



MISCELLANEOUS MINISTERIAL PERMIT

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 recommended 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? _____



MISC. MINISTERIAL PERMIT APPLICATION

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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

PROJECT SITE ADDRESS _____
 ASSESSOR'S PARCEL NUMBER _____
 GENERAL PLAN DESIGNATION _____
 ZONING DESIGNATION _____
 PROPOSED UNIT COUNT _____ UNIT SIZE(S) _____
 PROPOSED FLOOR AREA RATIO _____ FIRST FLOOR TO SECOND FLOOR RATIO _____
 BRIEF DESCRIPTION _____

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 and understand the public improvement requirements.

X
 Applicant's Signature _____ Print Applicant's Name _____ 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. 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 _____



GENERAL INSTRUCTIONS

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

Complete the attached project criteria checklist for Miscellaneous Ministerial Permits. 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, SHADOW STUDY, AND 3D PERSPECTIVE

Prepare plans and required reports, see "Submission Requirements" outlined on the following pages.

Projects neighboring properties with solar panels must complete a shadow study to indicate that no more than 10% of the existing solar panels would be shaded/impacted by proposed structures. A shadow study must meet the following requirements, **if this is cannot be achieved, revise plans:**

1. Provide diagrams showing shadows cast by the project prior to construction and after construction. Indicate shadows for each of three times of day (2 hours after sunrise, noon, and 2 hours before sunset). Calculate shadows of the summer and winter solstices, and the application submittal date +/- 1 week.
2. Include a photo of structures to be affected, showing the existing shadows on the application date (or there about) to corroborate the accuracy of the shadow study.
3. Overlay, in the same diagram, the existing shadows and those projected for the proposed structure for each scenario required in #1 above, clearly indicating the incremental shadow due to the proposed project.
4. Show all structures that will be affected by the shadows of the proposed project. Indicate in writing that all buildings being shadowed are shown on the diagram.
5. If a shadow (existing or future) is cast on existing solar panels of an adjacent structure, (1) show where existing shadows are cast on the solar panels, and (2) indicate locations of solar panels on roofs affected.
6. Indicate via mathematical calculations that no more than 10% of existing solar panels would be impacted by the proposed structures.

Please prepare a 3D perspective drawing of the proposed building as viewed from the right-of-way, to be placed on the site signage required prior to a decision being made on the proposal.

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. 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 online through the ProjectDox portal (eplanreview.cupertino.org). All required information must be submitted and fees paid, prior to application processing.

STEP SIX: PREPARE FOR SITE SIGNAGE / NOTICING / DECISION

Throughout the course of the review process, comments pertaining to requirements of the City of Cupertino Municipal Code ("City Code") may arise. A planner will assist in addressing those requirements. 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 and noticing must be conducted in conformance with the requirements in City Code Chapter 19.12. 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.



MISCELLANEOUS MINISTERIAL PROJECT CRITERIA

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CRITERIA TO APPLY:

- The subject parcel has one of the following zoning designations: R-1, P(R1), Planned Development (P) zoning where ONLY single family uses are allowed, or RHS.
- The subject parcel is not located:
 - Within a historic district, California historical resources inventory, or on a historic property;
 - Within a 100-year flood zone or within a floodway, unless public works standards can be met;
 - Within a very high or high fire severity zone, unless the site has adopted certain fire hazard mitigation measures per the Fire Department (*consult egis.fire.ca.gov/fhszl/*);
 - Within a hazardous waste or hazardous list site (*consult www.envirostor.dtsc.ca.gov/public/*);
 - Within a delineated earthquake fault zone (*consult maps.conservoation.ca.gov/cgs/eqzapp/app/*);
 - On property that contains habitat for protected species or is under a conservation easement.
- The proposed project does not result in the demolition or alteration of:
 - Affordable or rent-controlled housing;
 - Market-rate housing that has been occupied by a tenant within the past three years;
 - A parcel where the property owner exercised the right to withdraw accommodations from rent or lease within the last 15 years;
 - A parcel 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 submits the building permit application.
- If the property has been tenant occupied within the last three years, the proposed development is for a duplex and proposed demolition is limited to less than 25 percent of the existing exterior structural walls of a site.
- The proposed project provides legal access from an existing easement or right-of-way.
- The proposed project provides at least one off-street parking space per unit, unless one of the following criteria is met:
 - Parcel is located within ½ mile walking distance of high-quality transit corridor (i.e. bus line with 15 minute headway service, such as Stevens Creek Blvd), or major transit stop (e.g. a Caltrain stop); or
 - Parcel is located within one block of a public car share vehicle lot (i.e. Zipcar location).
- No rental of any unit(s) shall be allowed for fewer than 30 days.
- The subject parcel(s) is limited to a residential use.



PUBLIC WORKS CONFIRMATION FORM

Public Works Department
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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

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, Architect, 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. **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.
7. **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.
8. **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.
9. **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.
10. **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.



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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) 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

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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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. Proposed Floor Area. For two-story development, include the second to first floor area ratio;
- c. 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);
- d. Percentage of net lot area devoted to landscaping, and private open space (no dimension of open space less than 10 feet);
- e. Height of proposed structures. Indicate maximum height allowed and proposed number of stories;
- f. Proposed and required setbacks; and
- g. 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.

