



# HERITAGE PRESERVATION COMMISSION

The following are submittal requirements for an application to the Heritage Preservation Commission within the City of Sunnyvale. Submittal of an Application will require a completed copy of this form and the following information noted below. A submittal missing any of the checked items will not be accepted.

Date: \_\_\_\_\_

Staff Contact: \_\_\_\_\_  
Project Number: \_\_\_\_\_

## PROPERTY INFORMATION

Site Address: \_\_\_\_\_

APN: \_\_\_\_\_

Zoning: \_\_\_\_\_ Combining District: \_\_\_\_\_

Lot Size: \_\_\_\_\_

## SUBMITTAL MATERIALS

### Landmark Alteration Permit:

- Application signed by the property owner.
- Description** - A detailed written explanation of your proposal.
- Site Plans** - Two (2) copies of completely dimensions and scaled site plans showing: existing and/or proposed structures, parking, drives, landscaped areas and trash enclosures. Show accurately dimensioned property lines, surrounding properties (and uses) and streets.
- Floor Plans** - Two (2) copies of floor plans. Label the use of each room.
- Elevations** - Two (2) copies, one (1) must be colored. Show dimensions, height from top of curb and roof equipment.
- Streetscape** - Two (2) copies of front and rear elevations in the context of neighboring buildings.
- Landscape Plan** - Two (2) copies of a conceptual landscape plan
- Samples** - Material and color sample board
- Photographs**
- Additional Visual Aids** - perspective drawings, drone views (including surrounding neighborhoods), context views (including surrounding neighborhoods), etc. may be required.

### Landmark Designations:

- Application signed by the property owner.
- Description** - A detailed written explanation of your proposal.
- Designation Worksheet** (and supporting materials) available from the Planning Division.
- Photographs**
- If you are nominating a Landmark District designation, please attach a list with the following information for each property in the district: address of subject property, assessor parcel number, property size, property owner (legal name, addresses, phone number).

### Addition to the Cultural Resources Inventory:

- Application signed by the property owner.
- Inventory Worksheet** (and supporting materials) available from the Planning Division.

### Alteration to a Structure on the Cultural Resources Inventory:

- Application signed by the property owner.
- Site plan**, floor plan, building elevations.
- Seven (7)** additional full size plans of the above plans.
- Description** - A detailed written explanation of your proposal.
- Photographs**
- Additional Visual Aids** - perspective drawings, drone views (including surrounding neighborhoods), context views (including surrounding neighborhoods), etc. may be required.

One-Stop Permit Center - City Hall - 456 W. Olive Avenue - (408) 730-7444

Planners and Building Division staff are available 8:00 a.m. to 5:00 p.m.

For more information visit the Planning and Building webpage on

the City's website: <https://sunnyvale.ca.gov>