



City of Los Altos

Planning Division

SUBMITTAL REQUIREMENTS FOR PRELIMINARY PROJECT REVIEW - OR - PLANNING COMMISSION STUDY SESSION

APPLICANT PRESUBMITTAL CHECKLIST

REQUIRED APPLICATION MATERIALS

All items are required at time of submittal and shall be submitted in electronic format.

- A. [General Planning Application](#) (see separate City form)
- B. **Application Fee:** Current application fee as listed in the City's adopted fee schedule.
- C. **Project Description:** Written description of the proposed project including current uses and development on the project site, proposed uses and development, design concept, sustainable aspects of the projects, business description, hours of operation, number of employees, and proposed subdivision if applicable.
- D. **Current Preliminary Title Report:** Title report for the project property(ies) prepared in the last year.
- E. **Affordable Housing Proposal:** Written statement describing how the project complies with the City's Affordable Housing Ordinance, including level of affordability, number and location of affordable units, and how it relates with any affordable units proposed as part of a density bonus request.
- F. [Density Bonus Report](#): (see separate City form)
- G. [Project Sign Posting](#) for projects that go to a Study Session (see separate City form)
- H. **Project Plans:** A full plan set (24" x 36") in a single, flattened/compressed PDF file not exceeding 125 MB. Include page thumbnails with matching sheet title labels. A separate public copy plan set with a site plan and massing diagram may also be provided for public distribution. Plan sets shall include the following sheets and information:
 - 1. **Cover Sheet**
 - Vicinity map – Small map of the project site location within the City (1/2 mile radius).
 - Index of plan sheets.
 - General project information including project site address; Assessor Parcel Number (APN); General Plan designation; Zoning designation; flood hazard zones as shown on FEMA maps; proposed construction and occupancy type(s) as defined in the Building Code; property owner information; and design professional(s) information.
 - Summary tables of the required development standards and the related project's proposal including project site area; FAR; lot coverage, setbacks, number of parking spaces; residential density; number of units; number of bedrooms and floor area of each unit; and which units are BMR units.



2. **Site Plan** ($1/8'' = 1'$ scale)

- North arrow.
- Dimensioned property line.
- Location, width, and purpose of all existing and proposed easements.
- Location, name, and existing widths of all adjoining streets, roads, highways, and alleys.
- Location of buildings, parking, driveways, and uses on adjacent properties.
- Location, configuration, separation distance, and setbacks for all existing and proposed buildings (including an outline of any upper floors).
- Location and dimensions of vehicle and bicycle parking, driveways, and loading areas. Parking stall number counts shall be provided and required EV and ADA spaces labeled.
- Zoning setback lines (dashed with labeled distance from property lines).
- Landscape areas, walkways, and fences/walls.
- Location, size, type, and proposed disposition of all existing trees greater than 4" in diameter measured at 48" above natural grade.
- Trash, recycling, and equipment enclosures. Label proposed containers or related equipment and dimensions.
- Creeks or waterways on, adjacent to, or within 50' of the project site with "top of bank" indicated.
- Location and type of all utilities (e.g. electric panel, sewer connection, water meter).
- Utility or mechanical equipment areas and type of included equipment.
- Location of public art.



3. **Floor Plans** ($1/4'' = 1'$ scale)

- Floor plans for each story/level of the building, including mezzanines.
- Label existing and proposed development.
- Depict all areas of each floor or level including interior walls for units, suites, rooms, access corridors, stairways and elevators; doorway and window locations; balconies; roof decks; parking areas; and utility areas.
- Floor plan of each residential unit type with square footage noted.
- For underground parking, dimension all parking spaces and drive aisles. Parking stall number counts shall be provided and required EV and ADA spaces labeled.
- Provide the clear space dimensions for the interior of the elevator car, verifying it will accommodate an ambulance stretcher in the horizontal, open position with the minimum dimensions of 24" x 84" with no less than 5" radius corners.



4. **Building Elevations** ($1/4'' = 1'$ scale)

- Elevations of all sides of all existing and proposed buildings, including interior courtyards/podiums.
- Depict all windows, storefronts, eaves, trims, awnings, trellises, doors, skylights, chimneys, downspouts, vents, roof equipment and screens, rooftop decks, rooftop elevator and stairwell enclosures, wall vents/louvers associated with mechanical ventilation, and all other items on the exterior of the building.
- Height dimensions on all elevations including wall-plate heights for each floor, grade to finish floor, total building height to the highest point of the roof, and height of any roof parapet/screen and/or elevator/stairwell penthouse.
- Roof pitch.

- Exterior building materials, colors, and architectural features showing how color and materials will be placed on the building that match the colors and materials shown on the exterior materials and colors plan.
- Elevations and details of accessory structures, enclosures, and features, including trash enclosures, trellises/pergolas, etc.
- Elevation, detail, and finishes of all vertical landscape elements, such as fences, walls, living walls, etc.
- Conceptual exterior building sign locations.
- Exterior lighting fixture design and locations.



I. Requested Exceptions: For projects which request exceptions to development standards (not including Density Bonus requests), include a written description outlining the exceptions requested, your reasoning for the City to support the request, and attach any graphic, plans, or images to support the written content. For Variance applications, include a written description of how the proposed project meets the Variance findings.



J. [Historic Resource Determination](#): All housing development projects shall provide a completed historic resource determination form (see separate City form).



K. Environmental Information: Provide written documentation of any conditions on, or which may affect, the project site as listed below:

- Any hazardous materials used, stored, and/or contained on the project site, including identification of any authorized permits by local, regional, or State agencies, and any current or anticipated remediation activities.
- Any proposed point sources of air or water pollutants.
- Any species of special concern known to occur on the project site.
- A very-high fire hazard severity zone as determined by the Department of Forestry and Fire Protection.
- Wetlands as defined by U.S. Fish and Wildlife.
- A hazardous waste site listed pursuant to Gov. Code Section 65962.5 or designated by the Department of Toxic Substances Control.
- A special flood hazard area subject to inundation by the 1% annual chance of flood (100-year flood) as determined by FEMA.
- A delineated earthquake fault zone as determined and published by the State Geologist.
- A stream or other resource which may be subject to a streambed alteration agreement.