

COMMUNITY DEVELOPMENT DEPARTMENT BUILDING DIVISION

CITY HALL 10300 TORRE AVENUE • CUPERTINO, CA 95014-3255 TELEPHONE: (408) 777-3228 • FAX: (408) 777-3333 CUPERTINO.ORG

RESIDENTIAL/MULTI-FAMILY PLAN REVIEW SUBMITTAL CHECKLIST

			Accesso	ry Dwellii (ADU)	ng Unit	Single Fa	Multi-Family Unit			
	Legend: ■ Required □ Required if Applicable N/A Not Applicable BL Building Division PL Planning Division PW Public Works Department	Responsible Departments	New Detached ADU	New Attached ADU	New Junior ADU	New Single-Family Dwelling Unit or Duplex	Single-Family Dwelling Unit Addition	New R3 Multi-Family Dwelling Unit	New R2 Multi-Family Dwelling Unit	New Mixed-Use: Residential/Commercial
	Required Submittal Information									
	Scope of Work.	BL	=	-		-	-		•	
	Governing Codes: 2022 California Codes and Cupertino Municipal Code.	BL	-	•			•	-		
	Name and address of property owner.	BL	•	•						
	Vicinity map with north arrow, location and boundary of project, major cross streets, and existing street pattern.	BL	-	•		•	-	-	•	
	Drawing Index listing all plan sheets that are part of the official drawing set.	BL	-	•		•	•	-	•	
	Project Data including assessor's parcel number, use of building, type of construction, floor area, # stories, etc.	BL	-	=		•	-	-	-	-
	Deferred Submittal Items.	BL								
	Special Inspection / Structural Observation Items.	BL								
l 	Alternative Materials and Methods granted for project.	BL								
COVER SHEET	 Development Program including the following: a. Size of property including gross and net lot area (square feet and acres). b. Maximum, existing, and proposed lot coverage in square feet and percent (total area of site covered by structures, roofs, overhangs, and eaves divided by net lot area). c. Maximum, existing, and proposed floor area ratio in square feet and percent for each floor and total (total area total area of all floors of a building measured to the outside surfaces of exterior walls divided by net lot area). d. Maximum, existing, and proposed second to first floor area ratio. e. Existing and proposed square footage and percentage of net lot area devoted to landscaping and private useable open space. f. Maximum, existing and proposed height of structures and number of stories. g. Required, existing, and proposed setbacks. h. Parking requirements under City of Cupertino Municipal Code Chapter 19.124.040, unless a different parking standard is allowed under state law. 	PL	•	•	•	•	-	•	•	•
	List of prior development approvals (if applicable).	PL								
	Historical designation (if applicable).	PL								
	General Plan and Zoning designations.	PL		•		•	•		•	-

