



Sunnyvale

TENTATIVE MAPS / TENTATIVE PARCEL MAPS

The following are submittal requirements for a project that includes the creation of new parcels. Refer to other submittal checklists if the proposed map is combined with additional Planning permits. A submittal missing any of the checked items will not be accepted. Application materials 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"/> Tentative Parcel Map (4 or fewer lots or condominium units)	<input type="checkbox"/> Staff
<input type="checkbox"/> Tentative Map (5 or more lots)	<input type="checkbox"/> Zoning Administrator
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Planning Commission
	<input type="checkbox"/> City Council

SUBMITTAL MATERIALS

- [Owner Certification](#)
- Plans - See page 2 for the information needed on plan sets.
- Project Data Sheet
- Preliminary Title Report produced within the last 3 months (include all supporting recorded exhibits/documents).
- Use Permit/Special Development Permit Justification Form
- Stormwater Management Data Form
- Environmental Information Form
- Photos of the site and surrounding area.
- 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.

<input type="checkbox"/> Local Transportation Analysis - per City Council Policy 1.2.8	<input type="checkbox"/> Draft TDM Plan
<input type="checkbox"/> Noise Study	<input type="checkbox"/> FAA Clearance Letter
<input type="checkbox"/> Biological Study	<input type="checkbox"/> CHRIS Letter
<input type="checkbox"/> Phase I and II Site Assessment	<input type="checkbox"/> Queuing Analysis
<input type="checkbox"/> Air Quality/Greenhouse Gas	<input type="checkbox"/> Sanitary Sewer Study
<input type="checkbox"/> Geotechnical Study	<input type="checkbox"/> Water Hydraulic Modeling Study
<input type="checkbox"/> Cultural Study	<input type="checkbox"/> Other

Fee (non-refundable) _____

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

PLANS

- **Plan Submittal** - 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 existing lot size, proposed lot sizes, and calculations of floor area and lot coverage for existing and proposed structures. Refer to Sunnyvale Municipal Code Section 18.20.050.
- **Site Plan** - Including lot dimensions and the location of the building(s), property lines, easements, utilities, adjacent right-of-way, driveways, curb cuts, spot elevations, solid waste facilities, stormwater facilities, topographic survey and all information required in Sunnyvale Municipal Code Section 18.20.060 Tentative map—Preparation—Form and information to be shown.
- **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.
- **Preliminary Stormwater Management Plan and Stormwater Management Data Form** - A draft plan indicating project sizing and location of treatment measures and completed form and a completed Stormwater Management Data Form.
- **Floor Plans** - Provide dimensions for both existing and proposed if any structures are remaining on site.
- **Architectural Elevations** - Provide both existing and proposed for any structure proposed to remain or altered as part of the proposed map.

RESOURCES:

- **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>
- **Sunnyvale Municipal Code Chapter 18 Subdivisions:** https://library.qcode.us/lib/sunnyvale_ca/pub/municipal_code/item/title_18