



SINGLE FAMILY RESIDENTIAL 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
COVER SHEET	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"/>
CONSTRUCTION PLANS	Development Program including the following: <ul style="list-style-type: none"> 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. 	<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"> 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 of existing and proposed building and/or structures d. Property line and setback dimensions (including Corner Triangle) 	<input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> e. Existing tree species & trunk diameter (measured 4' above natural grade). Identify 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. 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 		
	Lot/Boundary Survey and/or Horizontal Control Plan (Licensed Survey Policy)	<input type="checkbox"/>	<input type="checkbox"/>
	Contextual Plan	<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"/>
	Photo-Simulations / Color Renderings	<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"/>
	Excavation and Shoring Plans	<input type="checkbox"/>	<input type="checkbox"/>
	Foundation Plan with cross-referenced structural details	<input type="checkbox"/>	<input type="checkbox"/>
	Window alignment and privacy protection requirements for second stories or new second story windows.	<input type="checkbox"/>	<input type="checkbox"/>
	Tree Survey	<input type="checkbox"/>	<input type="checkbox"/>
	Lighting Plan	<input type="checkbox"/>	<input type="checkbox"/>
	One 8 1/2 x 11 copy of the site plan, with privacy protection planting shown (tree location, tree canopy, tree species, dimensioned planting distance). Affidavit from a certified arborist/landscape architect . (Affidavit should have a copy of the privacy planting plan attached).	<input type="checkbox"/>	<input type="checkbox"/>
	Planning Permit conditions of approval (as applicable)	<input type="checkbox"/>	<input type="checkbox"/>
SUPPORTING DOCUMENTS	Landscape Water-Efficiency Checklist (click for entire landscape ordinance)	<input type="checkbox"/>	<input type="checkbox"/>
	Consistency with Objective Standards	<input type="checkbox"/>	<input type="checkbox"/>
	HOA / ARB Approval Letter (as applicable)	<input type="checkbox"/>	<input type="checkbox"/>
	Environmental Site Assessment (as required)*	<input type="checkbox"/>	<input type="checkbox"/>
	Arborist Report (as required)*	<input type="checkbox"/>	<input type="checkbox"/>
	Fence Approval Form (click for entire fence ordinance)	<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"/>
	Hillside Review: An application for any development of property in the RHS zoning district shall include:	<input type="checkbox"/>	<input type="checkbox"/>

	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. 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.		
CLEARANCES REQUIRED	Building Department 408-777-3228	<input type="checkbox"/>	<input type="checkbox"/>
	Planning Department 408-777-3308	<input type="checkbox"/>	<input type="checkbox"/>
	Public Works Department – 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"/>
	Public Works Department, Environmental Programs – Waste Trios, Trash Enclosure w/ roof, Inlet Protection. 408-777-3354	<input type="checkbox"/>	<input type="checkbox"/>
	Santa Clara County Fire Department 408-378-4010	<input type="checkbox"/>	<input type="checkbox"/>
	County Health Department 408-918-3400	<input type="checkbox"/>	<input type="checkbox"/>
	Cupertino Sanitary Sewer District 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: _____