	Existing and proposed, fully dimensioned site plan with a minimum scale of 1/8"=1' or 1:20 to include, at minimum: a. North arrow; b. Type and dimension of existing overhead utility lines and easements. Location and dimensions of existing and proposed utilities; c. Perimeter and roof outline and dimensions (including Corner Triangle); e. Existing tree species, trunk diameter (measured 4' above natural grade), and driplines; f. Proposed tree location, type, planting sizes, and height; g. Location and dimensions of all existing and proposed structures extending 50 feet beyond the property; h. Paved areas on site with dimensions; i. Label Existing (E), New (N) for Additions, and (D) for Demolitions, and hatch or shade each area to delineate; j. Clearly identify first and second story limits; k. Location and dimensions of parking spaces, back-up areas; l. Existing, new, and replaced landscape areas; m. Location of all natural features; n. Location of exterior light fixtures; and o. Location and dimension of existing street frontage and any proposed improvements (e.g. curb, gutter, sidewalk, driveway, street tree, etc.).	BL/PL/PW	•	•	•			•	•	•
	Demolition Plan in accordance with the Demolition Permit Application Packet	BL/PL								
	Existing and Proposed Floor Plans.	BL								
	Existing and Proposed Floor Area Diagrams.	BL	•		•			•	•	
	Elevations (North, South, East and West). Note: If multiple buildings are proposed, elevation views of all sides of each structure are required.	BL	•						•	
"	Section Views (Longitudinal and Transverse). Note: If high volume spaces, tall attics, staircases and/or bay windows proposed, additional section views though	BL		•	•		-	•		
Š	these areas are required.									
P.	Electrical plans stamped and signed by licensed professional.	BL		=	_	_	-	-	-	-
Z	Plumbing Plans stamped and signed by licensed professional.	BL	-				•	-	-	-
Ĕ	Mechanical Plans stamped and signed by licensed professional.	BL		.	=				•	
Ž	Gas and Plumbing Isometric Drawings.	BL	N/A	N/A	N/A	N/A	N/A		■ N/(0	
STF	Sign Plans (if applicable).	PL	N/A	N/A	N/A	N/A	N/A		N/A	
CONSTRUCTION PLANS	Grading and Drainage Plans, see checklist (if applicable).	BL/PW			N/A					
O	Street Improvement Plans, see checklist (if applicable).	PW	N/A	N/A	N/A					
	Erosion and Sediment Control Plans (if applicable).	PW								
	Lot/Boundary Survey and/or Horizontal Control Plan (Licensed Survey Policy).	BL/PL/PW			N/A					
	Excavation and Shoring Plans.	BL/PW	-		N/A		-	-	-	-
	Foundation Plan with cross-referenced structural details.	BL	-				-	-	-	-
	Floor and Roof Framing Plans with cross-referenced structural details.	BL								
	Color and Materials Board.	PL	•							
	Photo-Simulations / Color Renderings.	PL	N/A	N/A	N/A	N/A	N/A		•	
	Window alignment and privacy protection requirements for second stories or new second story windows.	PL	•						•	
	Lighting Plan.	PL								
	Tree Survey.	PL								
	Planning Permit conditions of approval (if applicable) with annotations to indicate how they are being met or which sheet or document the requirement is met.	PL								
	Contextual Plan.	PL	N/A	N/A	N/A	N/A	N/A	•	•	•
	Density Bonus program, identified waivers, incentives/concessions, parking reductions and justification statement (if applicable).	PL	N/A	N/A	N/A	N/A	N/A			
	Photometric and Lighting Plan.	PL	N/A	N/A	N/A	N/A	N/A		_	■
	Hillside Review/Single Family property with slopes greater than 20% or development on slopes greater than 20%: An application for any development of		14//1	14// (14//	14// (14// (_	_
	property in the RHS zoning district shall include: a. Site Plans that show topographical information at contour intervals not to exceed ten feet and a horizontal map scale of one inch = two hundred feet or larger and identify all areas with slopes thirty percent.	PL	•	•		•	•	•	-	-
	b. Identify whether the property is on a prominent ridgeline or the structure is in the fifteen percent site line from a prominent ridge line.									
	Completed and Signed Construction Permit Application Form.	BL							-	
	Structural Calculations stamped and signed by licensed professional.	BL								
SUPPORTING DOCUMENTS	Geotechnical Soils Investigation report stamped and signed by licensed professional.* Conformance Review Letter from the project geotechnical consultant for the structural and/or civil plans	BL/PW				•	•	-	•	
	Title 24 Energy Certificate of Compliance forms incorporated into all plan sets. Depending on the scope of the project, Installation Certificates may be required	BL	•			•	•	•	•	
	prior to final sign-off for project. CalGreen Checklist.								_	_
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7, 2	Manufacturer's Specifications.	BL BL			N/A					

