



FILE NO: _____

To be completed by Town staff:

Application Date: _____ App./Fee Received By: _____ Fee Paid: _____

APPLICATION FOR ZONING AND LAND DEVELOPMENT

TYPE OF APPLICATION (CHECK ALL THAT APPLY)

ZONING	SUBDIVISION	DEVELOPMENT PLAN APPROVAL
☐ Zoning Change	☐ Preliminary Plat	☐ Site Plan
☐ Planned Development	☐ Final Plat	☐ Minor Site Plan Amendment
☐ Special Use Permit (SUP)	☐ Minor Plat	☐ Tree Removal Permit
☐ Variance	☐ Replat Plat	
	☐ Waiver	Other: _____

APPLICANT/PROJECT CONTACT

I hereby certify that the information in this application is true and correct to the best of my knowledge.

Name: (printed) _____

Company name: _____

Address: _____

Phone: _____ Email: _____

Applicant's Signature: _____

PROPERTY OWNER

I hereby certify that the information in this application is true and correct to the best of my knowledge.

Name: (printed) _____

Company name: _____

Address: _____

Phone: _____ Email: _____

Owner's Signature: _____

PROPERTY DESCRIPTION

Project name: _____

Address or location: _____ Acreage: _____

Legal description: _____

Proposed subdivision name (if applicable): _____

Existing zoning: _____ Existing use(s): _____

Proposed zoning (if applicable): _____

REVIEW FEES (SEE FEE SCHEDULE)**TYPE OF REVIEW**

- ☐ Zoning Change
- ☐ Planned Development
- ☐ Special Use Permit (SUP)
- ☐ Preliminary Plat
- ☐ Final Plat
- ☐ Minor Plat
- ☐ Replat
- ☐ Site Plan
- ☐ Tree Survey
- ☐ Variance/Waiver

REVIEW FEES

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

TOTAL**\$ _____****SUBMITTAL REQUIREMENTS**ALL APPLICATIONS must include the following:

- A completed application form with original signatures from the owner and applicant (if multiple approvals are requested in a single submittal, one application indicating all plans is sufficient)
- A legal description of the property (metes and bounds if unplatted; lot, block, subdivision name if platted)
- Additional required documents by project type and all applicable checklists
- Application review fee, payable by electronic invoice or check to the Town of Sunnyvale

SUBMITTAL DRAWINGS should be prepared as follows:

- 24" x 36" sheet size, collated and folded to 8 1/2" x 11" unless otherwise specified
- Blackline prints
- Final submittals of documents should include an electronic file for each drawing in PDF format

VARIANCE APPLICATION *(to be submitted with Development Application)*

The Town of Sunnyvale Unified Development Ordinance allows for waivers or variances to be approved where strict enforcement of the regulations would result in undue hardship due to special conditions unique to the property. Please answer these questions to help determine if a variance/waiver should be granted.

Describe the nature of the proposed land use involved, including the number of persons who will reside or work at the proposed property, and the existing land uses in the vicinity

What special circumstances or other physical conditions exists on the property that would deprive the applicant of the reasonable use of their land if the provisions of the UDO are applied?

Is the need for the waiver self-imposed by the Applicant or a prior owner of the property?

The UDO states that financial hardship alone to the Applicant shall not constitute an undue hardship. Is the hardship present only financial or are their other non-financial hardships?

If the waiver is granted, will it result in conditions that are contrary to the public interest or negatively affect the public health, safety, and welfare?