CHANGE OF USE

The following are submittal requirements for a project that includes a change of use. 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
☐ Miscellaneous Plan Permit	☐ Staff Level
☐ Variance	☐ Zoning Administrator
☐ Use Permit/Special Development Permit	☐ Planning Commission
☐ Other:_____	☐ City Council

SUBMITTAL MATERIALS

☐ **Owner Certification**

☐ **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 size of tenant space occupied.

☐ **Plans** – See page 2 for more information needed on plan sets.

☐ **Project Data Sheet**

☐ **Use Permit/Special Development Permit Justification Form**

☐ **Stormwater Management Data Form**

☐ **Photos** of the project area and provide a legend for clarification.

☐ **Materials/Color Board and Color Rendering**

☐ **Environmental Information Form**

☐ **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.

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

☐ **CALGreen Checklist**

☐ **Green Building Checklist**

☐ **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 lot size, total building floor area, tenant floor area, Floor Area Ratio (FAR), lot coverage, landscaping area, and parking analysis.

☐ **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 -** Refer to "Design Requirements for Recycling, Organics and Garbage Services."

☐ **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.

☐ **Preliminary Stormwater Management Plan**

☐ **Additional Visual Aids** – renderings, perspective drawings, drone views (including surrounding neighborhoods), context views (including surrounding neighborhoods), etc. may be required.

RESOURCES

- **Planning Division – Non-residential:**
  https://www.sunnyvale.ca.gov/business-and-development/planning-and-building/permit-center/multi-family-and-nonresidential
- **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

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