



# City of Santa Clara

The Center of What's Possible

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## Application Checklist Off-Site Parking Permit

Submit all materials and plan sets electronically (in a pdf file) through the online portal. **All materials and plan sets should be submitted as a PDF in a format that is searchable.** All plans shall be drawn to scale and completely dimensioned. The following are the minimum items needed for any planning application. Planning staff may request additional materials.

The purpose of this checklist is to satisfy the California Permit Streamlining Act (Government Code § 65920 et seq.)

### Submit this checklist and following materials:

- I. Application through Permitting Online Portal
  - File an application using the [Permit Online Portal](#).
- II. Required Fee (link here)
  - Pay the application fees. Consult the current [fee schedule](#).
- III. Application Authorization
  - Submit proof of [owner authorization](#)
- IV. Completed Off-Site Parking cover sheet
  - A written summary of the project, which includes:
    - Days/hours of availability for off-site parking;
    - Responsible party for off-site parking management;
    - A written statement acknowledging that designated off-site parking spaces are exclusively for the benefit of off-site uses;
    - Description/count of parking spaces available under the Off-Site Parking Permit; and
    - Existing uses on the parcels or sites providing the off-site parking, and the associated parking requirement.
- V. Project Plans, Safe Path of Travel, and Aerial Imagery.
  - Submit a plan set as a PDF in an 8.5 x 11 (Letter) format that is searchable for public hearings. Submit plan sets, safe path of travel documentation, and aerial imagery in a single, flattened/compressed PDF not exceeding 300MB in the following manner and with the following information:**

Order of sheets in plan sets:

- Off-Site Parking Cover sheet
- Site plan
- Safe Path of Travel
- Aerial Imagery
- Operational Plan (Stadium Permits)

Plan sets must show:

A. Off-Site Parking Cover sheet

B. Site Plan: Include fully dimensioned site plans showing existing and proposed site conditions with:

- Scale
- North arrow (orient all sheets in the same direction)
- Property lines, including distance from street centerlines and face of curb
- Location and Dimension of all on-site parking spaces, driveways, curb cuts, and drive aisles, and pedestrian pathways
- All parking spaces, dimensions of parking spaces, a parking space count, and parking space reserved for on-site use, driveways, curb cuts, drive aisles, landscaping, signs, and light standards.
- Clear ingress / egress patterns
- Location of trash, recycling, portable toilets, lighting, ticket / payment booth
- If tailgating is proposed, location of spaces specific to tailgating activities

C. Safe path of travel from off-site location to Stadium / Benefit Site

- Show a safe walking path of travel from off-site location to stadium / benefit site.

D. Aerial Photos.

- Aerial photo(s) illustrating the boundaries of the parcel or site generating the parking demand and the parcel or site providing the off-site parking. Aerial photo(s) shall clearly indicate the distance between the project site and the off-site parking locations. A pedestrian path of travel between the parcels or sites shall also be illustrated on the aerial photo(s).

E. Operational Plan (Stadium Events)

- Confirm number of portable toilets, trash receptacles, recycling bins, etc.
- Confirm when all equipment will be loaded / unloaded onto property
- Confirm when staff will arrive / depart on-site
- Confirm when on-site parking will begin / end parking
- Confirm when all parked vehicles should be off lot and when parking lot will be closed and cleaned