



CHANGE OF USE

The following are submittal requirements for a proposal including a change of use in a non-residential zone. 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"/> See Notes on back

SUBMITTAL MATERIALS

- Application signed by the property owner.
- Project Description Letter** - Letter indicating the proposed use, hours of operation, number of employees, number of patrons at any given one time and previous use.
- List of Tenants** - Provide a list of all tenants, type of use and space occupied on property.
- Plans** - See page 2 for more information needed on plan sets.
- Project Data Sheet** completed by applicant.
- Use Permit/Special Development Permit Justification Form** completed by applicant.
- Stormwater Management Data Form** completed by applicant.
- Photos** of the project area and provide a legend for clarification.
- Materials/Color Board and Color Rendering.**
- Environmental Information Form** completed by applicant.
- 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**
- Green Building Checklist** - as required by the City's [Green Building Program](#)
- Fee** (non refundable) _____
- Planner Attendance Fee for After Hour Meetings** (major projects) _____

PLANS

- **Site Plan** - Including lot dimensions and the location of the building(s), proposed tenant space, property lines, parking spaces, adjacent right-of-way, solid waste facilities, transformer location, vision triangles and distances from structure to property line.
- **Landscape and Irrigation** - Provide the locations of existing landscaping, protected trees, tree proposed to be removed, tree protection during construction, site fencing (include elevations with dimensions) for any areas affected by the proposed use. This may be included on the site plan.
- **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.
- **Parking and Circulation** - Provide a fully-dimensioned parking (auto and bicycle) and circulation plan, this may be included as part of the site plan.
- **Floor Plans** - Provide dimensions for both existing and proposed.
- **Roof Plans** - Provide roof plan if additional mechanical equipment is needed and indicate all screening.
- **Architectural Elevations** - Provide both existing and proposed. Elevations should include any façade changes, exterior materials, building height and exterior mechanical equipment. Note: exterior mechanical equipment must be screened as per Zoning Code.
- **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>
- **Additional Visual Aids** - perspective drawings, drone views (including surrounding neighborhoods), context views (including surrounding neighborhoods), etc. may be required.

NOTES:

- **Fire Sprinklers:** To determine if fire sprinklers are required, refer to the Building Division webpage noted below. If fire sprinklers are required, then additional water meter upgrades may be needed. Please consult with the Engineering Division of the Public Works Department.
- **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.

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>
 - Transportation and Traffic
 - Engineering
 - Solid Waste and Recycling
 - Trees and Landscaping