

COMMUNITY DEVELOPMENT DEPARTMENT BUILDING DIVISION

CITY HALL 10300 TORRE AVENUE • CUPERTINO, CA 95014-3255 TELEPHONE: (408) 777-3228 • FAX: (408) 777-3333 CUPERTINO.ORG

RESIDENTIAL/MULTI-FAMILY PLAN REVIEW SUBMITTAL CHECKLIST

			New Detached ADU New Attached ADU New Junior ADU New Junior ADU New Junior ADU New Junior ADU or Duplex or Duplex or Duplex R3 Multi-Family Dwelling Unit Addition R2 Multi-Family Dwelling Unit Addition Unit Addition	-Family	/ Unit					
	Legend: ■ Required □ Required if Applicable N/A Not Applicable BL Building Division PL Planning Division PW Public Works Department	Responsible Departments	Detached	Attached	New Junior ADU	/elling	Single-Family Dwelling Unit Addition	New R3 Multi-Family Dwelling Unit	Multi-Family Dwelling	New Mixed-Use: Residential/Commercial
	Required Submittal Information									
	Scope of Work.	BL	=	-		-	-		•	
	Governing Codes: 2022 California Codes and Cupertino Municipal Code.	BL	-	•			•	-		
	Name and address of property owner.	BL	•	•						
	Vicinity map with north arrow, location and boundary of project, major cross streets, and existing street pattern.	BL	-	•		•	-	-	•	
	Drawing Index listing all plan sheets that are part of the official drawing set.	BL	-	•		•	•	-	•	
	Project Data including assessor's parcel number, use of building, type of construction, floor area, # stories, etc.	BL	-	=			-	-	-	-
	Deferred Submittal Items.	BL								
	Special Inspection / Structural Observation Items.	BL								
l 	Alternative Materials and Methods granted for project.	BL								
COVER SHEET	 Development Program including the following: 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. 	PL	•	•	•	•	-	•	•	•
	List of prior development approvals (if applicable).	PL								
	Historical designation (if applicable).	PL								
	General Plan and Zoning designations.	PL		•		•	•		•	-

