



R1 EXCEPTION 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

PROJECT INFO

PROJECT ADDRESS: _____

APN(S): _____

BRIEF PROJECT DESCRIPTION: _____

APPLICANT INFORMATION

APPLICANT NAME _____

ADDRESS _____

CITY, STATE, ZIP CODE _____

EMAIL _____

PHONE (W) _____ PHONE (M) _____

PROPERTY OWNER NAME _____

ADDRESS _____

CITY, STATE, ZIP CODE _____

EMAIL _____

PHONE (W) _____ PHONE (M) _____

SIGNATURES

I certify that the foregoing statements are true and correct to the best of my knowledge. I understand that a misrepresentation of any submitted data may invalidate an approval by the Director of Community Development, Design Review Committee, Planning Commission or City Council of this application. I understand that the application may be withdrawn if my authorized representative or I am not present at the scheduled meeting(s) unless a written request for postponement has been presented to the applicable review body. I have discussed this application with the Public Works staff and I understand the public improvement requirements associated with this proposal. I understand application fees are nonrefundable.

X

Applicant's Signature _____ Print Applicant 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 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

Applicant's Signature _____ Print Applicant Name _____ Date _____

STAFF USE

Staff use only: (Do not write in this box)

APPLICATION ACCEPTED ON _____ ACCEPTED BY _____

APPLICATION TYPE: _____ FILE NUMBER(S): _____

FOR AMENDMENTS OR MODIFICATIONS, LIST THE ORIGINAL PERMIT: _____



APPLICATION REQUIREMENTS

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

FEE TYPES: Please see current fee schedule or contact project planner for accurate fee total.

- | | |
|---|--|
| • R1 Exception Fee | Non-refundable fee |
| • Public Noticing* (min.) | Non-refundable fee, Adjacent property owner notice* |
| • Categorical Exemption | Non-refundable fee |
| • Categorical Exemption Filing Fee | Non-refundable fee |
| • Architectural Consultant Deposit | Applicant will pay Consultant invoice amount plus 15% City admin fee per invoice |

* Adjacent neighbors will get notice and copy of plan set

SUBMITTAL REQUIREMENTS: The following items are *required* for a complete application. Please review this checklist with City's Planning Division staff to confirm specific requirements and to determine if other materials are required. Please ensure that all items are submitted.

- Application Form
- Application Fees and Deposits
- Plan Set Requirements (*Please see next checklist*)
- Public Works Confirmation Form and Fees

PLAN SET CHECKLIST

- Vicinity map**
- Project Data**
- Lot or Boundary Survey**

- Site Plan**
 - Scale & north arrow.
 - Lot line dimensions, setbacks (front, rear, sides) and dimensions from the building to property lines.
 - Location of existing and proposed building wall and eave lines (including decks and balconies).
 - *For extension of a non-conforming wall:* Location of existing and proposed building wall lines of buildings on adjoining properties.
 - Existing/proposed finished floor elevation of subject property and adjoining lot buildings.
 - Accurate location, size, species type and spread of existing trees on property and in public right-of-way. Mark the ones that are proposed for removal.

- Floor Plans**
 - Fully dimensioned floor plans.
 - Show the first story roof on the second story floor plan.

- Elevation Plans**
 - Building dimensions, first and second floor plate heights and total height.
 - Indicate the single-story building envelope as described in Section 19.28.060 J (3) of the R1 ordinance.

- Privacy Protection Planting Plan** (*for a Second Story Deck*)
 - Show entire site. Show entire building footprint with roof.



PUBLIC WORKS CONFIRMATION FORM

Public Works Department
10300 Torre Avenue
Cupertino, CA 95014
(408) 777-3354 / Fax (408) 777-3333

engineering@cupertino.org
<http://www.cupertino.org/publicworks>

A Public Works confirmation form, if required, must be completed **prior to project 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, 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
- Parkland Dedication In-lieu Fees \$ _____

COMMENTS: _____

SIGNATURE

TITLE

DATE