



CUPERTINO

PRE-APPLICATION FORM

Community Development Department
10300 Torre Avenue
Cupertino, CA 95014

(408) 777-3308 / Fax (408) 777-3333
planning@cupertino.org
<http://www.cupertino.org/planning>

PLEASE NOTE:

A pre-application conference is required prior to submittal on all applications. The purpose of the pre-application conference is to determine if the application is ready for submittal. Application fees are nonrefundable.

Please call your project manager to schedule a time for the review of your application materials. We suggest you allow enough time prior to the application deadline to prepare additional information or make changes in case any are needed.

Please bring this form to the pre-application meeting for a signature.

Include this form in your application submittal.

Application Request: _____

Comments: _____

Public Works Confirmation form?

Signed (planner) _____

Date _____

As a part of the application review process, City of Cupertino employees may visit your site in order to take photographs, slides and/or videotape. These materials may be shown at a city meeting.



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APPLICATION FORM

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Property Owner

Phone (w)

Phone (h)

X

Street Address

Fax

Cell

City, State, Zip Code

E-Mail

Project Contact Person

Phone (w)

Phone (h)

X

Street Address

Fax

Cell

City, State, Zip Code

E-Mail

Project Address

APN (s)

Brief Project Description

I certify that the foregoing statements are true and correct to the best of my knowledge. I understand that a misrepresentation of any submitted data may invalidate an approval by the Director of Community Development, Design Review Committee, Planning Commission or City Council of this application. I understand that the application may be withdrawn if my authorized representative or I is not present at the scheduled meeting(s) unless a written request for postponement has been presented to the applicable review body. I have discussed this application with the Public Works staff and I understand the public improvement requirements associated with this proposal. I understand application fees are nonrefundable.

X

Applicant's Signature

Date

I declare under penalty of perjury that I am the owner of said property or have Power of Attorney (attach copy) from said property owner and that I consent to the above-described application and I authorize City staff to visit the site in order to take photographs, slides and/or videotape that may be shown at a city meeting. I understand application fees are nonrefundable.

X

Property Owner's Signature

Print Property Owner's Name

Date

Staff use only:

Application accepted by _____ on _____

Application type: _____

For Amendments or Modifications, list the original permit: _____



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APPLICATION DESCRIPTIONS

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Major

More than ten thousand square feet of commercial and/or industrial and/or office and/or other non-residential use, or greater than six residential units.

Minor

Ten thousand square feet or less of commercial and/or industrial and/or office and/or other non-residential use, or six or less residential units.

Minor Architectural and Site Approval

Single family home in a planned development zoning district, minor building architectural modifications, landscaping, signs and lighting for new development, redevelopment or modification in such zones where review is required and minor modifications of duplex and multi-family buildings.

Major Architectural and Site Approval

Architectural and site approval for all projects that are not a Minor Architectural and Site Approval application.

Appeal

A request from the project applicant or interested party to reverse or amend a decision made by staff or an advisory body. An appointed public official serving on the board that made the decision subject to the appeal, and appointed public official serving on a board that is directly affected by the decision and current City Council members are exempted from the fee requirement.

Director's Application

An application that receives final approval by staff either via a public hearing/public meeting/comment period or no notification depending on the type of project.

Tentative Map (Five or more parcels)

Parcel Map (Four or less parcels)

Housing Mitigation Fee

Fee collected is used to construct new affordable residential units for Cupertino residents and employees. The fees mitigate the need for affordable units caused by expanding offices creating new jobs and new residential development, office, R&D, industrial and residential development.

NOTES

Mixed-use applications will be classified based upon the highest intensity and review process.

The Director of Community Development will have discretion to classify projects based upon the above criteria.



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CHECK-OFF SHEET

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The table below shows the minimum requirements for each application type. Additional materials may be required as determined by your planner.

<u>Items</u>	<u>Zoning</u>	<u>Use Permit</u>	<u>Tentative Map</u>	<u>Variance/Exception</u>	<u>DRC/AH</u>	<u>Minor Mod</u>
Application Form	X	X	X	X	X	X
Application Fee	X	X	X	X	X	X
Noticing Deposit	X	X	X	X	X	-
Legal Description	X	-	X	-	-	-
Project Description	X	X	X	X	X	X
Justification Statement	-	-	-	X	-	-
Special Studies (see planner)	-	-	-	-	-	-
Exhibits						
Site Plan *	-	X	-	X	X	X
Vicinity Map	X	X	X	X	X	X
Elevations	-	X	X	X	X	X

* For Zoning applications, the site plan information should be shown on a Zoning Plat Map. For Tentative Map applications, the site plan information should be shown on a Subdivision Plat Map.

