



# URBAN LOT SPLIT (SB9 LOT SPLIT) APPLICATION

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 preliminary review is highly encouraged prior to submittal on all applications. The purpose of a preliminary review is to determine if an application is ready for submittal. No fees are required for the preliminary review.

When compiling documents for application submission, please include a signed version of this preliminary review comment letter with a response to each comment. Application fees are **non-refundable**.

APPLICATION REQUEST: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Public Works Confirmation Form?

PLANNER SIGNATURE

DATE

STAFF USE

APPLICATION ACCEPTED ON \_\_\_\_\_ ACCEPTED BY \_\_\_\_\_

APPLICATION NO(S): \_\_\_\_\_

ELIGIBLE FOR MISC. MIN. PERMIT? \_\_\_\_\_



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APPLICANT INFORMATION

APPLICANT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_ PHONE (M) \_\_\_\_\_

PROPERTY OWNER NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_ PHONE (M) \_\_\_\_\_

PROJECT INFORMATION

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURES

*Please initial to certify that the foregoing statements are true and correct to the best of your knowledge.*

\_\_\_\_\_ *I understand that a misrepresentation of any data submitted may invalidate an approval of this application; and*

\_\_\_\_\_ *I certify that the project site has not served as a rental property in the last three years; or*

\_\_\_\_\_ *If the project site has been occupied by a tenant in the last three years, I certify that no more than 25% of the walls of an existing unit shall be disturbed as part of this application; and*

\_\_\_\_\_ *I understand that application fees are nonrefundable; and*

\_\_\_\_\_ *I certify that I have not acted in concert with the development or subdivision of any adjacent property pursuant to ministerial approvals under SB 9; and*

\_\_\_\_\_ *I understand that I am responsible for providing any and all information required to verify that the application meets the City's requirements; and*

\_\_\_\_\_ *I have discussed this application with Public Works staff.*

**X**

Applicant's Signature	Print Applicant's Name	Date
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*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. I understand that, 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.*

**X**

Property Owner's Signature	Print Property Owner's Name	Date
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# GENERAL INSTRUCTIONS

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## STEP ONE: COMPLETE PROJECT CRITERIA CHECKLIST / DISCUSS APPLICATION WITH STAFF

Complete the attached project criteria checklist for Urban Lot Splits (SB 9 Lot Splits).

Discuss proposal with Planning Division, Public Works, Building Division, County Fire, and County Health Department staff. The Public Works Confirmation form, if applicable, should be signed by Public Works Department staff prior to project submittal to the Planning Department. Also, review applicable General Plan policies and Zoning Ordinances.

## STEP TWO: PREPARE PLANS AND STUDIES

Prepare plans and required reports. Required plans include a tentative map, subdivision plat map, and vicinity map. A grading plan with two building pad cross sections, perpendicular to each other from and measured from property line to property line is also required.

## STEP THREE: PRELIMINARY REVIEW

A preliminary review is encouraged prior to submittal. The purpose of a preliminary review is to determine if the application is ready for submittal. **This is highly encouraged since application fees, once paid, are non-refundable.** To initiate a preliminary review, please submit plans through the Accela portal online at: [www.cupertino.org/aca](http://www.cupertino.org/aca). You may need to set up an account prior to submittal of plans.

## STEP FOUR: 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 FIVE: SUBMIT APPLICATION MATERIALS

Follow the instructions for submittal requirements carefully; be sure to include all required content. All materials must be submitted through the Accela portal online at: [www.cupertino.org/aca](http://www.cupertino.org/aca). Check application materials for completeness. All required information must be submitted and fees paid, prior to application processing.

## STEP SIX: PREPARE FOR SITE SIGNAGE / DECISION

Throughout the course of the review process, issues pertaining to requirements of the Municipal Code may arise. The planner will work to assist in addressing those issues which may require amending plans or the proposal. Amended plans may need to be provided to ensure that a complete and updated set of plans is available for the City's decision.

Site signage must be displayed in conformance with the requirements in Chapter 19.12, Administration, of the Municipal Code. Site signage shall be a minimum of 2 feet tall by 3 feet wide, weatherproof, clearly visible from the right-of-way, and firmly attached to a 5 foot tall, 4" by 4" post in the ground.



