



CUPERTINO

RESIDENTIAL SUBMITTAL 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>

Required

Submitted

- | | | |
|-------|--|-------|
| _____ | <u>Residential Submittal Checklist</u> Return <u>THIS</u> FORM. | _____ |
| _____ | <u>Application Form</u> Complete ALL applicable items on the form including current contact information and Applicant and Property Owner signatures. Submit both a signed application form and electronic application. | _____ |
| _____ | <u>Payment of Required Fees and/or Deposits</u> Submit payment in cash, check, or credit card. | _____ |
| _____ | <u>Response to Preliminary Comments</u> | _____ |
| _____ | <u>Development Regulations and Project Data Sheet</u> Summarizes project data and provides zoning development standards. | _____ |
| _____ | <u>Public Works Confirmation Form and Environmental Programs Compliance Form</u> Please contact Public Works at (408) 777-3354 to pay and complete the required form(s) prior to project submittal. | _____ |
| _____ | <u>Project Plan Set</u> NEW ELECTRONIC REQUIREMENTS; PDF version of the plan set (separated by individual sheets) on a USB or emailed to planner. | _____ |
| _____ | <u>Title Report</u> Needed to verify ownership, easements, and other restrictions which may exist on property. | _____ |
| _____ | <u>Privacy Protection Planting Plan</u> See Privacy Protection Planting Plan handout. | _____ |
| _____ | <u>Exterior Color and Materials Board/Sheet (required for Residential Design Review Applications)</u> One complete set of labeled samples of all exterior finishes and materials. | _____ |
| _____ | <u>Notice Board (required for Two-Story and Residential Design Review Applications prior to project noticing)</u> See Notice Board Handout for instructions. | _____ |
| _____ | <u>Geologic/Geotechnical Report</u> | _____ |
| _____ | <u>Landscape Water Efficiency Checklist</u> New residential construction with aggregate landscape area over 500 sf. and rehabilitated landscape projects with landscape area over 2,500 sf. are some projects subject to the Water Efficiency Landscape Ordinance (WELO). See Chapter 14.15 of Cupertino Municipal Code. | _____ |



APPLICATION FORM

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| | |
|-----------------|--------|
| Project Address | APN(s) |
|-----------------|--------|

| PROPERTY OWNER | | APPLICANT | |
|--------------------------|-------|--------------------------|-------|
| Name | | Contact Person / Company | |
| Address | | Address | |
| City | | City | |
| State | Zip | State | Zip |
| Phone () | Email | Phone () | Email |
| Property Owner Signature | | Applicant Signature | |
| Date | | Date | |

Brief Project Description

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 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 _____ File No.(s): _____

Application type: _____

For Amendments or Modifications, list the original permit: _____



CUPERTINO

DEVELOPMENT REGULATIONS AND PROJECT DATA

Community Development Department
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Application Type

- Two Story Permit
 Residential Design Review
 Minor Residential Permit
 Extn. LNC
 Gable/Env.
 R/Y Setback
 2nd Story Deck Solar
 Slope Lot > 35% FAR

Project Data

| Existing | Proposed | | |
|----------|----------|--|--------------------------------|
| _____ | _____ | Net Parcel Size | _____ Zoning |
| _____ | _____ | Building Square Footage | _____ General Plan Designation |
| _____ | _____ | First Floor (includes garage and accessory structures) | |
| _____ | _____ | Second Floor (includes first floor area >16' in height from floor to rafters) | |
| _____ | _____ | Second Floor Side Setbacks (side setbacks <15' require Residential Design Review) | |
| _____ % | _____ % | Ratio of 2 nd Floor to 1 st Floor Area (Ratios >66% require Residential Design Review) | |
| _____ % | _____ % | Floor Area Ratio | |
| _____ | _____ | Landscape Area (SF) | |

Residential (R1) Development Standards

| Zoning District (a) | Minimum Lot Area | Minimum Lot Width | Minimum Front Yard Setback (b) | | Minimum Rear Yard Setback | | Minimum Side Setback | | | | Maximum Building Height | |
|---------------------|------------------|-------------------|--------------------------------|--------------|---------------------------|--------------|----------------------------|------------------|--------------------------------------|-----|-------------------------|-----|
| | | | First Story (c) | Second Story | First Story (d) | Second Story | Interior Lot Side Setbacks | | Min. Street Side Setback Corner Lots | | | |
| | | | | | | | First Story | Second Story (e) | | | | |
| | | Minimum | Total | Minimum | Total | | | | | | | |
| R1-5 | 5,000 sq. ft. | 50' | 20' | 25' | 20' | 25' | 5' | 10' | 15' | 30' | 12' | 28' |
| R1-6 | 6,000 sq. ft. | 60' | 20' | 25' | 20' | 25' | 5' | 15' | 15' | 30' | 12' | 28' |
| R1-7.5 | 7,500 sq. ft. | 60' | 20' | 25' | 20' | 25' | 5' | 15' | 15' | 30' | 12' | 28' |
| R1-10 | 10,000 sq. ft. | 60' | 20' | 25' | 20' | 25' | 5' | 15' | 15' | 30' | 12' | 28' |
| R1-6e | 6,000 sq. ft. | 60' | 20' | 25' | 20' | 25' | 5' | 15' | 15' | 30' | 12' | 28' |
| R1-10a | 10,000 sq. ft. | 75' | 30' | 30' | 20' | 40' | 10' | 20' | 15' | 35' | 15' | 28' |

