



SUBMITTAL REQUIREMENTS TWO-STORY RESIDENTIAL DESIGN REVIEW

APPLICATION FORM, FEE & OTHER REQUIRED MATERIALS

1. Completed General Application form.
2. Application Fee: \$1,650 (*Make checks payable to the City of Los Altos. Fees are not refundable.*)
3. Neighborhood Compatibility Worksheet.
4. Material board on 8.5-inch by 11-inch card stock showing roofing material, siding, applied materials (e.g., stone, brick), trim etc.
5. Public Notification: Twelve (12) stamped, size #10 envelopes.

ARCHITECTURAL DESIGN PLANS

Three (3) full-size (24" x 36") and two (2) half-size (11" x 17") plans that include the following:

NOTE: *Once the application is deemed complete by your project planner, and at least two (2) weeks before the date of the public meeting, the following additional materials will need to be submitted:*

- *Ten (10) additional half-size (11" x 17") plans.*
- *A digital copy of plans in .pdf format (Adobe Acrobat compatible) provided on a CD, DVD, or a USB data key.*

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

- Location and dimensioned setbacks of proposed structures (including the second-story outline), existing structures to remain and existing structures to be removed
- Location, size, type and dripline of all existing trees greater than four-inches in diameter at 48-inches above the existing grade and all existing landscape screening
- Location and type of all easements
- Location and type of all utilities
- Required building setbacks
- All property lines and edge of street paving
- Relative locations of structures on adjacent properties
- Hardscape (e.g. driveway, walkways, patios)
- North arrow
- Daylight plane reference points.
- Air conditioning unit(s) and any other outdoor mechanical equipment.

2. **Project Summary Table** (use format below and print on first page of plans)

NET LOT AREA:	_____ square feet		
	Existing	Change in	Total Proposed
% OF FRONT YARD PAVING	N/A	N/A	_____ sq ft (___%)
HABITABLE LIVING AREA: (includes habitable basement area)	_____square feet	_____square feet	_____square feet
NON- HABITABLE AREA:	_____square feet	_____square feet	_____square feet

	Existing	Proposed	Allowed/Required
LOT COVERAGE: (Land area covered by all structures that are over 6 feet in height)	_____square feet (___%)	_____square feet (___%)	_____square feet (___%)
FLOOR AREA:	1st Flr: _____sq ft 2nd Flr: _____sq ft Total: _____sq ft (___%)	1st Flr: _____sq ft 2nd Flr: _____sq ft Total: _____sq ft (___%)	_____square feet (___%)
SETBACKS: Front Rear Right side (1 st /2 nd) Left side (1 st /2 nd)	____feet ____feet ____feet/____feet ____feet/____feet	____feet ____feet ____feet/____feet ____feet/____feet	____feet ____feet ____feet/____feet ____feet/____feet
HEIGHT:	____feet	____feet	____feet

3. **Floor Plans** (1/4" = 1' scale) showing existing and proposed development.

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

- Roof height, plate height, and finished floor height from existing and finished grade on each side (call out height and topographic elevation)
- Overall height measured from natural grade to highest point of the roof
- Daylight plane from existing grade at the side property lines adjacent to the front and rear of the house
- Roof pitch
- Exterior building materials

5. **Building Cross-Sections** (1/4" = 1' scale) taken from the highest ridge, showing existing and proposed grades, finished floor heights, wall plates, and building height to existing grade.

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

- Roof pitch
- Existing roof structure to remain and/or new roof area(s)

7. **Grading and Drainage Plan** ($\frac{1}{8}'' = 1'$ scale)

- Location and elevation of benchmarks
- Elevation at street and neighboring property lines
- Pad elevation
- Finished floor elevation(s)
- Lot drainage pattern
- Existing and proposed contours
- Location of all trees proposed to remain (as identified in the Tree Protection Plan)
- Stormwater management measures to retain stormwater on site in accordance with the City's Best Management Practices
- Underground utilities – existing and proposed

NOTE: For additions over 750 square feet, the Grading and Drainage Plan shall be prepared by a registered civil engineer or a licensed architect.

8. **Floor Area and Coverage Calculation Diagram** (see example on back page)

- Floor area is measured to outside edge of wall and includes all space enclosed by four walls (habitable space, non-habitable space, attached carports, accessory structures)
- Lot coverage includes footprint of structure and covered porches, chimney footprints outside the main wall, gazebos, trellises and any structures over six feet in height
- Identify square footage of any existing structures to be removed

9. **Tree Protection Plan**

Identify all trees over four inches in diameter measured at 48 inches above natural grade and provide the following details:

- Number all trees on the site plan
- Provide a table identifying the size and species of trees, and whether they are to be removed or retained
- A certified arborist report may be required if the house or proposed addition falls within the inner 2/3rds of the dripline of any tree(s) that are to be retained
- List any protective measures recommended by the certified arborist (distances to be maintained from trees, pruning instructions, protective fencing, etc.) on the plan

10. **Landscape Plan**

- Existing landscaping and trees to remain
- Proposed front yard (and exterior side yard) landscaping, street trees and hardscape improvements
- Any landscaping required for privacy and/or visual screening
- A calculation showing:
 - Total hardscape area (existing and proposed)
 - Existing softscape area
 - New softscape area.Hardscape area includes house footprint, driveway, swimming pool and other impervious areas

PUBLIC NOTIFICATION

1. **Mailed Notices** – A public meeting notice will be mailed to the adjoining property owners 10-14 days prior to the meeting at which the application is to be reviewed. The property owners who receive a mailed notice include the following:
 - The two adjoining property owners on each side
 - The three adjoining rear property owners
 - The five adjoining front property owners across the street

***NOTE:** The Planning Division may require that notification be mailed to a greater or lesser number of property owner(s) than are identified above based on the configuration of the properties adjoining the site of the application.*

2. **On-Site Posting Requirement** – In addition to the mailed notices, a meeting notice will need to be physically posted at the project site 10-14 days prior to the public hearing date. City staff will provide the notice along with instructions for properly posting it on the project site.

