



SINGLE-FAMILY AND DUPLEX

The following are Planning Application submittal requirements for additions to existing homes in any zoning district, demolition and construction of a new home, not associated with a subdivision of five or more lots in any zoning district, and accessory dwelling units that are created out of new construction on the second level of the primary dwelling unit in the applicable zoning district. Submittal of a Planning Application will require a copy of this form and the following information noted below. A submittal missing any of the checked items may not be accepted.

Date: _____

Staff Contact: _____

PROPERTY INFORMATION

Site Address: _____

APN: _____

Zoning: _____ Combining District: _____

Lot Size: _____

PROPOSAL INFORMATION

Project Description: _____

PERMIT TYPE	APPROVAL BODY	PLAN SUBMITTAL
<input type="checkbox"/> Miscellaneous Plan Permit / Design Review <input type="checkbox"/> Variance <input type="checkbox"/> Major Design Review / Use Permit/ Special Development Permit <input type="checkbox"/> Other: _____	<input type="checkbox"/> Staff <input type="checkbox"/> Zoning Administrator <input type="checkbox"/> Planning Commission	<input type="checkbox"/> 2 Full-sized sets (24"x36") <input type="checkbox"/> 5 Full-sized sets (24"x36") <input type="checkbox"/> See Notes on back

SUBMITTAL MATERIALS

- Application signed by the property owner.
- 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. See **Project Data Sheet Template**.
 - Site Plan** - Including lot dimensions and the location of the building(s), property lines, adjacent right-of-way, sidewalk, planter strips, easements, rear yard power lines, setbacks, vision triangles, and protected trees for both existing and proposed. Proposed fencing may also be included on the site plan with an architectural elevation.
 - Floor Plans** - Provide dimensions for both existing and proposed.
 - Roof Plan** - Indicate the existing and proposed roof plan including slope.
 - Architectural Elevations** - Provide both existing and proposed. Elevations should include the roof pitch and exterior materials.
 - 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.
 - Planning Commission:** If the project is going to Planning Commission an electronic copy (PDF) of the streetscape elevation is required.
 - 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. For two story additions or new homes, certified elevation data shall be submitted to establish property grades.

One-Stop Permit Center at City Hall, 456 W. Olive Ave., 408-730-7444
 Building and Planning Division representatives are available 8 a.m. - 12:30 p.m. and 1 p.m. - 5 p.m.
 Sunnyvale.ca.gov - Search "Planning and Building"

SUBMITTAL MATERIALS CONT'D

- Plan Submittal:** An additional 12 sets of 11"x17" plans must be submitted 2 weeks prior to the public hearing date. A digital copy may be required and is encouraged (3 megabyte maximum). The project planner will notify the applicant when the additional plan sets are needed.
- Preliminary Title Report** (required for new construction and accessory living units). Provide two hard copies and one digital copy, produced within the last 3 months (include all supporting recorded exhibits/documents).
- Landscaping and Irrigation (New Homes Only)** - 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.
- Water-Efficient Landscaping Checklist and Water Budget Calculation Worksheets** (if applicable).
- Use Permit/Special Development Permit Justification Form** completed by applicant.
- Justification Letter for Tandem Covered Parking Allowance** completed by applicant.
- Photos** - Provide photos of the adjacent homes and homes directly across the street. Note addresses on the photos.
- Solar Study** (required for two story additions or two story structures).
- Green Building Checklist** - as required by the City's [Green Building Program](#)
- Fee** (non refundable) _____
- Additional Visual Aids** - perspective drawings, drone views (including surrounding neighborhoods), context views (including surrounding neighborhoods), etc. may be required.

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.
- **City Trees:** When feasible City trees may be required to be planted in accordance with the standards approved by the City Council. Please consult with the Planning Division project planner and the Trees and Landscape Division of the Public Works Department. (408) 730-7506
- **Valuation Estimate:** The following table may be used to determine if a *Build It Green* Greenpoint-Rated Checklist will be required to be submitted with the Design Review application for a residential addition and/or remodel.

RESOURCES

- **Planning and Building Divisions** - <https://sunnyvale.ca.gov/business/planning/default.htm>
 - Residential Planning: Single-Family Development; Applications: Miscellaneous Plan Permit; Design Guidelines; General Plan; Zoning Code; Residential Information
- **Public Works Department** - <https://sunnyvale.ca.gov/property/default.htm>
 - City Trees - Sunnyvale Municipal Code Chapter 13.16 - <http://qcode.us/codes/sunnyvale/>