



Sunnyvale

GENERAL SUBMITTAL REQUIREMENTS

The following are submittal requirements for a proposal within the City of Sunnyvale. Submittal of a Planning Application will require a copy of this form and the following information noted below. A submittal missing any of the checked items may not be accepted.

Date: _____

Staff Contact: _____

PROPERTY INFORMATION

Site Address: _____

APN: _____

Zoning: _____ Combining District: _____

Lot Size: _____

PROPOSAL INFORMATION

Project Description: _____

PERMIT TYPE	APPROVAL BODY	PLAN SUBMITTAL
<input type="checkbox"/> Miscellaneous Plan Permit	<input type="checkbox"/> Staff Level	<input type="checkbox"/> 2 Full Sized sets (24"x36")
<input type="checkbox"/> Variance	<input type="checkbox"/> Administrative Hearing	<input type="checkbox"/> 9 Full Sized sets (24"x36")
<input type="checkbox"/> Minor Use Permit/Special Development Permit	<input type="checkbox"/> Planning Commission	<input type="checkbox"/> 2 Reduced (8½" x 11")
<input type="checkbox"/> Major Use Permit/Special Development Permit	<input type="checkbox"/> City Council	<input type="checkbox"/> 2 Reduced (11" x 17")
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Digital Copy (3 megabytes)

SUBMITTAL MATERIALS

- Application signed by the property owner.
- Project Description Letter - Letter indicating the proposed use, hours of operation, list of tenants, number of employees, and previous use.
- Plans - See page 2 for the information needed on plan sets.
- Project Data Sheet completed by applicant.
- Preliminary Title Report - Two hard copies and one digital copy, produced within the last 3 months (include all supporting recorded exhibits/documents).
- Use Permit/Special Development Permit Justification Form completed by applicant.
- Water-Efficient Landscaping Checklist and Water Budget Calculation Worksheets (if applicable).
- Stormwater Management Data Form completed by applicant.
- Environmental Information Form completed by applicant.
- Photos of the block face and provide a legend for clarification.
- Materials/Color Board
- Color Rendering(s) and include a digital PDF copy of the rendering(s).
- Arborists Report, Tree Survey and Protection Plan prepared by an ISA certified arborist. Report must include a location map, species, size and valuation.
- Other - The following additional studies may be required by the Project Review Committee. The applicant will be notified by the project planner.
 - Traffic Study - See Transportation Analyses brochure.
 - Noise Study
 - Solar Access Study or Shadow Study
 - Phase I and II Site Assessment
- Art in Public Places (Meet with Public Arts staff prior to submittal)
- Green Building Checklist - as required by the City's [Green Building Program](#)
- Fee (non-refundable) _____

PLANS

- **Plan Submittal:** An additional 12 sets of 11”x17” plans must be submitted 2 weeks prior to the public hearing date. A digital copy may be required and is encouraged (3 megabyte maximum). The project planner will notify the applicant when the additional plan sets are needed.
- **Project Data** - Including lot size and calculations for existing and proposed floor area and other floor area, Floor Area Ratio (FAR), lot coverage, pervious and impervious surfaces and grade differential of adjacent properties.
- **Site Plan** - Including lot dimensions and the location of the building(s), property lines, easements, adjacent right-of-way, driveways, curb cuts, vision triangles, parking, solid waste facilities, exterior mechanical equipment, spot elevations, transformer location, setbacks, and buildings and uses on adjacent properties.
- **Parking and Circulation** - Provide a fully-dimensioned parking (auto and bicycle) and circulation plan (this may be included as part of the site plan).
- **Landscaping and Irrigation** - Provide the locations of existing landscaping, protected trees, proposed landscaping, trees proposed to be removed, site fencing (include elevations with dimensions) for areas affected by the proposed addition or changes. Indicate which water-efficiency design option is selected for the proposed landscaping, and show and label each hydrozone with size of the area, proposed plantings and water use type, and irrigation type.
- **Preliminary Stormwater Management Plan** - Refer to the City of Sunnyvale Stormwater Best Management Practices (BMP) Guidance Manuals, located at <https://sunnyvale.ca.gov/business/planning/permit/nonresidential.htm>
- **Solid Waste** - Indicate the location and capacity for solid waste management to accommodate the proposed use. This must be included on the site plan. Please note that solid waste facilities must be designed and screened as per Zoning Code 19.38.030.
- **Floor and Roof Plans** - Provide dimensions for both existing and proposed.
- **Roof Plan** - Indicate existing and proposed roof plans and slope. Also indicate any exterior mechanical equipment and required screening.
- **Architectural Elevations** - Provide both existing and proposed. Elevations should include the roof pitch, exterior materials, exterior mechanical equipment and associated screening.
- **Building Height** - Provide site section as measured from the top of the curb or centerline of right-of-way. The curb or centerline elevation should be noted as 0’. The section should include the base elevation at top of curb, finished floor elevations, ceiling elevations, plate heights and highest roof point.
- **Lighting** - Indicate the location of all parking lot, pathway, photometric plan and structure lighting. Specifications for lighting fixtures should be provided.
- **Additional Visual Aids** - perspective drawings, drone views (including surrounding neighborhoods), context views (including surrounding neighborhoods), etc. may be required.

RESOURCES:

- **Planning and Building Divisions** - <https://sunnyvale.ca.gov/business/planning/default.htm>
 - Commercial and Industrial Planning; Applications; Design Guidelines; Specific Plans; General Plan; Zoning Code
- **Public Works Department** - <https://sunnyvale.ca.gov/property/default.htm>
 - Includes: Transportation and Traffic; Engineering; Solid Waste and Recycling; and Trees and Landscaping