



DUAL URBAN OPPORTUNITY HOUSING

The following are Planning Application submittal requirements for project developed under the allowances of Chapters 18.26 (Urban Lot Splits) and 19.78 (Dual Urban Opportunity Housing). Submittal of any 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 <input type="checkbox"/> Tentative Parcel Map for Urban Lot Split	<input type="checkbox"/> Staff	<input type="checkbox"/> Digital Submittal Via Email <input type="checkbox"/> If in person submittal, 2 full-sized sets (24"x36")

SUBMITTAL MATERIALS

- Application** signed by the property owner.
- 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.
 - 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** - Refer to the City of Sunnyvale Stormwater Best Management Practices (BMP) Guidance Manuals, located at: <https://sunnyvale.ca.gov/business/planning/permit/nonresidential.htm>
- 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.
- Electronic Copy of Submittal** - All applications, whether submitted in person or electronically, must be submitted in an electronic form per the City's requirements which can be found here: <https://sunnyvale.ca.gov/civicaX/filebank/blobload.aspx?BlobID=27938>.
- Preliminary Title Report** (required for projects proposing an Urban Lot Split). Provide two hard copies and one digital copy, produced within the last 3 months (include all supporting recorded exhibits/documents).
- 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.
- Stormwater Management Data Form** completed by applicant.
- Water-Efficient Landscaping Checklist** and **Water Budget Calculation Worksheets** (if applicable).
- Justification Letter for Tandem Covered Parking Allowance** completed by applicant.
- 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.
- Green Building Checklist** - as required by the City's [Green Building Program](#)
- Fee(s)** (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.
- **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>
 - Applications: Miscellaneous Plan Permit; Design Guidelines; General Plan; Zoning Code; Residential Information
- **Public Works Department** - <https://sunnyvale.ca.gov/property/default.htm>
 - Checklist for Parcel Map Recordation Requirements: <https://sunnyvale.ca.gov/civicaX/filebank/blobload.aspx?BlobID=23627>
 - Parcel Map - Submittal Checklist: <https://sunnyvale.ca.gov/civicaX/filebank/blobload.aspx?BlobID=23625>
 - Map Content Template: <https://sunnyvale.ca.gov/civicaX/filebank/blobload.aspx?BlobID=23626>