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This checklist is designed to provide property owners with an overview of the SB 9 requirements and process to subdivide an existing parcel into two legal parcels. Before starting the subdivision process, all property owners and project professionals should carefully review this checklist.

### Miscellaneous Ministerial Permits

If you are pursuing development (e.g. a duplex) under SB 9, please refer to the Miscellaneous Ministerial Permit Application for a list of required information.

### Planner Feedback / Subdivision Assistance

You can get feedback on your project concept at no cost from a City Planner by sending a completed Subdivision checklist and a rough subdivision plan with property line measurements to [planning@cupertino.org](mailto:planning@cupertino.org).

## Step 1: Standard Criteria to Apply for an SB 9 Two-Lot Subdivision (Parcel Map)

To evaluate the proposals compatiability with Urban Lot Split design criteria, repond to the following statements by placing a checkmark in the Yes or No column as appropriate.

Yes No

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<u>Zoning Designation</u> The subject parcel has one of the following zoning designations: R-1, RHS, P(R1), or Planned Development (P) zoning where ONLY single family uses are allowed.
<input type="checkbox"/>	<input type="checkbox"/>	<u>Grading</u> Grading activity will not result in a change in the natural grade by more than a. 12 inches on lots with an average slope of less than five percent b. 24 inches on lots with an average slope of five to ten percent c. 36 inches on lots with an average slope exceeding ten percent  Compliance must be demonstrated by a grading and drainage plan prepared by a registered civil engineer.
<input type="checkbox"/>	<input type="checkbox"/>	<u>Lot Size</u> The resulting lots will be 40-60% of the lot being subdivided with no lots less than 1,200 square feet.
<input type="checkbox"/>	<input type="checkbox"/>	<u>Required Frontage (based on lot shape)</u> Interior or Pie-Shaped Lots: "Interior lot" means a lot other than a corner lot or a flag lot.  "Pie-shaped lot" means an interior lot, that is not a flag lot, where the front lot line abuts a cul-de-sac, and a) is at least 20% shorter than the rear lot line or b) has five or more lot lines.



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Yes	No	
		<p>Existing interior lots or pie shaped lots with less than 60 feet of street frontage shall result in one flag lot with access to the street. The buildable area of the flag lot shall span the entire distance between the two side property lines that intersect with the front property line of the lot being subdivided.</p> <p>Existing interior lots or pie shaped lots with either (i) 60 feet to 75 feet of or more street frontage, or (ii) more than 75 feet of street frontage and a lot depth of up to 145 feet shall result in lots with a street frontage that is at least 40% of the existing street frontage of the lot being subdivided. Resulting lots shall have a side-by-side orientation and shall not create a landlocked parcel.</p> <p>Existing interior lots or pie shaped lots with more than 75 feet of street frontage and a lot depth of more than 145 feet, may be subdivided in one of the following ways:</p> <ul style="list-style-type: none"> <li>i. Resulting lots shall have a street frontage that is at least 40% of the existing street frontage of the lot being subdivided. Lots shall have a side-by-side orientation and shall not create a landlocked parcel; or</li> <li>ii. One of the resulting lots shall be a flag lot with access to the street. The buildable area of the flag lot shall span the entire distance between the two side property lines that intersect with the front property line of the lot being subdivided.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Flag Lots:</b></p> <p>“Flag lot” means an interior lot with a long, narrow portion of the lot, or parcel of land not otherwise meeting the requirement of this title for lot width, that consists entirely of and provides the sole means of vehicular connection between the buildable area of the lot and an abutting street.</p> <p>Existing flag lot subdivision shall result in lots in the same orientation as the existing lot (i.e., the existing front lot line must be the front lot line of the future lots and the existing rear lot line shall be the rear lot line of the future lots) and that are between 40-60% of the lot width of the lot being subdivided.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Corner Lots:</b></p> <p>“Corner lot” means a lot situated at the intersection of two or more streets, or bounded on two or more adjacent sides by street lines.</p> <p>Corner lots shall be subdivided in a manner that splits the existing street side property line to create at least one front lot line on that frontage.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Number of Property Lines</u></p> <p>No more than two new property lines may be added to create a new lot.</p>



