

# STAFF LEVEL REVIEW

Staff-level review processes is provided through a Miscellaneous Plan Permit and is intended to improve the design quality of developments, enhance and protect existing neighborhoods, and promote an orderly and attractive community.

## MISCELLANEOUS PLAN PERMITS (MPP)

The Miscellaneous Plan Permit is an administrative, staff level review, process used for those types of permits that are more routine in nature and generally smaller in scale. Due to the smaller scale of these projects, the project plans are generally reviewed by Planning Division staff and additional review is coordinated by the project planner with other departments (if needed). This generally allows for a shorter time period for review. Some examples of projects that may be reviewed through an MPP include:

- Accessory Dwelling Units (non-streamlined)
- Dual Urban Housing (DUO) units
- Accessory storage and ground mounted electrical equipment, including swimming pool heaters
- Parking management plans
- Architectural, landscaping, lighting, or parking lot modifications for non-residential projects
- New permanent signs, temporary signs or Master Sign Programs
- Certain changes of use specified by the Sunnyvale Municipal Code
- Unenclosed temporary uses such as Christmas tree or pumpkin retail sales, or special outdoor events
- Outdoor seating
- Recycling and trash enclosures
- Solar heating/cooling facilities
- Stream protection review
- Extension of time for previously approved projects
- Waiver of screening requirements for exposed equipment

Planning reviews MPPs for compliance with applicable development standards and possible negative effects on surrounding properties. Submittal requirements may vary based on the type of project you have proposed. Speak with a planner at the One-Stop Permit Center to determine the level of information that you need to submit for your project.