- (a) Buildings in an 'i' zoning designation are limited to one story and restricted to 18'.
- (b) Recorded easements in a Title Report or Parcel/Tentative Map that result in larger setbacks take precedence over setbacks stipulated in the Ordinances.
- (c) The front yard setback for a side-loading garage with a curved driveway may be reduced to 15' (CMC Chapters 19.08.030 and 19.28.070 (E)(1)(b)).
- (d) First story rear yard setback may be reduced to 10' with approval of a Minor Residential Permit provided that the area of the rear yard is equal to or exceeds 20 times the width of the lot at the front setback line. The width of the lot is measured at 20' from the front property line (CMC Chapter 19.28.070 (E)(3)(a)(i)).
- (e) Interior side yard setbacks may be reduced to 10' subject to Residential Design Review approval (CMC Chapter 19.28.040(E)(2)).

If your applicable Zoning District is not listed above, please contact the Planning Division for additional information.



CUPERTINO

RESIDENTIAL FEE SCHEDULE

Community Development Department
10300 Torre Avenue
Cupertino, CA 95014

(408) 777-3308 / Fax (408) 777-3333
planning@cupertino.org
<http://www.cupertino.org/planning>

General Information:

Please note that permit fees are cumulative. Categorical Exemptions and Public Noticing fees are applied only once per application. An additional Filing Fee is required for every applied permit.

For example, if a project requires a Two Story Permit and a Minor Residential Permit, the fee is:

- Two Story Permit: \$4,477
- Minor Residential Permit: \$3,448
- Public Noticing: \$400
- Categorical Exemption: \$344
- County Filing Fee: \$50 x (2) = \$100

- *Estimated Total: \$8,769*

| | | |
|--------------------------|--|----------|
| <input type="checkbox"/> | Two Story Permit..... | \$4,477 |
| <input type="checkbox"/> | Two Story Permit w/ Residential Design Review..... | \$5,373* |

*Fee requires an additional \$2,400 Architectural Consultant Deposit and a 15% City administrative fee per consultant invoice (not included in the amount shown).

| | | |
|--------------------------|-------------------------------|---------|
| <input type="checkbox"/> | Minor Residential Permit..... | \$3,448 |
|--------------------------|-------------------------------|---------|

Indicate Type:

Extn. LNC Gable/Env. R/Y Setback 2nd Story Deck Solar Slope Lot > 35% FAR

Miscellaneous

| | | |
|--------------------------|-------------------------------------|-------|
| <input type="checkbox"/> | Categorical Exemption..... | \$344 |
| <input type="checkbox"/> | County Filing Fee (per permit)..... | \$50 |
| <input type="checkbox"/> | Public Noticing (min.)..... | \$400 |



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 by Public Works staff **prior to project submittal** to the Planning Department. The purpose of this form is to identify preliminary Public Works comments and requirements which may adversely affect the application. Additional requirements may be identified at the Building Permit stage in which the applicant will be responsible to make the necessary plan revisions to the satisfaction of the Director of Public Works.

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 Plan Check fee. **Please complete the project information below and submit this form, the fee, and a copy of the preliminary plans to the Public Works Department for review.**

PROJECT ADDRESS: _____ EMAIL ADDRESS: _____

APPLICANT NAME: _____ PHONE: _____

For Public Works Department Use Only (please do not write below this section)

- Public Works Confirmation Fee Paid (\$_____) – Case Number: _____
 Addition _____ Single-Family Dwelling _____ Flood Zone _____

REQUIREMENTS

Address checked boxes and comments noted at the Building Permit stage, unless otherwise stated.

- Dedicate Right-of-Way or Grant of Easement¹: _____
¹The City reserves the right to require dedication of right-of-way or grant of easement to meet public access and utility service requirements and may require them upon review of the construction plans and documents provided at the Building Permit stage.
- Boundary & Topographic Survey and Horizontal Control Plan per City's [Licensed Survey Policy](#)
- Offsite improvements required. Show on plan: 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 roof down spouts with splash blocks to direct runoff towards landscaped areas
- Show onsite drainage with flow direction or slope percentage to direct runoff towards street
- Minimize impervious surface and promote water infiltration
- Encroachment Permit or Development Agreement
- Streamside Permit
- Soils Letter/Report
- Master Storm Area Fees (\$_____)
- Submit Grant Deed and Preliminary Title Report (for Quitclaim Deed of Underground Water Rights)
- Parkland Dedication In-lieu Fees (\$_____)

COMMENTS:

SIGNATURE

TITLE

DATE



INDEMNIFICATION CLAUSE ACKNOWLEDGEMENT

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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.
6. 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.
7. The Applicant agrees that City shall have no liability to the Applicant for business interruption, punitive, speculative, or consequential damages.

Print Name, Title

X

Signature