SITE PLAN. Prepared by a **licensed Civil Engineer**, drawn at 1" = 20' scale, with scale noted, a graphic bar scale, and north arrow. *The plan 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 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



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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 required Front Yard Tree and, if proposing a two-story development, the location of the required Privacy Protection Planting.
- l. 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.
- m. 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.
- n. Location of refuse, recycling, and other containers outside of the required emergency access pathway required by the Fire Department.

BUILDING ELEVATIONS. Plans shall be drawn by a licensed Architect at 1/8" = 1' minimum scale; dimensioned vertically and horizontally with sample representations at 1/4" = 1' scale for any detail areas. Elevations shall not include superimposed landscaping and trees that hide the buildings. Height is measured from natural grade established at subdivision. *The plans shall include:*

- a. Fully dimensioned elevations for buildings identifying materials, details and features **including visible plumbing, electrical meters and method of concealment**.
- b. All four sides of all buildings.
- c. Vertical dimensions from all points above natural, existing and finished grade on all elevations.



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- d. Topography with **natural, existing, and proposed grades** accurately represented to show building height to show the relationship of the building to the site and adjacent properties.
- e. Elevations and dimensions for existing structures to remain. Location and type of building mounted exterior lighting.
- f. Detailed building sections showing depth of reveals, projections, recesses, etc.
- g. Details of vents, gutters, downspouts, scuppers, external air conditioning equipment, etc.
- h. Details including materials and dimensions of door and window treatments, railings, stairways, trim, fascia, soffits, columns, fences, and other elements which affect the building. Provide wall sections at $\frac{1}{2}''=1'$ scale to clarify detailing as appropriate.
- i. Dimensions of windows and doors, including protruding trim or proposed recessing.
- j. Proposed outdoor lighting consistent with the requirements of City Code Chapter 19.102.
- k. Street facing elevations incorporating at least four architectural features, as outlined in City Code Section 19.28.150.

FLOOR PLANS. Plan shall be drawn by a licensed Architect at $\frac{1}{8}''=1'$ or larger scale.

- a. Floor area diagrams must be provided with dimensions and tabulations of each area of each floor.
- b. Floor plans shall clearly indicate the floor area of each proposed floor and garages.
- c. Floor plans shall clearly indicate any proposed entry features and front porches.
- d. Floor plans shall clearly indicate by shading or other techniques all walls being retained, modified or removed partially or entirely.
- e. Floor plans shall clearly indicate the location of any air conditioning units or similar mechanical equipment.

ROOF PLAN. Plan shall be drawn by a licensed Architect at $\frac{1}{8}''=1'$ or larger scale. The plan shall include property lines, outline of building footprint, ridgelines, valleys, flat roof areas, roof pitch and rooftop mechanical equipment, and screening. Plans shall show existing roof forms and roof forms to be added or changed.

TRUE 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), $\frac{1}{8}''=1'$ 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. Section locations shall be identified on the Site Plan. When a two story structure with (an) internal staircase is proposed, two additional cross-sections shall be provided through any portions of the structure where the staircase(s) is/are proposed.



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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.

LANDSCAPE PLANS. Plan drawn at 1" = 20' or larger scale shall be prepared by a licensed Landscape Architect and shall "layer" the Tree Survey. The plan shall incorporate the existing and proposed property lines, proposed Grading and Utility Plan, showing the location of existing and proposed utility lines and utility structures screened back, but legible, and shall include the following:

- a. Final planting plan showing proposed trees, shrubs and shrub groupings, lawn, and groundcover areas, existing trees to be saved, stormwater treatment areas, special paving, hardscape. Include a landscape legend with a list of proposed plant materials (indicate both Latin and common name), including size, spacing, total quantities, ultimate height, and spread of materials.
- b. Coordination with the Tree Survey and identification of any trees being removed. Any tree proposed as mitigation for the removal of a protected tree shall be identified as a replacement tree. Replacement trees shall comply with the requirements of City Code Chapter 14.15.
- c. Enlarged details (minimum of 1:10 scale) for focal points and accent areas.
- d. Location and details, including color and materials of walls, fences, paving, decorative planters, trellises, arbors, exterior building and landscape lighting, and other related site improvements.
- e. Landscape plans with more than two sheets shall show the plant legend with symbols for each species on every sheet.
- f. A statement indicating that a fully automatic irrigation system will be provided.
- g. Coordination and consistency between the landscape plan and the Stormwater Plan.
- h. A note signed and dated by the project Landscape Architect indicating that plans are in compliance with all City standards.
- i. Information on landscaping used to screen utility equipment.
- j. Compliance with the landscaping requirements in City Code Chapter 19.28.150 and Chapter 14.15, including required Front Yard Tree Planting and Privacy Protection Planting.

FENCE PLAN. Drawn at 1"=20' scale showing the location, height and type of all fences and walls.

LIGHTING PLAN. Location and type of exterior lighting, both fixed to the building and freestanding, and any and all lights for security, landscaping, building accent, or other purpose.

3D RENDERING. A 3-D rendering of the project, with the best visibility of the project at a street level from the right of way included.

COLOR AND MATERIALS BOARD. Samples of materials and color palette representative of actual materials/colors for all buildings and structures. Identify the name of the manufacturer, product, style, identification numbers, and other pertinent information on the display.



MISC. MINISTERIAL APPLICATION CHECKLIST

Community Development Department
10300 Torre Avenue
Cupertino, CA 95014
(408) 777-3308 / Fax (408) 777-3333

planning@cupertino.org
<http://www.cupertino.org/planning>

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. 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#