



CUPERTINO

GPA AUTHORIZATION 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

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 the application may not be considered if I or my authorized representative is not present at the scheduled meeting or if I have misrepresented any submitted data. I understand that this application is not a planning or land use application authorizing me to move forward with development. This application is being submitted as a preliminary matter to determine whether I am able to move forward with processing of a proposed general plan amendment. If I am able to submit a project application, including an application for a general plan amendment, in the future, I acknowledge and agree that the City retains full and complete discretion to consider any future planning or land use application in accordance with all applicable laws, including CEQA and the City's zoning ordinances. As such, I acknowledge that such future application may be denied in City's discretion, notwithstanding any determination that it may be processed. 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 _____

Cycle Year: _____ Number (circle one): First / Second



CUPERTINO

PRE-APPLICATION FORM

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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 408-777-3308 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.

Please include this form in your application submittal

Application Request: _____

Comments: _____

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.



CUPERTINO

SUBMITTAL REQUIREMENTS

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1. **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 project contact person on the form.

2. **Application Fee and Deposits:**

- a. Fees will be collected based on the Hourly Staff Time rate. For the 2015-2016 Fiscal Year, the fee is \$143/hour. An estimated deposit amount, determined by staff, shall be collected.
- b. Consultant contracts amounts are payable by the applicant. Please note that a contract management fee equal to 10% of any contract amount will be charged.
- c. Deposits will also include noticing and postcard deposits.
- d. Additional deposits may be requested, as required.
- e. All application fees are **non-refundable**.

3. **Comprehensive Project Description:**

Must include a description of how the proposed project meets the overall goals of the General Plan and the benefits/impacts of the project to the community and its quality of life.

4. **Project Plans:**

- a. Please include information on the next page.
- b. Please submit: Six (6) sets of 24" by 36" plans, Two (2) sets of 11" by 17" plans, one (1) digital PDF plan set (CD ROM or eq.), Material Boards.
- c. All materials must be folded to 8 ½" x 11", printed side up.
- d. 24" by 36" size plan set must be at a min. scale of 1/8" = 1' or 1:20
- e. Plan sets of different sizes than those indicated above will not be accepted.
- f. All exhibits must be dated. Revision dates must be included if applicable.
- g. All digital files must be in PDF format
- h. In the event of updates to plans, additional plans will be required. Additional plan sets include one (1) 24" x 36" set, two (2) 11"x17" sets and one (1) digital PDF set.

5. **Summary of Net Fiscal Impacts of the proposed project**

6. **Voluntary Community Amenities, if any:**

Voluntary Community Amenities should be listed in a Term Sheet format. These are defined as facilities, land and/or funding contributions to ensure that any development project requiring a General Plan Amendment enhances the quality of life in the City, including enhancements of the following:

- a. School Resources
- b. Public Open Space, such as parks and trails
- c. Public Facilities and utilities, such as libraries, community center or utility systems
- d. Transportation facilities with an emphasis on city-wide bicycle, pedestrian and transit improvements, such as community shuttles, pedestrian and bicycle bridges, and transit centers/stations.



CUPERTINO

PRELIMINARY PLAN CONTENT REQUIREMENTS

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

- General Plan Land Use Designation
 - Current and
 - Proposed, if any changes
- Zoning Designation
 - Current and
 - Proposed, if any changes
- Scale & north arrow
- Vicinity map
- Site Area (sq. f.t and acres)
 - Net Area (*)
 - Gross Area (*)
- Lot line dimensions
- Proposed program (in sq. ft./units)
 - All building areas
 - Breakdown by type of use
- For residential portions of projects:
 - Density
 - Units by Type and Bedroom count
 - Typical unit plans and sizes
- Setbacks
 - Required per code/Specific Plans and
 - Proposed
- Site Plan including building wall line and eave line
 - Existing and
 - Proposed
- Location of Existing Buildings on adjoining properties and identification of their uses
- Plans should indicate and graphically depict
 - General Plan Amendments requested
 - Zoning Variances or Exceptions requested
- Preliminary Floor Plans
- Preliminary Grading Plans including topography and elevation of adjoining properties
 - Existing (*) and
 - Proposed
- Preliminary Elevations showing heights:
 - Elevation at top of curb
 - Elevation at Existing(*)/Proposed Finished Floors
- Preliminary Architectural Renderings
- Proposed Materials and Colors
- Preliminary building cross-sections
 - Relation to street grade
 - Relation to structures on adjoining properties
- Public Improvements
 - Dedication Area
 - Sidewalk, Curbs
- Driveways/Parking
- Loading/Unloading areas
- Parking
 - Required and
 - Proposed
- Preliminary Landscape Plans and Recreation Areas (sq. ft. and% of net lot area), existing (*), required and proposed:
 - Private Open Space
 - Residential Common area, not including setback areas
 - Non-residential Common area
 - Public Recreation Areas, if provided
- Phasing Plans, if any proposed



CUPERTINO

GENERAL INSTRUCTIONS AND PROCESS

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1. **Prepare Plans and Application materials (Refer to Submittal Requirements)**

Follow the instructions carefully; be sure to include **all** required content, in the proper sizes and number of copies. In the event of any questions, do not hesitate to contact the Planning Department.

2. **Pre-application Conference**

Please discuss proposal with planning staff members prior to submittal. Contact the Planning Department to set up a required pre-application conference. The purpose of the pre-application conference is to determine if the application is ready for submittal and application fees.

3. **Submit Application Materials**

Refer to the website (www.cupertino.org/gpaauthorization) for the filing deadline of your application. Check for completeness. Incomplete applications will not be considered. Applications filed after the printed deadline will be considered in the next cycle (typically after six months).

4. **Staff Review**

Upon receipt of the application, staff will review and evaluate each complete and timely application based on the criteria identified in the City Council policy. If additional information is required of the applicant such information will be conveyed to the applicant. The applicant will have 14 days to submit any additional information. Additional information provided after staff analysis and staff report is provided to the City Council will not be analyzed.

5. **Noticing for Public Meeting**

The date of the Public Meeting will be decided by the City Manager or his or her designee after close of the application deadline. The determination of the date may be dependent on the number of applications received. This meeting will be noticed as follows:

- a. City's website;
- b. In accordance with the Brown Act, with no public hearing noticing required;
- c. Site signage - 4' by 6' size - prepared by city staff; printed, weather-proofed and posted on two 2 by 4's firmly staked in ground by applicant. Number of signs to be coordinated with staff; and
- d. City-wide postcard which will include the meeting date, time, location. It will also include a map of the project locations and information on where to find additional information.

6. **City Council Meeting**

The applicant will have an opportunity to present their application limited to 10 minutes, or less if directed by the Council. The Council will deliberate and decide, upon hearing from staff, the applicant and the public, whether to authorize certain projects, if any, to proceed with a General Plan Amendment and associated applications. Authorization **does not guarantee** approval of any proposed amendment or project. All applications for subsequent processing must be in substantial compliance with the preliminary project.

7. **Resubmittal**

Proposals not authorized by the Council may be resubmitted with minor amendments within 30 days of the initial meeting. Resubmitted projects will be considered by the Council at a future public meeting approximately within 60 days of close of resubmittal period. The process and noticing will be same as for the initial meeting except that postcard noticing is not required.

Sheet **5** of 5