	Existing and proposed, fully dimensioned site plan with a minimum scale of 1/8"=1' or 1:20 to include, at minimum:									
	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); e. Existing tree species, trunk diameter (measured 4' above natural grade),and driplines;									
	e. Existing tree species, trunk diameter (measured 4′ above natural grade),and driplines; f. Proposed tree location, type, planting sizes, and height;									
	a. Location and dimensions of all existing and proposed structures extending 50 feet beyond the proporty:									
	h. Paved areas on site with dimensions;	BL/PL/PW	•					-	-	-
	i. Label Existing (E), New (N) for Additions, and (D) for Demolitions, and hatch or shade each area to delineate;									
D E E	j. Clearly identify first and second story limits;									
	k. Location and dimensions of parking spaces, back-up areas;									
	I. Existing, new, and replaced landscape areas;									
	m. Location of all natural features;									
	n. Location of exterior light fixtures; and									
	o. Location and dimension of existing street frontage and any proposed improvements (e.g. curb, gutter, sidewalk, driveway, street tree, etc.).	DI /DI		_	_		_		_	
	Demolition Plan in accordance with the Demolition Permit Application Packet	BL/PL								
	Existing and Proposed Floor Plans.	BL					-	-	-	
	Existing and Proposed Floor Area Diagrams.	BL	-	•				-	-	
	Elevations (North, South, East and West). Note: If multiple buildings are proposed, elevation views of all sides of each structure are required.	BL						-		
"	Section Views (Longitudinal and Transverse). Note: If high volume spaces, tall attics, staircases and/or bay windows proposed, additional section views though	BL	•	•	•			-	-	•
CONSTRUCTION PLANS	these areas are required.	BL			_	_	_		_	_
P	Electrical plans stamped and signed by licensed professional. Plumbing Plans stamped and signed by licensed professional.	BL		_	_			-	-	I
N C		BL		_	_		_	-	-	-
Ĕ	Mechanical Plans stamped and signed by licensed professional.	l	■ NI/A	NI/A	■ NI/A	N/A	■ NI/A	-	_	-
Š	Gas and Plumbing Isometric Drawings.	BL	N/A	N/A	N/A		N/A	-	■ NI/A	
ST	Sign Plans (if applicable).	PL PM	N/A	N/A	N/A	N/A	N/A		N/A	
Ó	Grading and Drainage Plans, see checklist (if applicable).	BL/PW			N/A					
0	Street Improvement Plans, see checklist (if applicable).	PW	N/A	N/A	N/A					
	Erosion and Sediment Control Plans (if applicable).	PW								
	, , ,	BL/PL/PW	•		N/A	•				
	Excavation and Shoring Plans.	BL/PW			N/A	_				
	Foundation Plan with cross-referenced structural details.				1		_			_
		BL	•			-	-	•	•	-
	Floor and Roof Framing Plans with cross-referenced structural details.	BL	-	•	•	1	•	•	-	
		BL PL	•	•	•	•			•	•
	Floor and Roof Framing Plans with cross-referenced structural details.	BL	■ ■ N/A	■ ■ N/A	■ □ N/A	■ N/A	IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	•	•	•
	Floor and Roof Framing Plans with cross-referenced structural details. Color and Materials Board.	BL PL	N/A	N/A		1	N/A	•	•	•
	Floor and Roof Framing Plans with cross-referenced structural details. Color and Materials Board. Photo-Simulations / Color Renderings.	BL PL PL	N/A	N/A		1	N/A	•	•	•
	Floor and Roof Framing Plans with cross-referenced structural details. Color and Materials Board. Photo-Simulations / Color Renderings. Window alignment and privacy protection requirements for second stories or new second story windows.	BL PL PL PL	•		N/A	1	•	•		•
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Owner-Builder Disclosure Form. (For property owners applying for their own building permit) BL Hazardous Materials Questionnaire Form. BL Consistency with Objective Standards. PL HOA / ARB Approval Letter (if applicable). PL Environmental Site Assessment (Phase I and II) (if applicable).* PL Arborist Report (if applicable).* PL Fiscal Impact Analysis (if applicable). PL Preliminary Trash Management Plan. PL Affordable Housing Plan. PL BMR Agreement (if applicable). PL Public Art requirement (if applicable). PL Incorporate the City of Cupertino Chapter 17.08: Environmental Protection Standard Requirements sheet into all plan sets. PL Affidavit from a certified arborist/landscape architect. (Affidavit should have a copy of the privacy planting plan attached). PL Landscape Water-Efficiency Checklist (click for Chapter 14.15: Landscape ordinance). PL Fence Approval Form (click for Chapter 19.48: Fences). PL Incorporate the City of Cupertino Best Management Practices (BMP) sheet into all plan sets. BL/PW Grant Deed, Preliminary Title Report, and Authorized Signatory if property is owned by an LLC or corporate entity. PW	N/A N/A N/A N/A N/A N/A N/A N/A	N/A N/A N/A N/A N/A N/A N/A N/A	N/A N/A N/A N/A N/A N/A N/A	N/A N/A N/A N/A N/A	N/A N/A N/A N/A N/A N/A	N/A N/A	N/A	
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Dedication or Grant of Easement) (if applicable).	N/A	N/A	N/A					
Building Department 408-777-3228	-	•	-	-	•	-	•	•
Planning Department 408-777-3308		-						
Public Works Department – New SFD, addition with 25% increase in floor area (includes garage), hillside construction, grading permits (earthwork/retaining wall), swimming pools (new/demo) 408-777-3354	•	-	N/A	•	•	•	-	•
Public Works Department, Environmental Programs – Waste Trios, Trash Enclosure w/ roof, Inlet Protection. 408-777-3354			•	-	-	•	•	•
Santa Clara County Fire Department 408-378-4010		•	N/A			-		-
County Health Department 408-918-3400 (Apply to food establishment)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	•
Cupertino Sanitary Sewer District 408-253-7071 (Applicable to only Cupertino Sanitary)		•	•	•	•	•	•	•
Sunnyvale Sanitary Sewer District 408-730-7444 (Applicable to only Sunnyvale Sanitary)	•	•	N/A	•	•	•	•	
If an existing residence is proposed to be demolished as part of the construction of a new residence, a <u>Demolition Permit Application</u> shall be applied for at the same time the construction permit application for the new residence is submitted.								

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