

February 27, 2023

<<Endorsement Line>>

<<Owner Name>>  
<<Owner Address>>  
<<Owner City>>, <<Owner State>> <<Owner ZIP Code>>



RE: <<Property Address>> / APN: <<APN>>

Dear Property Owner,

Each year, the Santa Clara County Fire Department (SCCFD) partners with the Town of Los Gatos to conduct Wildland Fire Safety Inspections. As a property owner in a designated Fire Hazard Severity Zone of the Wildland Urban Interface, you must comply with the minimum fire safe regulations. SCCFD continues to be committed to achieving fire resilience for our residents and our community. The enclosed packet provides information about your property and how to protect your home, family, and community from the threat of wildfires.

This packet also includes a property self-inspection card that can be completed and returned by mail or online with the provided QR code. Self-inspections are a key component in our efforts to mitigate wildfire risk in the community and are essential for maintaining defensible space. When combustible vegetation is removed or reduced around structures, the defensible space buffer can slow or stop the spread of wildfire.

Your property is in a **Very High Fire Hazard Severity Zone** of the Wildland Urban Interface Area and requires **100 feet** of defensible space from all structures. The enforced safety regulations for your property include:

**Enforced Safety Regulations (Items A - F)**

- A. Create **100 feet** of defensible space around your home. To accomplish this, you must clear all flammable vegetation a **minimum of 30 feet** around structures. Additionally, create a reduced fuel zone for the remaining **70 feet** (or to the property line).
- B. Remove pine needles, leaves, and other dead vegetation from roofs, eaves, and rain gutters.
- C. Trim tree limbs 10 feet from chimneys and stove pipes; remove dead limbs that hang over rooftops.
- D. Remove all non-fire-resistive vegetation a minimum of 10 feet on each side of a fire apparatus access road or driveway.
- E. Cover chimney outlets or flues with a 1/2" mesh spark arrester.
- F. Post a clearly visible house address, using at least 4" high numbers, for easy identification. For homes located more than 50 feet from the street, post address numbers at the driveway entrance.

**Additional Requirements (Municipal Code §9.30.005)**

- New construction must create a noncombustible area a minimum of 5 feet from all structures.
- Remove flammable vegetation a minimum of 10 feet around liquified petroleum gas tanks/containers.
- Store combustible materials (e.g., woodpiles, lumber, and scrap) a minimum of 30 feet from all structures and separated from the crown of trees by a minimum horizontal distance of 15 feet.
- Firewood and combustible materials shall not be stored in unenclosed spaces beneath buildings or structures, or on decks or under eaves, canopies or other projections or overhangs.

<<Owner Name>>  
<<Owner Address>>  
<<Owner City>>, <<Owner State>> <<Owner ZIP Code>>

PLACE  
STAMP  
HERE

SANTA CLARA COUNTY FIRE DEPARTMENT  
ATTN: FIRE PREVENTION DIVISION  
14700 WINCHESTER BOULEVARD  
LOS GATOS, CA 95032-1818

Owner Responsibilities:

- 1. Please ensure that your property satisfies the requirements above. You have the option to complete the required work yourself or hire your own contractor. For information about vegetation abatement services, visit WeedAbatement.SCCgov.org or call 408.282.3145.
- 2. Please either complete and return the attached property self-inspection card **OR** scan the QR Code below to report the current status of your property *before April 1, 2023*.

Inspection Schedule:

On April 1, 2023, SCCFD will begin conducting property inspections. Property owners not in compliance will be notified of what work needs to be completed to comply with the Enforced Safety Regulations. Please contact us if you are unable to complete the required work due to late season rains or other special circumstance.

On June 1, 2023, we will begin conducting re-inspections of the properties that were out of compliance at the time of the first property inspection. If your property fails to comply with Items A, B, C, or D of the Enforced Safety Regulations specified above, the compliance work will be completed by the **Town of Los Gatos'** authorized contractor, and the charges for this service will appear on your next property tax bill.

SCCFD will be hosting informative community wildfire preparedness webinars; please see the enclosed flyer for details. If you have concerns regarding the safety compliance of your property, a limited number of courtesy property inspections will be available during the month of April. For questions or to request a courtesy property inspection, please contact the Fire Prevention Division at 408.341.4420.

Sincerely,



Hector R. Estrada, Deputy Chief  
Fire Prevention Division

Resources and Information

- Santa Clara County Fire Department:** [www.SCCFD.org/rsg](http://www.SCCFD.org/rsg) • 408.378.4010  
Offers community education and risk reduction programs, including fire safety, injury prevention, disaster and wildfire resilience
- Santa Clara County FireSafe Council:** [www.SCCFireSafe.org](http://www.SCCFireSafe.org) • 408.975.9591  
Protects and educates communities at risk from wildfire through fuel reduction programs, outreach and community planning efforts
- Santa Clara County Office of Emergency Management:** [EmergencyManagement.SCCgov.org](http://EmergencyManagement.SCCgov.org) • 408.808.7800  
Coordinates county-wide all hazards preparedness, including managing the AlertSCC Emergency Alert System ([www.alertscc.org](http://www.alertscc.org))
- Santa Clara County Weed Abatement Program:** [WeedAbatement.SCCgov.org](http://WeedAbatement.SCCgov.org) • 408.282.3145  
Provides community education and hazard abatement services to protect communities from fire hazards

Choose ONE:

- 1. Scan the QR code below with a smartphone camera to submit your response online **OR**
- 2. Complete and mail the attached information card below.

Option 1 - Respond Online

Evacuation Zone ID:<<ZoneID>>  
Private Access Key: <<AccessKey>>



Or Online: [qrs.ly/syej73x](https://qrs.ly/syej73x)

Option 2 - Respond by Mail

I have received the annual Wildland Urban Interface (WUI) Enforced Safety Regulations letter related to flammable vegetation abatement. The current status of my property is as follows (choose one):

- ☐ I have inspected my property for flammable vegetation clearance and believe it complies with the Enforced Safety Regulations. I understand that an inspection of my property may be conducted to verify compliance.
- ☐ I will remove flammable vegetation around all structures on my property in accordance with the Enforced Safety Regulations no later than **June 1, 2023**. I understand that if the required work is not completed, the authorized contractor may complete the work and the charges will appear on my next property tax bill.
- ☐ I am no longer the owner of this property.
- ☐ There are no structures on this property.

Name (print clearly): \_\_\_\_\_ Date: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Property Address: <<Property Address>>