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Yes	No	<u>Property Location</u>
<input type="checkbox"/>	<input type="checkbox"/>	<p>The subject parcel <i>is not</i> located:</p> <ul style="list-style-type: none"> <li>Within a historic district, California historical resources inventory, or on a historic property;</li> <li>Within a 100-year flood zone or within a floodway, unless public works standards can be met;</li> <li>Within a very high or high fire severity zone, unless the site has adopted certain fire hazard mitigation measures per the Fire Department (consult <a href="https://egis.fire.ca.gov/fhsz/">https://egis.fire.ca.gov/fhsz/</a>);</li> <li>Within a hazardous waste or hazardous list site (consult <a href="https://www.envirostor.dtsc.ca.gov/public/">https://www.envirostor.dtsc.ca.gov/public/</a>);</li> <li>Within a delineated earthquake fault zone (consult <a href="https://maps.conservation.ca.gov/cgs/eqzapp/app/">https://maps.conservation.ca.gov/cgs/eqzapp/app/</a>);</li> <li>On property that contains habitat for protected species or is under a conservation easement.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Affordable Housing</u></p> <p>The proposed subdivision <i>does not</i> result in the demolition or alteration of:</p> <ul style="list-style-type: none"> <li>Affordable or rent-controlled housing.</li> <li>Market-rate housing that has been occupied by a tenant within the past three years.</li> <li>A parcel where the property owner exercised the right to withdraw accommodations from rent or lease within the last 15 years.</li> <li>A parcel or parcels on which an owner of residential real property has exercised the owner's rights under Government Code Chapter 12.75 (commencing with Section 7060) of Division 7 of Title 1 (Ellis Act) to withdraw accommodations from rent or lease within 15 years before the date that the development proponent applies.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Parking (one of the following applies)</u></p> <p>The subject parcel must provide at least one off-street parking space per unit; <i>or</i></p> <p>The subject parcel is located within ½ mile walking distance of high-quality transit corridor (i.e. bus line with 15 minute headway, El Camino Real), or major transit stop (i.e. Caltrain stop); <i>or</i></p>



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Yes No

The subject parcel is located within one block of a car share vehicle lot (i.e. Zipcar location).

Site Access

The proposed project provides legal access from an existing easement or right-of-way.

You understand that, when shared access is proposed, a covenant, necessary for appropriate ingress and egress easements, shall be recorded prior to final parcel map recordation.

You understand that a maintenance agreement shall be recorded to ensure shared maintenance of any shared access easements, stormwater treatment, landscaping and private utilities, prior to final parcel map recordation.

Use Restrictions

You understand that no rental of any unit(s) for 30 days or less will be allowed.

You understand that the subject parcel(s) will be limited to residential uses.

You understand that, as part of the Parcel Map application, the owner must sign an affidavit stating they will occupy one of the housing units as their principal residence for a minimum of three years.

You understand that there cannot be a sequential subdivision on the same parcel, nor can there be a subdivision if the owner of the parcel being subdivided (or someone working in concert with that owner) has subdivided an adjacent parcel per SB 9. The subject parcel has not already been established/subdivided per SB 9.

## Step 2: Complete Preliminary Planning Review for SB 9 Two-Lot Subdivision

If the answer to each of the above criteria is "Yes," the applicant should request a Preliminary Planning Review of the project. This is a complementary service offered by City Planning staff. Please use Accela at <http://www.cupertino.org/aca> to create an account and initiate the preliminary review. Detailed directions on creating an account are available [here](#). Please note, the account used for the application will be the main contact and uploader for the project. Once you receive confirmation of a review case having been created, you will be sent a link to upload a preliminary plan set for Planning review.

## Step 3: Submit a formal Parcel Map application for an SB 9 Two-Lot Subdivision

Please talk to a Planner for instructions to make an application and upload plans. Plans must be uploaded using ProjectDox ([cupertino.org/projectdox](http://cupertino.org/projectdox)). SB 9 projects must also adhere to the City's Objective Design Standards and Title 18. The SB 9 subdivision process is ministerial and therefore does not require a public hearing.



