



MULTI-FAMILY & MIXED USE

The following are formal Planning application submittal requirements for multi-family residential and mixed-use projects. 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 Level
<input type="checkbox"/> Variance	<input type="checkbox"/> Zoning Administrator
<input type="checkbox"/> Use Permit/Special Development Permit	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> Other: _____	<input type="checkbox"/> City Council

SUBMITTAL MATERIALS

- ☐ [Owner Certification](#)
- ☐ Owner Declaration - Residential Demolition
- ☐ Project Description Letter - Description of existing site conditions and proposed project. Clearly note if density bonus is being proposed, income level of below market rate housing units, and all State housing laws being utilized. Provide justifications if concessions and waivers are requested.
- ☐ Plans - See page 2 for more information needed on plan sets.
- ☐ Project Data Sheet completed by applicant.
- ☐ Preliminary Title Report produced within the last 3 months (include all supporting recorded exhibits/documents).
- ☐ Environmental Information Form
- ☐ Stormwater Management Data Form
- ☐ Water-Efficient Landscaping Checklist and Water Budget Calculation Worksheets (if applicable).
- ☐ Use Permit/Special Development Permit Justification Form
- ☐ Arborists Report, Tree Survey and Protection Plan prepared by an ISA certified arborist. Report must include a location map, species, size, condition, and valuation (as per Zoning Code 19.94.110(a)).
- ☐ 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
- ☐ Affordable Housing Compliance Plan
- ☐ Materials/Color Board of all exteriors, and windows and doors specifications.
- ☐ Photos of the site and adjacent properties, addresses, and provide legend for clarification.
- ☐ Green Building Checklist

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](https://www.sunnyvale.ca.gov)

- ☐ **Fee** (non-refundable) _____

PLANS

- ☐ **Hard copies of plans** - 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 and existing and proposed calculations of living area, garage, other floor area, Floor Area Ratio (FAR), lot coverage, pervious and impervious surfaces, occupancy classification and construction type (per the California Building Code or the California Residential Code.)
- ☐ **Site Plan** - Including lot dimensions and the location of the building(s), required storage, property lines, easements (access and utility), adjacent right-of-way, driveways, vision triangle, utility connections, parking, solid waste facilities, spot elevations, transformer location, setbacks, and buildings and uses on adjacent properties.
- ☐ **Parking and Circulation** - Provide a fully-dimensioned parking (auto and bicycle) and circulation plan (auto and pedestrian), including emergency vehicle access road providing 150-foot hose reach around first floor and 26-foot unobstructed width fire apparatus access road if exceeding 30 feet in height. Display all fire hydrants within 300 feet of the site.
- ☐ **Landscape and Irrigation** - Provide the locations of existing landscaping, protected trees, proposed landscaping, trees proposed to be removed, site fencing (include elevations with dimensions) for areas affected by the proposed addition or changes. Indicate which water-efficiency design option is selected and label each hydrozone with size of the area, plantings, water use type, and irrigation type. Provide an area calculation diagram that shows areas counted towards landscaping and usable open space.
- ☐ **Preliminary Stormwater Management Plan**
- ☐ **Solid Waste** - Refer to "Design Requirements for Recycling, Organics and Garbage Services".
- ☐ **Architectural Elevations** - Provide both existing and proposed. Elevations should include the roof pitch, exterior materials and exterior mechanical equipment.
- ☐ **Floor Plans** - Provide dimensions for both existing and proposed.
- ☐ **Roof Plan** - Indicate existing and proposed roof plans and slope. Also indicate any exterior mechanical equipment and required screening.
- ☐ **Streetscape Requirements** - Provide necessary easements dedications and streetscape improvements as required per Sunnyvale Municipal Code section 18.08.020 City's Standard Design Guidelines and City details as well as applicable Specific or Precise Plans.
- ☐ **Streetscape Elevations** - Provide both existing and proposed elevations visible from the public right of way including adjacent structures.
- ☐ **Solar Shading Analysis** (required for two or more stories).
- ☐ **Building Height** - Provide site section 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 section should include the base elevation at top of curb, finished floor elevations, ceiling elevations, plate heights and highest roof point.
- ☐ **Preliminary On-Site Lighting Plan** - Indicate the location of all parking lot, pathway, photometric plan and structure lighting. Specifications for lighting fixtures should be provided.
- ☐ **Additional Visual Aids** - renderings, perspective drawings, drone views (including surrounding neighborhoods), context views (including surrounding neighborhoods), etc. may be required.

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>