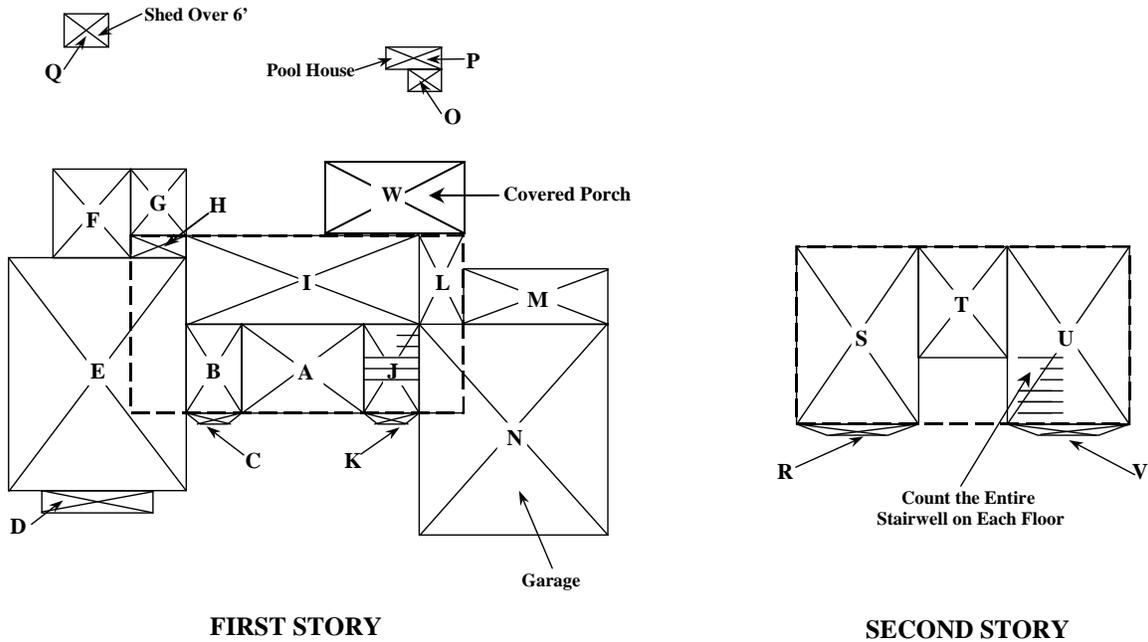
CITY ACTION

The Design Review Commission must make specific findings on each of the following issues when considering a design review application:

1. The proposed structure or alteration complies with all provisions of the Zoning Ordinance.
2. The height, elevations and placement on the site of the proposed main or accessory structure or addition, when considered with reference to the nature and location of residential structures on adjacent lots, will avoid unreasonable interference with views and privacy, and will consider the topographic and geologic constraints imposed by particular building site conditions.
3. The natural landscape will be preserved insofar as practicable by minimizing tree and soil removal; grade changes shall be minimized and will be in keeping with the general appearance of neighboring developed areas.
4. The orientation of the proposed main or accessory structure or addition in relation to the immediate neighborhood will minimize the perception of excessive bulk.
5. General architectural considerations, including the character, size, scale and quality of the design, the architectural relationship with the site and other buildings, building materials and similar elements have been incorporated in order to insure the compatibility of the development with its design concept and the character of adjacent buildings.
6. The proposed structures have been designed to follow the natural contours of the site with minimal grading, minimal impervious cover and maximum erosion protection. A stepped foundation shall generally be required where the average slope beneath the proposed structure is ten (10) percent or greater.

Example Floor Area and Coverage Calculation Diagram

The minimum acceptable scale is 1/8"=1' (this Example is not to scale).



FLOOR AREA AND COVERAGE CALCULATIONS

<u>Section</u>	<u>Dimensions</u>	<u>Area</u>	<u>Section</u>	<u>Dimensions</u>	<u>Area</u>
A	(10' x 10')	100 sq. ft.	M	15' x 8'	120 sq. ft.
B	6' x 10'	60 sq. ft.	N	22' x 26'	572 sq. ft.
C	$[(6' + 4')/2] \times 2'$	10 sq. ft.	O	7' x 8'	56 sq. ft.
D	18' x 2' 6"	45 sq. ft.	P	10' x 4' 2"	42 sq. ft.
E	26' x 34'	884 sq. ft.	Q	8' x 6'	48 sq. ft.
F	11' x 14' 4"	158 sq. ft.	FIRST STORY SUBTOTAL =		2,652 sq. ft.
G	9' x 12'	108 sq. ft.	R	$[(13' + 11')/2] \times 2'$	24 sq. ft.
H	9' x 2' 4"	21 sq. ft.	S	13' x 24'	312 sq. ft.
I	22' x 14'	308 sq. ft.	T	10' x 14'	140 sq. ft.
J	6' x 10'	60 sq. ft.	U	13' x 24'	312 sq. ft.
K	$[(6' + 4')/2] \times 2'$	10 sq. ft.	V	$[(13' + 11')/2] \times 2'$	24 sq. ft.
L	5' x 10'	50 sq. ft.	SECOND STORY SUBTOTAL =		812 sq. ft.
			TOTAL FLOOR AREA =		3,464 sq. ft.
			W	20' x 12'	240 sq. ft.
			TOTAL COVERAGE =		3,704 sq. ft.