



# ACCESSORY DWELLING UNIT PLAN REVIEW SUBMITTAL CHECKLIST

COMMUNITY DEVELOPMENT DEPARTMENT • PLANNING DIVISION  
 BENJAMIN FU, DIRECTOR OF COMMUNITY DEVELOPMENT  
 10300 TORRE AVENUE • CUPERTINO, CA 95014-3255

\*PERMIT TYPE:

PLANNING PERMIT NUMBER (IF APPLICABLE): \_\_\_\_\_

Provide **One Electronic Copy of Plans and Documents** on a thumb drive.

APPLICATION SUBMITTAL INFORMATION		Required	Provided
<b>COVER SHEET</b>	Scope of Work specified on cover sheet	<input type="checkbox"/>	<input type="checkbox"/>
	Name and Address of property owner	<input type="checkbox"/>	<input type="checkbox"/>
	Provide a Drawing Index that lists all pages part of the official drawing set	<input type="checkbox"/>	<input type="checkbox"/>
	Project Data information (including assessor's parcel number, use of building, type of construction, floor area, # stories, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
	List of prior development approvals (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
	Historical designation (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
	Vicinity map with north arrow, location and boundary of the project, major cross streets, and the existing street pattern in the vicinity	<input type="checkbox"/>	<input type="checkbox"/>
	General Plan and Zoning designations	<input type="checkbox"/>	<input type="checkbox"/>
<b>CONSTRUCTION PLANS</b>	Development Program including the following: <ul style="list-style-type: none"> <li>a. Size of property including gross and net lot area (square feet and acres).</li> <li>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).</li> <li>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).</li> <li>d. Maximum, existing, and proposed second to first floor area ratio.</li> <li>e. Existing and proposed square footage and percentage of net lot area devoted to landscaping and private useable open space.</li> <li>f. Maximum, existing and proposed height of structures and number of stories.</li> <li>g. Required, existing, and proposed setbacks</li> <li>h. Parking requirements under City of Cupertino Municipal Code Chapter 19.124.040, unless a different parking standard is allowed under state law.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	Existing and proposed, fully dimensioned site plan with a minimum scale of 1/8"=1' or 1:20 to include, at minimum: <ul style="list-style-type: none"> <li>a. North arrow</li> <li>b. Type and dimension of existing overhead utility lines and easements. Location and dimensions of existing and proposed utilities</li> <li>c. Perimeter and roof outline and dimensions of existing and proposed building and/or structures</li> <li>d. Property line and setback dimensions (including Corner Triangle)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> <li>e. Existing tree species &amp; trunk diameter (measured 4' above natural grade). Identify driplines.</li> <li>f. Proposed tree location, type, planting sizes, and height</li> <li>g. Location and dimensions of all existing and proposed structures extending 50 feet beyond the property</li> <li>h. Paved areas on site with dimensions</li> <li>i. Label Existing (E), New (N) for Additions, and (D) for Demolitions. Hatch or shade each area to delineate</li> <li>j. Clearly identify first and second story limits</li> <li>k. Location and dimensions of parking spaces, back-up areas</li> <li>l. Existing, new, and replaced landscape areas</li> <li>m. Location of all natural features</li> <li>n. Location of exterior light fixtures</li> </ul>		
	Lot/Boundary Survey and/or Horizontal Control Plan ( <a href="#">Licensed Survey Policy</a> )	<input type="checkbox"/>	<input type="checkbox"/>
	Existing and Proposed Floor Plans	<input type="checkbox"/>	<input type="checkbox"/>
	Existing and Proposed Floor Area Diagram	<input type="checkbox"/>	<input type="checkbox"/>
	Existing and Proposed Elevations (North, South, East and West ) with Section View referenced	<input type="checkbox"/>	<input type="checkbox"/>
	Color and Materials Board	<input type="checkbox"/>	<input type="checkbox"/>
	Roof Plan	<input type="checkbox"/>	<input type="checkbox"/>
	Section Views (Longitudinal and Transverse)	<input type="checkbox"/>	<input type="checkbox"/>
	Grading and Drainage Plans	<input type="checkbox"/>	<input type="checkbox"/>
	Tree Survey	<input type="checkbox"/>	<input type="checkbox"/>
<b>SUPPORTING DOCUMENTS</b>	<a href="#">Landscape Water-Efficiency Checklist</a> ( <a href="#">click for entire landscape ordinance</a> )	<input type="checkbox"/>	<input type="checkbox"/>
	Consistency with Objective Standards	<input type="checkbox"/>	<input type="checkbox"/>
	Arborist Report (as required)*	<input type="checkbox"/>	<input type="checkbox"/>
	<a href="#">Fence Approval Form</a> ( <a href="#">click for entire fence ordinance</a> )	<input type="checkbox"/>	<input type="checkbox"/>
	Incorporate the City of Cupertino Title 17 sheet into all plan sets.	<input type="checkbox"/>	<input type="checkbox"/>
	Geotechnical Soils Investigation report stamped and signed by licensed professional*	<input type="checkbox"/>	<input type="checkbox"/>
	Manufacturer's Specifications	<input type="checkbox"/>	<input type="checkbox"/>
<b>CLEARANCES REQUIRED</b>	<a href="#">Building Department</a> 408-777-3228	<input type="checkbox"/>	<input type="checkbox"/>
	<a href="#">Planning Department</a> 408-777-3308	<input type="checkbox"/>	<input type="checkbox"/>
	<a href="#">Public Works Department</a> – New SFD, addition/remodel with 25% increase in floor area, hillside construction, grading and drainage permits, retaining wall permits, swimming pools (new/demo) 408-777-3354	<input type="checkbox"/>	<input type="checkbox"/>
	<a href="#">Public Works Department, Environmental Programs</a> – Waste Trios, Trash Enclosure w/ roof, Inlet Protection. 408-777-3354	<input type="checkbox"/>	<input type="checkbox"/>
	<a href="#">Santa Clara County Fire Department</a> 408-378-4010	<input type="checkbox"/>	<input type="checkbox"/>
	<a href="#">County Health Department</a> 408-918-3400	<input type="checkbox"/>	<input type="checkbox"/>
	<a href="#">Cupertino Sanitary Sewer District</a> 408-253-7071	<input type="checkbox"/>	<input type="checkbox"/>

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

***I understand this may not be a complete list of required items due to the variations for each project and additional code related information may be required. I understand that an incomplete plan check submittal may result in delays in the plan review process.***

Applicant Name (Print): \_\_\_\_\_

*Applicant Signature:*

---

*Applicant's Phone:*

---

*Applicant's Email:*

---

*Date:*

---