Stanford | Faculty Staff Housing

Residential Subdivision
Project Application Instructions

All home improvement projects need to be reviewed and approved by Faculty Staff Housing (FSH) prior to work commencing. This is necessary in order to protect Stanford against mechanics' liens for non-payment of work by suppliers of labor, materials, and/or equipment. Please provide complete information in order to expedite the processing of your application.

1. Review Stanford University's Residential Subdivision Building Regulations ("Regulations"). The Regulations are available at FSH or online at: http://fsh.stanford.edu.

2. Review the Home Improvement Projects Frequently Asked Questions (FAQ) which is available at FSH or online at: http://fsh.stanford.edu.

3. Determine if you will need to apply for a building permit from Santa Clara County. Information on the County's requirements can be found on their website at: http://www.sccgov.org.

4. Complete Stanford University's Residential Subdivision Project Application. Complete the Neighbor Notification form, obtain applicable neighbors' signatures and submit it with the Project Application (if required). The application is available at FSH or online at: http://fsh.stanford.edu.

5. Prepare a check, made payable to Stanford University, or pay via credit card. Cash is not accepted. The Schedule of Fees is available at FSH or online at http://fsh.stanford.edu.

6. Please submit your Project Application, Neighbor Notification form (if required), payment, and three (3) sets of drawings* (if required) to FSH at Owen House, 552 O'Connor Lane, Monday through Friday between 8:00 a.m. and 5:00 p.m

Applications will be reviewed within 10 business days. You or your contractor will be notified by phone and in writing of your project's approval or denial.

For further assistance, please call FSH at 650-725-6893 or send an e-mail to fshousing@stanford.edu.

* Please see FAQ and Regulations for information on which projects require drawings.

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Residential Subdivision Project Application

THIS FORM IS TO BE COMPLETED AND SUBMITTED TO FACULTY STAFF HOUSING PRIOR TO THE COMMENCEMENT OF ANY WORK.

Date:	Submitted By:

Project Address:

Lessee's Name:	Phone:

Contractor/Architect Company:

Contractor/Architect Mailing Address:

Contractor/Architect Contact Name:	Phone:

Estimated cost of project(s):	Estimated Project Start Date:

Type of Improvement(s):

If Roofing: Type	Color

Fees:
Residential Subdivision Project Application - Drawings <u>Not</u> Required - **$225.00**
Residential Subdivision Project Application - Drawings Required - **$325.00**
(Above fees include the $75.00 Affordable Housing Fee collected by the County per the Building Homes and Jobs Act effective January 1, 2018)
Payment by check, made payable to Stanford University, or by credit card is required. Cash is not accepted.

Who should we contact for pickup of the executed document?

Name: _____   Phone: _____

FAX: _____

The Notice of Non-Responsibility **must** be posted at the work site prior to start of the approved project.
If you have any questions regarding this process, please contact Faculty Staff Housing at 650-725-6893.

OFFICE USE ONLY - OFFICE USE ONLY - OFFICE USE ONLY - OFFICE USE ONLY

Check received:	Notice posted:

Notice required:	Photo taken on:

Approval Date:	Denied Date:	Filed at Maps and Records:	Approved By:

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Residential Subdivision Home Improvement Project Neighbor Notification

For projects that impact the neighborhood as determined by Faculty Staff Housing, this form must be signed by all neighbors identified by Faculty Staff Housing and submitted with your Home Improvement Project Application as a condition of Stanford's approval of your project.

Owner Name: _____

Address: _____

Description of Project: _____

_____

Estimated Start of Construction: _____

Estimated Project Duration: _____

The following neighbors have been notified of the impending home improvement project. This notification is for information purposes only and is not intended for project approval or denial.

Address/ Name	Date	Signature

Prior to construction, each neighbor will be notified with a more accurate start date.

_____   _____
Owner's Signature   Date