Other Exhibits (see case manager to determine if these exhibits are necessary)

- C.3 Impervious Surface Form (Exhibit B)
- Landscape Plan
- Floor Plans
- Cross Sections
- Material Board
- Grading Plan
- Sign Exhibits
- Perspectives
- Color Rendering
- Computer Rendered Drawings

Exhibit Copies

All materials must be folded to 8 1/2" x 11", printed side up.
All exhibits must be dated. Revision dates must be included if applicable.

<u>Size</u>	<u>Notes</u>	<u>Planning Commission **</u>	<u>DRC</u>	<u>Minor Mod</u>
Full Size	To scale with min. scale of 1/8" = 1' or 1:20	6	2	1
11"x17"		2	2	2
CD-ROM	PDF, JPEG or TIFF files	1	1	1
Material Board		1	1	1

** Following Prehearing, additional plans may be required. The number of additional plans include 1 full size (24" x 36"), two 11"x17" and 1 CD-ROM.



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GENERAL INSTRUCTIONS

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Step One: Discuss Application with Staff Prior to Submittal

Discuss proposal with Planning, Public Works, Building Department, Central Fire District and County Health Department staff members prior to submittal. The Public Works Confirmation form, if applicable, should be signed by the Public Works Department staff prior to project submittal to the Planning Department. Also, review applicable General Plan policies and Zoning Ordinances. *If the application is complex, a staff member will arrange a conference with other departments to ensure that the application will be complete and consistent with relevant City requirements.* A preliminary planner will be assigned to the project at this time.

Step Two: Fill Out the Application Form

The application must be signed by the legal owner of the property or by an individual with Power of Attorney to represent the legal owner and the applicant, if different. Proof of Power of Attorney must be provided. Include the name, mailing address, e-mail address, phone number and facsimile number of the project contact person.

Step Three: Prepare Plans and/or Special Studies

Obtain the instructions sheets from Planning Staff that describe the content of exhibits needed for the type(s) of application(s) you are filing. Follow the instructions carefully; be sure to include all required contents and the proper number of copies. Fold each sheet to 8 ½" x 11" size, printed side up.

Check with your planner to see if the Architectural Consultant review is required. Please provide one 24" x 36" size plan set, one 11"x17" sized plan set and material board and pay the Architectural Deposit prior to application submittal. Comments from the Architectural Consultant will be routed to the applicant in approximately 2-3 weeks. Finalize plans, making necessary modifications based on the Consultant's comments.

Complex applications may require special exhibits, such as additional perspectives, or studies to describe the proposed project; consult with your planner before proceeding. The time required for these studies will be determined by the consultants assigned to the project.

Step Four: Pre-application Conference

A pre-application conference is required prior to submittal. The purpose of the pre-application conference is to determine if the application is ready for submittal. To schedule a pre-application conference, contact your planner.

Step Five: Public Notice/Outreach

Meaningful public outreach is an essential component of facilitating successful developments in the City of Cupertino. All applicants are expected to provide meaningful outreach to neighbors, identifiable stakeholders, and other concerned parties regarding the proposed project. Failure to provide such outreach may become an impediment to the efficient processing of the project during the public hearing stage.

Step Six: Submit Application Materials (Refer to Application Check-off Sheet)

Refer to the Planning Schedule for the filing deadline and tentative public hearing dates of your application. Check for completeness. *Incomplete applications will not be set for hearing.* Applications filed after a printed deadline will be scheduled for the next hearing date.

Step Seven: Prepare for Hearing/Site Signage

Through the course of the review process, additional issues may arise. The planner will work with you to address those issues and prepare the item for the public hearing. Note the **Public Notice/Outreach** information above in **Step Five**. Site signage must be displayed in conformance with the requirements in Chapter 19.12, Administration, of the Municipal Code and to the satisfaction of the Director of Community Development. On the Thursday or Friday prior to the hearing, a copy of the staff report and model resolution will be e-mailed or sent via U.S. Mail to the owner and applicant.

Sheet **5** of 9



CUPERTINO

SITE PLAN CONTENT REQUIREMENTS

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(*) Denotes items that must be verified by a civil engineer (stamped on plan) unless waived by the Project Planner in writing.

