when submitting Minor Site Development Permit Application to the City. The full application package, including this checklist, shall be submitted to the Planning Department. Upon receipt, it will be routed to the Engineering Division – Land Development Section for review.

INITIAL SUBMITTAL CHECKLIST
MINOR SITE DEVELOPMENT PERMIT APPLICATION
(PLANNING REVIEW)

Project Site / Address: _____

Project Description: _____

Name of Applicant: _____

Phone: _____ Email: _____

The Minor Site Development application will be deemed incomplete and will not be processed until all required plan sheet details and documents have been received. Please mark (X) on all applicable plan sheet details and required flood zone documents being submitted with this application.

SITE PLAN:

- Property lines, including dimensions of the subject property and dimensions of all existing lot lines.
- Adjacent street rights-of-way and proposed street improvements. Label adjacent street name(s).
- Show and label all existing and proposed easements on the property, and all existing and proposed easements on surrounding properties benefiting the subject property.
- All existing/proposed changes to subject lot(s) and landscaping.
- Accurately show any existing/proposed accessory structures with full-size dimensions and heights (including sheds, fences, attached or detached trellises or patio covers, etc.), and show the distances to property line(s) and easement(s).
- If the site has multiple tenants, provide an inventory of all tenant spaces on the property, listing the address, type of business (or other use of the space), and floor area for each tenant space.

FLOOD ZONE INFORMATION:

Know your flood zone by using this link and enter your property address: [Know your Hazard | Milpitas, CA](#)

Check corresponding the Special Flood Hazard Area (SFHA) that applies to your property:

If "X" or "D", the project is not within a SFHA.
 Others. If "A", "AO", "AH" etc., – the project is within a SFHA.

If you checked the "Others" box above, please follow the instructions stated in Permit Requirements for a project within the SFHA: [Permit Requirements | Milpitas, CA](#), and submit the following documents:

One copy of the most recent professional Property Appraisal Report that is less than 3 months old
 and signed by a Real Estate Appraiser licensed in the State of California. The appraisal report shall include a completed Cost Approach to Value Method analysis of the existing structure.

One copy of a draft [SI Declaration form](#).

Name of Applicant: _____

Applicant's Signature: _____ Date: _____