

CITY OF SUNNYVLE

PUBLIC WORKS DEPARTMENT/ENGINEERING DIVISION

Subdivision Project Approval Procedures/Requirements/Timeline

(15 ~ 18 weeks for parcel Map and 18 ~ 21 weeks for Tract Map,
excluding time line for Tentative Map approval)

Tentative Map will be processed by Planning Division and it would require 4~6 weeks for parcel map or projects requiring only administrative hearing. Final maps or projects require public hearing at Planning Commission and/or City Council meetings would require 6~8 weeks to process.

After the tentative map is approved by the City. Parcel map or final map will be reviewed by the Public Works Department prior to recordation. The following information is provided as reference only. The actual timeline varies from project to project.

Maps and Improvement Plans

1. The applicant's engineer (Engineer) prepares maps and improvement plans and submits to the City with other supporting documents - ? weeks (depending upon the Engineer, not accounted for the timeline).
 Submittal package for the first plan check:
 - 5 sets of improvement plans (24x36) and Tract/Parcel Map (18x26) with one copy of title report, map closure calculations, soils report, record maps and easements
 - Re-submittal requirements will be identified as part of the plan check comments

It is highly recommended that maps, improvement plans, architectural plans and landscape plans are submitted at the same time for cross reference.
2. City review and complete first plan check of the improvement plans and maps – 3 weeks. A meeting is usually scheduled with the Engineer to discuss the first plan check comments
3. Engineer revises improvement plans and map, prepares bond estimates (estimated public improvement costs) and coordinate with other utility companies (PG&E, AT&T, and Comcast, etc.) and submit to the City with supporting documents - ? weeks (depending upon the Engineer).
4. City review and complete 2nd plan check – 2 weeks
5. Engineer revises improvement plans, map and bond estimates - ? weeks (depending upon the Engineer).
6. City review and complete 3rd plan check, prepare Subdivision/Development Agreement and various bond forms (Performance, Labor and Material, etc.) and prepare Development Impact Fee calculations (if any) – 3 weeks.
7. Engineer revises improvement plans and map - ? weeks (depending upon the Engineer)
8. City review and complete final plan check – 2 weeks.
9. Subdivider signs the map, executes all documents with notary acknowledgment, and returns them to the City with the following items - ? weeks (depending upon Subdivider).

- a. Development fees and charges;
 - b. Insurance certificate showing coverage is in compliance with City requirements;
 - c. Letter from county controller (original) certifying that current taxes have been paid, that no liens exist on the property, and giving an estimate of taxes for next year; this item is provided by the title co.
 - d. Copy of tax bond in favor of the County of Santa Clara for the estimate shown in c); this item is provided by the title co.
 - e. Subdivision guarantee letter from the title co.
- 10. Engineer submits map (original mylar, with necessary signatures and notarization) to the City.
 - 11. For Parcel Map – City’s Public Works Director would sign and approve the map w/o City Council action. City will arrange with the title co. to pick up the Map for recordation – 2 weeks.
 - 12. For Final (Tract) Map – All required documents and fees must be in possession of the City by Friday noon in order for the Final Map to be included on the Tuesday Council agenda three weeks in advance.
 - 13. City Clerk and City Engineer sign the final Map (original). City will arrange with the title co. to pick-up the map for recordation – 1 week.

CC&R’s (if applicable)

Various City departments review – 4 ~ 6 weeks (parallel process)