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.