- Scale & north arrow
- Lot line dimensions
- Location, size and type of existing trees and trees to be removed (including trees adversely affected by grading) (*)
- Location of Existing and Proposed Uses
 - Building (wall line and eave line) (*)
 - Landscaped Areas
 - Fences and Walls
 - Decks and Balconies
 - Setbacks and Dimensions
 - Signage
- Location of Existing Buildings and identification of their uses on adjoining properties
- Elevations (*)
 - Elevation at top of curb or proposed corners
 - Existing/Proposed Finished Floor elevation
- Driveways/Parking
 - Typical dimensions
 - Compact stall designation
 - Handicapped stall and ramp
 - Bicycle parking area
 - Loading space/areas
- Existing wells
- Refuse Disposal Enclosures (trash enclosures)
- Public Improvements
 - Dedication Area
 - Sidewalk, Curbs
 - Traffic Islands
- Transformer Vaults
 - Show utility vaults. Contact Brian Wing at PG&E (725-2098) prior to submitting application
- Vicinity map
- Lighting Facilities
- Building cross-sections
 - Relation to street grade
 - Relation to structures on adjoining properties
- Topography and elevation of adjoining properties
- Storm Water Treatment Requirements
- Landscape Plans including Xeriscape and Pest-resistant plant materials



CUPERTINO

SITE PLAN CONTENT REQUIREMENTS *(continued)*

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Project Summary Table - incorporate into Site Plan

Provide Existing and Proposed figures for each item below:

- General Plan Designation
- Zoning Designation
- Site Area (sq. ft. and acres)
 - Net Area (sq. ft. and acres)
 - Gross Area (sq. ft. and acres)
- If Residential
 - Density Calculation
 - Number of Dwelling Units by Type
 - 1 Bedroom
 - 2 Bedroom
 - 3 Bedroom
- Height of Structures
 - Maximum Height
 - Number of Stories
- Required Setbacks
- Building Area (sq. ft.)
 - First floor
 - Living Area
 - Garage
 - Accessory Structures
 - Second floor
- Floor Area Ratio (FAR - building area / net site area)
- Height (feet, measured from natural grade)
- Building Pad Elevation
- Curb Elevation (use curb that is nearest to a building)
- Number of Employees Projected
- Number of Seats (if applicable)
 - Provide separate totals for bar seats and non-bar seats if applicable.
- Parking
 - Required (stalls)
 - Provided (total stalls)
 - Uni-size (number of stalls)
 - Handicapped (number of stalls)
- Hours of Operation
- Existing Uses
- Proposed Uses
 - Business Plan describing use in detail, number of users, occupants, hours of operation etc.
- Paving Area (sq. ft. and % of net lot area)
 - Existing and proposed
 - Replacement sq. ft.
- Landscape Area (sq. ft. and % of net lot area)
- Recreation Area
 - Private (sq. ft. and % of net lot area)
 - Common (sq. ft. and % of net lot area)



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PUBLIC NOTICE / OUTREACH

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PLEASE NOTE:

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For large or complex projects, your planner is available to assist you with your public notice and outreach efforts. Assistance may include, but is not limited to, providing mailing support, parcel identification, and the coordination of community meetings. It is advisable that you work with your planner to plan and document your public outreach efforts.

If you are required to conduct public outreach as part of your application; After the conducting the public outreach deemed appropriate by your planner, please sign below to indicate that you have indeed conducted said public outreach.

X

Applicant's Signature

Date



PUBLIC WORKS CONFIRMATION FORM

Public Works Department
10300 Torre Avenue
Cupertino, CA 95014

(408) 777-3354 / Fax (408) 777-3333
publicworks@cupertino.org
http://www.cupertino.org/publicworks

A Public Works confirmation form, if required, must be completed **prior to project submittal** to the Planning Department. The fee for the confirmation is \$329.00 (Note: credit will be given if a Building Permit is submitted within one year of sign-off date). The purpose of this confirmation is to identify preliminary Public Works comments to be implemented at the Building Permit stage and to identify issues, which may adversely affect the application. Please submit this form, the fee, and a copy of the site plan to the Public Works Department for review. The Public Works Department can be reached at (408) 777-3354.

Project Address: _____ **Email Address:** _____

Applicant Name: _____ **Phone No:** _____

***** For Public Works Department Use Only *****

PW Confirmation Required (\$329) _____

Addition: _____ Single Family Dwelling _____ Flood Zone: _____

Requirements:

- Dedicate Right-of-way (road): _____
- Easement (streetlight): _____
- Offsite improvements required (circled) and show on plan: sidewalk, curb and gutter, curb ramp, driveway, pavement, street light, street tree to be install by City \$_____.
- 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 and splash blocks to direct storm water to landscaped areas.
- Minimize impervious surface and promote water infiltration.
- Show onsite drainage on site plan with flow direction or slope percentage; direct drainage to landscaped area and drain towards the street.
- Include relevant City Standard notes and Details on plans
- Encroachment permit or Development Agreement
- Streamside Permit
- Soils letter/report
- Master Storm Area fees \$_____
- Submit preliminary title report and Quitclaim underground water rights
- Parkland Dedication In-lieu Fees \$_____

Comments:

Signature _____

Title _____

Date _____