



SINGLE-FAMILY AND DUPLEX

The following are submittal requirements for the addition to or construction of a new single-family home or duplex. A submittal missing any of the checked items will not be accepted. Applications must be digitally submitted online - <https://www.sunnyvale.ca.gov/business-and-development/planning-and-building/permit-center>.

Date: _____ Staff Contact: _____

PROPERTY INFORMATION

Site Address: _____ APN: _____
Zoning: _____ Combining District: _____ Lot Size: _____

PROPOSAL INFORMATION

Project Description: _____

PERMIT TYPE	APPROVAL BODY
<input type="checkbox"/> Design Review <input type="checkbox"/> Variance <input type="checkbox"/> Use Permit/Special Development Permit <input type="checkbox"/> Other: _____	<input type="checkbox"/> Staff Level <input type="checkbox"/> Zoning Administrator <input type="checkbox"/> Planning Commission

SUBMITTAL MATERIALS

- [Owner Certification](#)
- Owner Declaration - Residential Demolition**
- Plans** including the following:
 - Hard copies of plans** - 12 sets of 11"x17" colored plans may be required 2 weeks prior to the public hearing date, to be confirmed by the project planner.
 - Project Data** - Including lot size, existing and proposed calculations of living area, garage, other floor area (such as covered porches at front door, attached covered patios or sheds), Floor Area Ratio (FAR), lot coverage and grade differential of adjacent properties.
 - Site Plan** - Including lot dimensions and the location of the building(s), property lines, adjacent right-of-way, sidewalk, planter strips, easements, rear yard power lines, setbacks, vision triangles, and protected trees for both existing and proposed. Proposed fencing may also be included on the site plan with an architectural elevation.
 - Floor Plans** - Provide dimensions for both existing and proposed.
 - Roof Plan** - Indicate the existing and proposed roof plan including slope.
 - Architectural Elevations** - Provide both existing and proposed. Elevations should include the roof pitch and exterior materials.
 - Solar Shading Analysis** (required for two-story additions or two-story structures).
 - Streetscape Elevations** - Provide elevations visible from the public right-of-way of the proposed project and both adjacent houses and include the height of the buildings.
 - 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

One-Stop Permit Center at City Hall, 456 W. Olive Ave., 408-730-7444
Building and Planning hours are 8 a.m. - 12:30 p.m. and 1 - 5 p.m.
Sunnyvale.ca.gov

point. For two-story additions or new homes, certified elevation data shall be submitted to establish property grades.

- Preliminary Stormwater Management Plan**
- Landscaping and Irrigation** - Provide the locations of proposed landscaping and indicate which water-efficiency design option is selected. Show and label each hydrozone with size of the area, proposed plantings and water use type, and irrigation type (if applicable).
- Additional Visual Aids** - renderings, perspective drawings, drone views (including surrounding neighborhoods), context views (including surrounding neighborhoods), etc. may be required.
- Preliminary Title Report** produced within the last 3 months (include all supporting recorded exhibits/documents).
- Stormwater Management Data Form**
- Water-Efficient Landscaping Checklist and Water Budget Calculation Worksheets** (if applicable).
- Use Permit/Special Development Permit Justification Form**
- Justification Letter for Tandem Covered Parking Allowance**
- Materials/Color Board** of all exteriors, and windows and doors specifications.
- Photos** - Provide photos of the site, adjacent homes, and homes directly across the street. Note addresses on the photos.
- Green Building Checklist**
- Fee** (non-refundable) _____

RESOURCES

- **Major Residential Remodels/New Construction:** <https://www.sunnyvale.ca.gov/home/showpublisheddocument/1776/637820861885070000>
- **Planning and Building:** <https://www.sunnyvale.ca.gov/business-and-development/planning-and-building>
- **Building and Fire Codes:** <https://www.sunnyvale.ca.gov/business-and-development/planning-and-building/building-and-fire-codes>
- **Homes, Streets and Property:** <https://www.sunnyvale.ca.gov/homes-streets-and-property>