



City of Los Altos

Planning Division

USE PERMIT SUBMITTAL REQUIREMENTS CHECKLIST

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 use including current uses and development on the project site and a detailed business description including hours of operation, number of employees, etc.

D. **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.



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; trash enclosures; 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. **Fire Access and Circulation Plan** ($1/8'' = 1'$ scale)

- Location of existing and proposed fire hydrants within 150' of all portions of the proposed structure(s).
- Identify Fire Department access to within 150' of all portions of the project and all portions of the exterior walls of the first story of the structure(s).
- Identify all required second and third floor emergency egress window locations and their corresponding ground ladder footing locations at a distance from the structure that will maintain a 75-degree angle.
- Fire Department vehicle access. For structures exceeding 30' in height, identify the required 26'-wide aerial apparatus access roadway.



5. **Roof Plan** (1/4" = 1' scale)

- Existing and proposed roof areas.
- Roof pitch.
- Location of all roof equipment and screening.
- Locations of all roof decks or landscaping.
- Locations for all photovoltaic panel installations, mounting, and screening details.



6. **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.



7. **Trash/Recycling Management Plan:** Provide a preliminary trash and recycling management plan per the City's [Commercial/Multi-Family Trash and Recycling Enclosure Design Requirements](#)



8. [Project Sign Posting](#) (see separate City form)

9. **Project-Specific Studies or Information:** The following studies or information shall be required based on project scope, land use(s), or operations. Consultation with City staff prior to submittal of an application is strongly encouraged to ensure accuracy and completeness of study information.



- **Acoustical Analysis** for any proposed operational use or development project that includes noise generating activities, outdoor equipment, or near sensitive receptors.



- **Local Transportation Analysis (LTA)** for any discretionary project that would generate 50 or more net new daily vehicle trips per the City's [LTA Requirements](#).



- **Vehicle Miles Traveled (VMT) Analysis** for projects that are not screened out per the City's [VMT Policy](#).



- **Parking Study** may be required based on land use or when demonstrating adequate parking supply, shared parking, or compliance with maximum parking standard.



- **Phase I/Phase II Environmental Site Assessment**



- **Historic or Cultural Resource Assessment** prepared by a qualified professional if the project site contains a designated or eligible historic or cultural resource.



10. **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