# 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 application submittal** to the Planning Department. Please refer to the current fee schedule or contact the Public Works Department to confirm fee amount.

If a Building Permit Application is submitted within one year of the sign-off date at the bottom of this form, the confirmation fee will be applied towards the Public Works Building Permit fee. The purpose of this confirmation is to identify preliminary Public Works 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: \_\_\_\_\_

*\*For Public Works Department Use Only (Please do not write in this section)\**

- Public Works Confirmation Required (\$ \_\_\_\_\_)
- Addition  Single-Family Dwelling  Flood Zone

## REQUIREMENTS

- Dedicate Right-of-Way (road): \_\_\_\_\_
- Easement (streetlight): \_\_\_\_\_
- Offsite improvements required (*circled*): 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 onsite drainage on site plan with direction and slope percentage.
- Roof down spouts to direct storm water to landscaped areas.
- 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
- Percolation Test/Recertification if Percolation Test in last five years
- Parkland Dedication In-lieu Fees \$ \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE

TITLE

DATE





# INDEMNIFICATION CLAUSE ACKNOWLEDGEMENT

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On \_\_\_\_\_ an application was submitted to the City of Cupertino Planning Division, on  
(DATE)

behalf of \_\_\_\_\_ (the "Applicant"). The project, which is the subject of the

application, is located at the following address: \_\_\_\_\_.

1. The Applicant agrees, as part of the application, to the fullest extent permitted by law, to indemnify, defend with attorneys of the City's choice, and hold harmless the City and its officers, employees, and agents (collectively, the "indemnified parties") from any liability, claim, action, cause of action, suit, damages, judgment, lien, levy, or proceeding (collectively referred to as "proceeding") brought by a third party against the one or more of the indemnified parties or one or more of the indemnified parties and the Applicant related to any Ordinance, Resolution, or action approving the project, the related entitlements, environmental review documents, finding or determinations, or any other permit or approval authorized for the project. This indemnification is intended to include but not be limited to damages, fees, and costs awarded against the City, if any, and cost of suit, attorneys' fees, and other costs, liabilities, and expenses incurred in connection with such proceeding whether incurred by the Applicant, the City, or the parties initiating or bringing such proceeding.
2. The Applicant agrees to (without limitation) reimburse the City its actual attorneys' fees and costs incurred in defense of the litigation. Such attorneys' fees and costs shall include amounts paid to the City's outside counsel and shall include City Attorney time and overhead costs and other City staff overhead costs and any costs directly related to the litigation reasonably incurred by City. The applicant shall likewise indemnify, defend, and hold harmless the indemnified parties from and against any damages, attorneys' fees, or costs awards, including attorneys' fees awarded under Code of Civil Procedure section 1021.5, assessed or awarded against the indemnified parties. The Applicant shall cooperate with the City to enter a Reimbursement Agreement to govern any such reimbursement.
3. The Applicant agrees to (without limitation) reimburse the City for all costs incurred in additional investigation or study of, or for supplementing, redrafting, revising, or amending, any document (such as an EIR, negative declaration, specific plan, or general plan amendment) if made necessary by a proceeding challenging the project approvals and related environmental review, if the Applicant desires to continue to pursue the project.
4. The Applicant agrees to indemnify the City for all of the City's costs, fees, and damages incurred in enforcing this Indemnification Agreement.
5. In the event that the Applicant is required to defend the City in connection with such proceeding, the City shall retain the right to approve:
  - a. The attorneys selected to defend the City;
  - b. All significant decisions concerning the manner in which the defense is conducted; and
  - c. Any and all settlements. The City shall also have the right not to participate in the defense, except that the City agrees to cooperate with the Applicant in the defense of the proceeding.
4. The defense and indemnification of City set forth herein shall remain in full force and effect throughout all stages of litigation including appeals of any lower court judgments rendered in the proceeding.
5. The Applicant agrees that City shall have no liability to the Applicant for business interruption, punitive, speculative, or consequential damages.

