



# GENERAL SUBMITTAL REQUIREMENTS

The following are general submittal requirements. 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](#)
- ☐ **Project Description Letter** - Letter indicating the proposed use, hours of operation, list of tenants, number of employees, and previous use.
- ☐ **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**
- ☐ **Water-Efficient Landscaping Checklist and Water Budget Calculation Worksheets** (if applicable)
- ☐ **Stormwater Management Data Form**
- ☐ **Environmental Information Form**
- ☐ **Photos** of the block face, addresses and provide a legend for clarification.
- ☐ **Materials/Color Board**
- ☐ **Color Rendering(s)**
- ☐ **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"/> <b>Local Transportation Analysis</b> - per City Council Policy 1.2.8	<input type="checkbox"/> <b>Draft TDM Plan</b>
<input type="checkbox"/> <b>Noise Study</b>	<input type="checkbox"/> <b>FAA Clearance Letter</b>
<input type="checkbox"/> <b>Biological Study</b>	<input type="checkbox"/> <b>CHRIS Letter</b>
<input type="checkbox"/> <b>Phase I and II Site Assessment</b>	<input type="checkbox"/> <b>Queuing Analysis</b>
<input type="checkbox"/> <b>Air Quality/Greenhouse Gas</b>	<input type="checkbox"/> <b>Sanitary Sewer Study</b>
<input type="checkbox"/> <b>Geotechnical Study</b>	<input type="checkbox"/> <b>Water Hydraulic Modeling Study</b>
<input type="checkbox"/> <b>Cultural Study</b>	<input type="checkbox"/> <b>Other</b>

- ☐ **CALGreen 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)

☐ **Green Building Checklist**

☐ **Fee** (non-refundable) \_\_\_\_\_

## PLANS

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- ☐ **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, existing and proposed floor area, Floor Area Ratio (FAR), lot coverage, landscaping area, parking analysis, fence locations, pervious and impervious surfaces and grade differential of adjacent properties.
- ☐ **Site Plan** - Including lot dimensions and the location of the building(s), property lines, easements, adjacent right-of-way, driveways, curb cuts, vision triangles, parking spaces, solid waste facilities, exterior mechanical equipment, transformer location, setbacks.
- ☐ **Parking and Circulation** - Provide a fully-dimensioned parking (auto and bicycle) and circulation plan (this may be included as part of the site plan).
- ☐ **Landscaping 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 for the proposed landscaping, and show and label each hydrozone with size of the area, proposed plantings and water use type, and irrigation type.
- ☐ **Preliminary Stormwater Management Plan**
- ☐ **Preliminary Utility Plan** - Show existing and proposed sanitary sewer, storm drain, domestic water, fire service and reclaimed water (if applicable).
- ☐ **Solid Waste** - Refer to "Design Requirements for Recycling, Organics and Garbage Services".
- ☐ **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.
- ☐ **Architectural Elevations** - Provide both existing and proposed. Elevations should include the roof pitch, exterior materials, exterior mechanical equipment and associated screening.
- ☐ **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

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- **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>