Hazardous Materials Questionnaire Form. Consistency with Objective Standards. PL	O۱	wner-Builder Disclosure Form. (For property owners applying for their own building permit)	BL				П		П		
Consistency with Objective Standards.									N/A	N/A	
HOA/ ARB Approval Later (if applicable).			PL						•	•	-
Advorst Report (if applicable):		· · ·	PL								
Fiscal Impact Analysis (if applicable). Plu NA	Er	nvironmental Site Assessment (Phase I and II) (if applicable).*	PL			N/A					
Preliminary Trash Management Plan. Affordable Housing Plan. Affordable Housing Plan. Preliminary Trash Management Plan. Affordable Housing Plan. Preliminary Trash Management Plan. Preliminary Trash Management Plan. Affordable Housing Plan. Preliminary Trash Management Plan. Preliminary Trash Management Plan. Preliminary Trash Management Plan. Presence Aportine Chapter 14, 40 Present Plan. Affordable Housing Plan. Affo	Ar	rborist Report (if applicable).*	PL								
Affordable Housing Plan. Affordable Housing Plan. BMR Agreement (if applicable). PL N/A	Fis	iscal Impact Analysis (if applicable).	PL	N/A	N/A	N/A	N/A	N/A	-	•	-
BMR Agreement (if applicable). Public Art requirement (if applicable). Incorporate the City of Cuperino Chapter 17.08. Environmental Protection Standard Requirements sheet into all plan sets. Affidavit from a certified arborist/landscape architect. (Affidavit should have a copy of the privacy planting plan attached). PL	Pr	reliminary Trash Management Plan.	PL	N/A	N/A	N/A	N/A	N/A	-	•	=
Public Art requirement (if applicable). PL N/A	Αf	ffordable Housing Plan.	PL	N/A	N/A	N/A	N/A	N/A		•	-
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Landscape Water-Efficiency Checklist (click for Chapter 14.15: Landscape ordinance). Fence Approval Form (click for Chapter 19.48: Fences). Fence Approval Form (click for Chapter 19.48: Fences). Incorporate the City of Cupertino Best Management Practices (BMP) sheet into all plan sets. Grant Deed, Preliminary Title Report, and Authorized Signatory if property is owned by an LLC or corporate entity. Street Tree Request Form (if applicable). Stormwater Management Plan (if applicable). Completed and Signed Streamside Modification Permit (if applicable). Completed and Signed Streamside Modification Permit (if applicable). Completed and Signed Revocable Encroachment Permit (if applicable). Hydrology Calculations and/or Hydraulic Analysis (if applicable). Notarized Documents (Installation Agreement, Maintenance Agreement, Quitclaim Deed and Authorization for Underground Water Rights, Roadway Dedication or Grant of Easement) (if applicable). Building Department 408-777-3236 Public Works Department 408-777-3308 Public Works Department 408-777-3354 Santa Clara County Fire Department 408-918-3400 (Apply to food establishment) County Health Department 408-918-3400 (Apply to food establishment) Sunnyvale Sanitary Sewer District 408-253-7071 (Applicable to only Sunnyvale Sanitary)	Ind	corporate the City of Cupertino Chapter 17.08: Environmental Protection Standard Requirements sheet into all plan sets.	PL					•		•	-
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	Cι	upertino Sanitary Sewer District 408-253-7071 (Applicable to only Cupertino Sanitary)		•	•	-	•	•	-	•	•
If an existing residence is proposed to be demolished as part of the construction of a new residence, a <u>Demolition Permit Application</u> shall be applied for at the same time the construction permit application for the new residence is submitted.	Su	unnyvale Sanitary Sewer District 408-730-7444 (Applicable to only Sunnyvale Sanitary)		•	•	N/A	•	•	•	•	•
2 Same time the seneration permit approaches to sustained.		an existing residence is proposed to be demolished as part of the construction of a new residence, a <u>Demolition Permit Application</u> shall be applied for at the ame time the construction permit application for the new residence is submitted.	BL								

^{*} Technical reports will require peer review to be completed at the expense of the property owner, by the City's contracted consultants.