**X**  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name, Title



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## SUBMISSION REQUIREMENTS

At the time an application is submitted, the following information is required for the application to be considered complete. Please review this checklist with City's Planning Division staff to confirm specific requirements and to determine if other applications or permits are required.

1. **APPLICATION FORM.** Include signature and contact information for the legal property owner, applicant or authorized agent, and contact information for the Civil Engineer, Surveyor, Landscape Architect, and all other consultants involved with the application on another sheet, if necessary.
2. **APPLICATION FEE.** See the City's Fee Schedule for the current fiscal year.
3. **POWER OF ATTORNEY.** Provide evidence of power of attorney, if the application is being made by a person other than the property owner.
4. **INDEMNIFICATION ACKNOWLEDGEMENT.** The property owner must sign and acknowledge the content of the indemnification clause.
5. **TITLE REPORT.** Prepared within the past 90 days. The title report must include a legal description of the property and a listing of all easements, rights-of-way, and owners. Electronic copies of Title Reports must include live links.
6. **LEGAL DESCRIPTION.** This is the full description of the property, defining the boundary of the proposed subdivision / existing lot, not just the address. Legal descriptions can be found on the most recent deed.
7. **ARBORIST REPORT.** Prepared within the last three months by an ISA Certified Arborist for the removal or disturbance of any Protected Tree, as defined in City Code Chapter 14.18, on the site or on an adjacent property which could be impacted by the proposed development. Describe the condition of all Protected Trees to be removed or disturbed and provide a statement of specific reasons for the proposed removal.
8. **SOILS REPORT.** A preliminary soils report, as required by City Code Chapter 16.12, shall be submitted along with all tentative map applications. If the preliminary report indicates the presence of critically expansive soils or other soil problems which, if not corrected, would lead to structural defects, the soils report accompanying the final map shall contain an investigation of each lot within the subdivision. Additional geotechnical reports may be required if the project is located in a mapped geo-hazard area.
9. **ENVIRONMENTAL REPORTS.** Please review City Code Chapter 17.04 and Chapter 17.08 to determine whether Phase I Environmental Site Assessment (ESA) or other reports are required.
10. **PROJECT DESCRIPTION.** A narrative project description that summarizes the proposed project and its purpose must be provided. Please include a discussion of the project site context, including what existing uses, if any, adjoin the project site.
11. **CONSISTENCY WITH OBJECTIVE STANDARDS.** All exhibits must indicate how the proposed project is consistent with all objective zoning, subdivision (if applicable), and design review standards applicable to the project site, and other applicable City documents. Particular details shall be provided to define how the project complies with floor area standards, setbacks, height standards, lot coverage ratios, second floor to first floor standards, landscaping standards, creek setbacks, tree preservation and protection standards, water efficient landscaping requirements, stormwater requirements, and private open space requirements.



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**REQUIREMENTS FOR DEVELOPMENT PLANS.** If an application is filed in conjunction with other applications, submittal requirements from all applicable checklists shall be incorporated into plan set. All plans shall:

- Be prepared, signed and stamped by licensed professionals;
- Include the date of preparation and dates of each revision;
- Be fully dimensioned and drawn to scale on the same size sheets, with a consistent scale noted throughout all plan sheets;
- Be numbered in proper sequence; and
- A set of plans shall be submitted on a USB flash drive in pdf format upon request.

**DIGITAL PLAN SUBMISSION INFORMATION.** Please email the application form to your project planner for your application file to be created. The following are programs that will be used throughout the process of your application.

- **Accela Citizen Access (ACA):** ACA ([www.cupertino.org/aca](http://www.cupertino.org/aca)) is the City’s permit management system. Use ACA to make payments and track progress on your application. Payment is required for a complete application.
- **ProjectDox:** ProjectDox is the City’s plan review system. You will receive an email with instructions on how to upload Drawings, Documents, and Response to City Comments. **User Manual:** [www.cupertino.org/projectdoxguide](http://www.cupertino.org/projectdoxguide)

**DIGITAL PLAN SUBMISSION REQUIREMENTS.** Please see plan set submittal requirements below:

- File Naming Conventions** - All PDF plan sheet files should be named according to how they are listed in the Drawing Index provided on the Title/Cover Sheet of the plan set.

