



HERITAGE PRESERVATION COMMISSION

The following are submittal requirements for an application to the Heritage Preservation Commission. 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

- ☐ Resource Alteration Permit
- ☐ Landmark Alteration Permit
- ☐ Mills Act Contract

SUBMITTAL MATERIALS

- ☐ [Owner Certification](#)
- ☐ **Description** - A detailed written explanation of your proposal.
- ☐ **Inventory/Designation Worksheet** (and supporting materials)
- ☐ If you are nominating a Landmark District designation, provide a list with the following information for each property in the district: address of subject property, assessor parcel number, property size, property owner (legal name, addresses, phone number).
- ☐ **Preliminary Title Report** produced within the last 3 months (include all supporting recorded exhibits/documents).
- ☐ **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.
- ☐ **Preliminary Stormwater Management Plan**
- ☐ **Solar Study** (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 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.
- ☐ **Solid Waste** - Refer to "Design Requirements for Recycling, Organics and Garbage Services".
- ☐ **Additional Visual Aids** - renderings, perspective drawings, drone views (including surrounding neighborhoods), context views (including surrounding neighborhoods), etc. may be required.
- ☐ **Materials/Color Board** of all exteriors, and windows and doors specifications.
- ☐ **Photos** of the block face, addresses and provide a legend for clarification.

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>