



DUAL URBAN OPPORTUNITY HOUSING

The following are submittal requirements for projects that fall under Chapters 18.26 (Urban Lot Splits) and 19.78 (Dual Urban Opportunity Housing). 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"/> Miscellaneous Plan Permit	<input type="checkbox"/> Staff
<input type="checkbox"/> Tentative Parcel Map for Urban Lot Split	

SUBMITTAL MATERIALS

- ☐ [Owner Certification](#)
- ☐ **Urban Lot Split Affidavit** signed by the property owner (for projects proposing an Urban Lot Split).
- ☐ **Owner Declaration** signed by the property owner (for projects **not** proposing an Urban Lot Split).
- ☐ **Plans** including the following:
 - ☐ **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, driveways, utility connections, parking, solid waste storage, transformer location(s), sidewalk, planter strips, easements (access and utilities), rear yard power lines, setbacks, vision triangles, existing and proposed trees with diameters, spot elevations, and uses on adjacent properties. Proposed fencing to be included on the site plan with an architectural elevation.
 - ☐ **Tentative Parcel Map** - (required for projects proposing an Urban Lot Split) Including topographic survey, existing and proposed building footprint(s), dry utility lines and connections, subdivision development plan including proposed land use and zoning, any proposed street improvements including driveways, proposed method of sewage disposal to the City main, proposed drainage facilities to the City main, proposed method for potable water delivery, including connection to the main and location of water meters, protective covenants to be recorded, proposed tree planting, proposed street lighting (if applicable), and any information regarding the development of the proposed subdivision which may be of importance to City staff. For Tentative Maps, refer to Sunnyvale Municipal Code Section 18.20.050 and Tentative Map Submittal Checklist.
 - ☐ **Floor Plans** - Provide dimensions for both existing and proposed for all units.
 - ☐ **Roof Plan** - Indicate the existing and proposed roof plan including slope for all units.
 - ☐ **Architectural Elevations** - Provide both existing and proposed for all units. Elevations should include the roof pitch, exterior materials, and exterior mechanical equipment.
 - ☐ **Solar Shading Analysis** (required for two-story additions or two-story structures).

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

- ☐ **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 sections for each unit 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 sections should include the base elevation at top of curb, finished floor elevations, ceiling elevations, plate heights and highest roof point. For two-story additions or new units, 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.
- ☐ **Additional Visual Aids** - renderings, perspective drawings, drone views (including surrounding neighborhoods), context views (including surrounding neighborhoods), etc. may be required.
- ☐ **Preliminary Title Report** (required for projects proposing an Urban Lot Split) 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).
- ☐ **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.
- ☐ **CALGreen Checklist**
- ☐ **Green Building Checklist**
- ☐ **Fee** (non-refundable) _____

NOTES

- **Fire Sprinklers:** If you are building a new house or an addition greater than 50% of the existing living area (not including the garage), you are required to install fire sprinklers through the entire house. The installation of fire sprinklers may require additional upgrades for your water meter. Please consult with the Engineering Division of the Public Works Department.
- **Increase in Bedrooms:** Increasing the number of bedrooms to more than two in existing homes will require an additional sewer fee. Please consult with the Engineering Division of the Public Works Department as the fee varies. The fee will be collected at issuance of building permit.

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