All drawing files must be named as follows: SHEET NUMBER SHEET TITLE.

Sheet	Sheet Title/Name	=	ProjectDox File Name
C001.0	Site Plan	=	C001.0 Site Plan
A001.0	Floor Plan	=	A001.0 Floor Plan
A002.0	Roof Plan	=	A002.0 Roof Plan

**Important:** Please limit the number of characters in file name to 25 characters or less – abbreviations are acceptable. Do not include “-” (dashes) or special characters in the file name.

- PDF** - Digital plans and documents must be PDF and placed in the following folders.
  - Drawings: Submit each sheet/plan of the drawing as individual files in landscape view.
  - All other Documents & Technical Reports: All files (e.g. Title Reports, Arborist Reports, etc.), other than Drawings, shall be uploaded as individual, multi-page documents.
  - Review Comments Responses: Responses to City comment letters shall be uploaded as individual multi-page documents.
- Unsecured Setting** - Choose “unsecured” on your security settings so that plan reviewers may mark up the documents or create notes.



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## 12. DEVELOPMENT PLAN SETS. The following plans shall comprise the development plan set:

**TITLE SHEET.** Include Applicant, Contact, and Property Owner contact information, project address, assessor's parcel number, prior development approvals, and table of contents listing all the plan sheets with content, page numbers, and date prepared. Include a vicinity map showing north arrow, the location and boundary of the project, major cross streets and the existing street pattern in the vicinity with the following information: General Plan and Zoning designations.

**DEVELOPMENT PROGRAM.** The development plans shall clearly include the following in a tabular format:

- a. Size of property including gross and net lot area (square feet and acres);
- b. Percent lot coverage: percent of net lot area covered by buildings (i.e., total area of net lot area covered by roofs and eaves divided by net lot area);
- c. Percentage of net lot area devoted to landscaping, and private open space (no dimension of open space less than 10 feet);
- d. Proposed and required setbacks; and
- e. Parking requirements under City Code Section 19.28.150 and Section 19.40.090, or a different parking standard allowed under state law, if proposed.

**PARCEL MAP.** Prepared by a licensed engineer, drawn at 1" = 20' scale, with scale noted, a graphic bar scale, and north arrow. *The map shall include the following:*

- a. Topographic and Boundary survey information, prepared by a licensed surveyor, including but not limited to, existing and proposed property lines with dimensions, bearings, radii and arc lengths, easements, and net & gross lot area for parcels. Benchmark based on USGS NAVD 88 vertical.
- b. Location and dimensions of all existing and proposed structures up to 15 feet beyond the property. If adjacent to a street, show the entire width of street to the next property line, including driveways. Clearly identify and label all existing and proposed structures (e.g., fencing, walls), all building features including decks and porches, all accessory structures including garages, sheds, mailboxes, and trash enclosures. Clearly label the structures to remain and the structures to be removed.
- c. Dimensions of setbacks from property lines and between structures, including setbacks of any permitted yard encroachments.
- d. Location, dimension and purpose (i.e. water, sewer, access, etc.) of all easements including sufficient recording data to identify the conveyance (book and page of official records).
- e. Location of all adjacent streets (public and private), streets, street names, street width, centerlines, centerline radii of all curves, median and landscape strips, curb, gutters, sidewalks, driveways, and edge of right-of-way including any proposed or required right-of-way dedication. Show all existing improvements including traffic signal poles and traffic signs. Show line of sight for all intersections and driveways based on current City of Cupertino standards.
- f. Existing topography and proposed grading extending 25 feet beyond the property at 2 foot contour



# URBAN LOT SPLIT APPLICATION

Community Development Department  
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Cupertino, CA 95014  
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<http://www.cupertino.org/planning>

intervals for slopes up to 10% and less than 5 feet in height; and contour intervals of 5 feet for slopes over 10% or greater than 5 feet in height. Include spot elevations, pad elevations, and show all existing and proposed retaining walls with TOW/BOW elevations.

