



SB 330 - FORMAL PLANNING APPLICATION

The following are formal Planning Application submittal requirements for residential projects (two or more units), mixed-use developments (consisting of residential and non-residential uses with at least two-thirds of the square footage designated as residential use), and transitional or supportive housing. The submittal requirements also include creation of new parcels. Submittal will require a copy of this form and the following information noted below. A submittal missing any of the checked items below will 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: _____		

SUBMITTAL MATERIALS

- Application signed by the current property owner(s).
- Plans - See page 2 for more 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, and map exhibit of all existing easements and right-of-way).
- 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 site and adjacent properties.
- Materials/Color Board of all exteriors, and windows and doors specifications.
- Color Rendering(s)
- Arborists Report, Tree Survey and Protection Plan prepared by an ISA certified arborist. Report must include a location map, species, size, condition, and valuation (as per Zoning Code 19.94.110(a)).
- Other - The following additional studies may be required by the Project Review Committee.
 - Below-Market Rate Unit Agreement
 - Noise Study
 - Traffic Study - See Transportation Analyses brochure.
 - Phase I & II Site Assessment
 - Safety and Security Plan
 - Sanitary Sewer Study
 - Solar Access Study or Shadow Study
 - Water Hydraulic Modelling Study
 - Street Lighting Photometric for Off-Site Improvements
 - Biological Study
 - Trash Generation Calculation & Access
 - CHRIS Letter
 - Air Quality/Greenhouse Gas
 - CHRIS Letter
 - Geotechnical Study
 - Cultural Study
- Green Building Checklist - as required by the City's [Green Building Program](#)

- Electronic Copy of Submittal (flash drive)**
- 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. The project planner will notify the applicant when the additional plan sets are needed.
- Project Data** - Including lot size and existing and proposed calculations of living area, garage, other floor area, Floor Area Ratio (FAR), lot coverage, pervious and impervious surfaces, occupancy classification and construction type (per the California Building Code or the California Residential Code.) For Tentative Maps, refer to Sunnyvale Municipal Code Section 18.20.050.
- Site Plan** - Including lot dimensions and the location of the building(s), required storage, property lines, easements (access and utility), adjacent right-of-way, driveways, vision triangle, utility connections, parking, solid waste facilities, spot elevations, transformer location, setbacks, and buildings and uses on adjacent properties. (For Tentative Maps: include topographic survey and all information required in Sunnyvale Municipal Code Section 18.20.060 Tentative map—Preparation—Form and information to be shown).
- Parking and Circulation** - Provide a fully-dimensioned parking (auto and bicycle) and circulation plan (auto and pedestrian), including emergency vehicle access road providing 150-foot hose reach around first floor and 26-foot unobstructed width fire apparatus access road if exceeding 30 feet in height.
- Landscape 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.
- Architectural Elevations** - Provide both existing and proposed. Elevations should include the roof pitch, exterior materials and exterior mechanical equipment.
- Floor 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.
- Streetscape Elevations** - Provide both existing and proposed elevations visible from the public right of way including adjacent structures.
- 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>
 - Maps; 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