



PUBLIC WORKS CONFIRMATION FORM

Public Works Department
10300 Torre Avenue
Cupertino, CA 95014
(408) 777-3354 / Fax (408) 777-3333

engineering@cupertino.org
<http://www.cupertino.org/publicworks>

A Public Works Confirmation Form, if required, must be completed by Public Works staff **prior to project submittal** to the Planning Department. The purpose of this form is to identify preliminary Public Works comments and requirements which may adversely affect the application. Additional requirements may be identified at the Building Permit stage in which the applicant will be responsible to make the necessary plan revisions to the satisfaction of the Director of Public Works.

If a Building Permit Application is submitted within one year of the sign-off date at the bottom, the confirmation fee will be applied towards the Public Works Plan Check fee. **Please complete the project information below and submit this form, the fee, and a copy of the preliminary plans to the Public Works Department for review.**

PROJECT ADDRESS: _____ EMAIL ADDRESS: _____

APPLICANT NAME: _____ PHONE: _____

For Public Works Department Use Only (please do not write below this section)

- Public Works Confirmation Fee Paid (\$_____) – Case Number: _____
 Addition _____ Single-Family Dwelling _____ Flood Zone _____

REQUIREMENTS

Address checked boxes and comments noted at the Building Permit stage, unless otherwise stated.

- Dedicate Right-of-Way or Grant of Easement¹: _____
¹The City reserves the right to require dedication of right-of-way or grant of easement to meet public access and utility service requirements and may require them upon review of the construction plans and documents provided at the Building Permit stage.
- Boundary & Topographic Survey and Horizontal Control Plan per City's [Licensed Survey Policy](#)
- Offsite improvements required. Show on plan: sidewalk, curb and gutter, curb ramp, driveway, pavement, street light, street tree
- Registered civil engineer required to design grading plans or improvement plans
- Clearly show all utility lines from the house/project site to the street (electric, electric panel, gas, water, sewer). Indicate as new (N) or existing (E)
- Underground all overhead utility service to new house or new electric panel
- Show roof down spouts with splash blocks to direct runoff towards landscaped areas
- Show onsite drainage with flow direction or slope percentage to direct runoff towards street
- Minimize impervious surface and promote water infiltration
- Encroachment Permit or Development Agreement
- Streamside Permit
- Soils Letter/Report
- Master Storm Area Fees (\$_____)
- Submit Grant Deed and Preliminary Title Report (for Quitclaim Deed of Underground Water Rights)
- Parkland Dedication In-lieu Fees (\$_____)

COMMENTS:

SIGNATURE

TITLE

DATE