- g. Drainage information showing spot elevations, pad elevations, existing catch basins, and direction of proposed drainage, including approximate street grade, existing and proposed storm drain locations and storm water treatment facilities.
- h. Location and dimensions of existing and proposed utilities, including water supply system, sanitary sewers and laterals, drainage facilities, wells, septic tanks (if allowed), underground and overhead electrical lines, utility poles, utility vaults, cabinets and meters, transformers, lighting fixtures, underground irrigation and drainage lines.
- i. Location and dimensions of any existing or proposed parking spaces, driveway, and curbcuts.
- j. All existing trees on the site and adjacent to the site, at 1" = 8' scale, indicating species, diameter at breast height (DBH) as defined in City Code Chapter 14.18, and base elevation shall be identified on the site plan, **in addition to the separate Tree Survey required**. Trunk locations and the drip line shall be accurately plotted. Identify all protected trees as defined in City Code Chapter 14.18.
- k. Location of all natural features such as creeks, ponds, drainage swales, wetlands (as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993)), etc., extending 25 feet beyond the property line to show the relationship with the proposed development.
- l. For parcels within a Federal Emergency Management Agency (FEMA) 100-year floodplain or floodway:
  - i. Identify the floodplain or floodway on all plan sheets depicting the existing and proposed site, with the base flood elevation (BFE) and flood zone type clearly labeled. Show the existing site topography and finish floor elevations for all existing and proposed structures. If FEMA has not defined a BFE, a site specific hydraulic analysis will be required to determine the BFE prior to deeming the application complete (CMC Sec. 34-32.b2).
  - ii. Flood zone boundaries and floodwater surface elevation. If the property proposed to be developed is within or adjacent to the 100 year flood zone (Zone A or AE) or the National Flood Insurance Program, Flood Insurance Rate Map, the extent of Zone A or AE shall be clearly drawn on the tentative map and the 100 year flood water surface elevation shall be shown. The map shall show the approximate location of the Floodway Boundary as shown on the latest edition of the "Flood Boundary and Floodway Map" published by FEMA.

**BUILDING PAD CROSS-SECTIONS.** A minimum of two cross-sections (more as needed to showing varying site conditions) drawn at 1:1 scale (same scale used for both vertical and horizontal axis), 1/8"=1' minimum scale, with scale noted, and a graphic bar scale, through critical portions of the site extending 20 feet beyond the property line onto adjacent properties or to the property lines on the opposite side of adjacent streets. Sections shall include existing topography, slope lines, final grades, location and height of existing and proposed structures, fences, walls, roadways, parking areas, landscaping, trees, and property lines.



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**TREE SURVEY.** Prepared by an ISA Certified Arborist, drawn at 1/8"=1' scale, showing accurate trunk location and drip line for all existing trees on the site and adjacent to the site. For each tree, specify the species, diameter breast height (DBH) as defined in Chapter 14.18.020, and base elevation and clearly indicate if it is to be preserved or to be removed. Identify all Protected Trees as defined in City Code Section 14.18.020. Identify existing trees or plant materials on abutting properties that could influence site design or be impacted by the project.

**GRADING PLAN.** Use the grading plans approved with any past subdivision to indicate the natural grade and how the proposed project meets height requirements based on this. If a new subdivision is proposed, please indicate the existing and proposed natural grades. Grading shall comply with requirements of City Code Title 16 and 18, and Section 19.40.090, as applicable. Show the relationship of the project to the building and site features within 25 feet of proposed development. *The plan shall include:*

- a. Lot dimensions, setback measurements, existing and proposed grades;
- b. Existing trees to be removed. Trees not shown will be assumed to be saved.
- c. Proposed building footprints, pad elevations, and building height;
- b. Existing and proposed contours which can be easily differentiated (2ft intervals if slope is 10% or less, 5 ft intervals for slopes greater than 10%);
- c. Spot elevations of survey points;
- d. Source and date of the contour and spot elevation information;
- e. Limits of cut and fill;
- f. Grading Quantities (Cut and Fill Cubic Yards);
- g. Cross-sections of the areas of greatest cut and greatest fill to scale (1": 20');
- h. Topography and elevation of adjoining parcels (for a minimum of 25');
- i. Slope ratio; and
- j. All existing and proposed retaining walls with Top Of Wall /Bottom Of Wall elevations.

#end#