City of Los Altos
Planning Division
(650) 947-2750
Planning@losaltosca.gov

SUBMITTAL REQUIREMENTS
TWO-STORY RESIDENTIAL DESIGN REVIEW

APPLICATION, FEE & REQUIRED MATERIALS

All applicable items, as determined by staff, are required at time of submittal. The project will not be scheduled for a public meeting until the application has been reviewed by a planner and deemed as complete.

1. **General Application**

2. **Application Fees:**

Design Review	$1,650
Public Notification ($0.50/notice)	$ 6
TOTAL	$1,656

Make checks payable to the City of Los Altos. Fees are not refundable.

3. **Neighborhood Compatibility Worksheet**
Requirement may be waived for additions to existing two-story houses.

4. **Materials Board**
Provide color photos on an 8.5" x 11" sheet showing all proposed exterior materials: roofing material(s), siding, windows and doors, applied materials (e.g. stone, brick), trim, etc., and identify manufacturer and product specifications

5. **3D Rendering**
Providing at least one 3D model or photo rendering of the project is encouraged

6. **Architectural Design Plans** *(see checklist below)*
   a. Initial submittal: Three (3) full-size sets (24" x 36") and two (2) half-size sets (11" x 17")
   b. Once application is deemed complete:
      - 12 additional half-size sets of plans
      - A digital copy of the plans in .pdf format
      - A digital copy of the front elevation or 3D rendering in .pdf or .jpg format for the on-site public posting notice

ARCHITECTURAL DESIGN PLANS

1. **Cover Sheet**

- ❑ Vicinity Map (clear and legible)
- ❑ Project Summary Tables (see no. 3 below)
- ❑ Table of Contents
- ❑ General Project Information (including project description, general plan, zoning, property owner and design professionals)

2. **Neighborhood Context Map** (1" = 20' or 1" = 40' scale) that shows the building footprints, second story outlines, driveways, significant trees and parcel lines for all properties in the immediate vicinity (generally two properties on either side, five properties across the street and three properties to the rear) of the proposed project.

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

ZONING COMPLIANCE

	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: *Measured to the outside surfaces of exterior walls*	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 (1st/2nd) Left side (1st/2nd)	 _____feet _____feet _____feet/___feet _____feet/___feet	 _____feet _____feet _____feet/___feet _____feet/___feet	 _____feet _____feet _____feet/___feet _____feet/___feet
HEIGHT:	_____feet	_____feet	_____feet

SQUARE FOOTAGE BREAKDOWN

	Existing	**Change in**	**Total Proposed**
HABITABLE LIVING AREA: *Includes habitable basement areas*	_____square feet	_____square feet	_____square feet
NON- HABITABLE AREA: *Does not include covered porches or open structures*	_____square feet	_____square feet	_____square feet

LOT CALCULATIONS

NET LOT AREA:		_____square feet
FRONT YARD HARDSCAPE AREA: *Hardscape area in the front yard setback shall not exceed 50%*		_____square feet (___%)
LANDSCAPING BREAKDOWN:	Total hardscape area (existing and proposed): _____sq ft Existing softscape (undisturbed) area: _____sq ft New softscape (new or replaced landscaping) area:_____sq ft *Sum of all three should equal the site's net lot area*	

4. **Site Plan** (⅛" = 1' scale)

- ❑ North arrow
- ❑ Footprint of proposed structures (including an outlined of the second story), existing structures to remain and existing structures to be removed
- ❑ Required building setbacks per the zone district and proposed building setbacks, including the second-story
- ❑ Location, size, type and dripline of all existing trees greater than four-inches in diameter (see no. 12 for additional tree related details)

- ❑ All property lines, easements, and location of the edge of street paving
- ❑ Location and type of all utilities (e.g. electric panel, sewer connection, water meter)
  - For water service upgrades, show location of new backflow preventer
- ❑ Hardscape (e.g. driveway, walkways, patios)
- ❑ Daylight plane reference points
- ❑ Air conditioning unit(s) and any other outdoor mechanical equipment

5. **Floor Plans** (¼" = 1' scale) showing existing and proposed development, dimensions and use of rooms

6. **Roof Plan** (¼" = 1' scale)

   - ❑ Roof pitch
   - ❑ For additions/remodels, show existing roof structure to remain, existing roof structure to be removed/rebuilt, and new roof structure, and provide a roof area calculation

7. **Building Elevations** (¼" = 1' scale)

   - ❑ Existing building elevations
     NOTE: For a new house, only front and exterior side elevations are required
   - ❑ Proposed building elevations, including:
     - Roof height, plate height, and finished floor height from natural and finished grade on each side (call out height and topographic elevation)
     - Height of all ridges and roof peaks, measured from lowest natural grade point below
     - Sill height above finish floor for all second story windows
     - Daylight plane from existing grade at the side property lines adjacent to the front and rear of the house
     - Roof pitch
     - Exterior building materials, including architectural details (trim, siding, windows, etc.)

8. **Building Cross-Sections** (¼" = 1' scale)

   - ❑ Provide at least two (2) cross-sections (one perpendicular from the other) taken from the highest ridge, showing existing and proposed grades, finished floor heights, wall plates, and building height measured to existing or proposed grade (whichever is lower)
   - ❑ If the project includes a second story balcony, a cross section through the balcony to the nearest property line(s) may be required

9. **Grading and Drainage Plan** (⅛" = 1' scale)

   NOTE: For projects that include over 750 square feet of addition/rebuilt floor area, the Grading and Drainage Plan shall be prepared by a registered civil engineer or a licensed architect

   - ❑ Location and elevation of benchmark
   - ❑ Elevation at street and neighboring property lines
   - ❑ Pad and finished floor elevations
   - ❑ Existing and proposed contours, and drainage pattern
   - ❑ 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 State and City requirements
   - ❑ Underground utilities – existing and proposed
     - For water service upgrades, show location of new backflow preventer
   - ❑ Top and toe of creek bank, and 100-year flood elevation, if applicable

10. **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 walls (habitable space, non-habitable space, attached carports, accessory structures)
- ❑ Lot coverage includes footprint of structure and covered porches, chimney footprints outside the wall, gazebos, trellises and any structures over six feet in height measured to outside edge of wall or structural support
- ❑ Identify square footage of additions, converted space and any structures to be removed

11. **Landscape Plan**

NOTE: the project may be subject to the City's Water Efficient Landscape Ordinance. See separate handout for additional information

- ❑ Show all proposed front yard (and exterior side yard) landscaping, street trees and hardscape improvements
- ❑ Show landscaping and trees required for privacy and/or visual screening
- ❑ Identify any existing landscaping and trees to remain
- ❑ If project includes a new backflow preventer for the water service, show how unit will be visually screened
- ❑ Provide color photos of all proposed trees and evergreen screening species, along with the following information:
  - Common name
  - Anticipated height and spread at maturity
  - Average rate of growth

  This information can be shown on the Landscape Plan or in a supplemental letter

12. **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

PUBLIC NOTIFICATION

1. **Mailed Notices** – A public meeting notice will be mailed to the adjoining property owners at least 10 days prior to the meeting at which the application is to be reviewed. The property owners who receive a mailed notice generally 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 posted at the project site at least 10 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

Once the design review application has been deemed complete by the project planner, it will be scheduled for review at the next available Design Review Commission meeting. Design Review Commission meetings are generally held on the first and third Wednesdays of each month.

In order to approve the application, the Commission must make six findings per Zoning Code Section 14.76.050:

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.

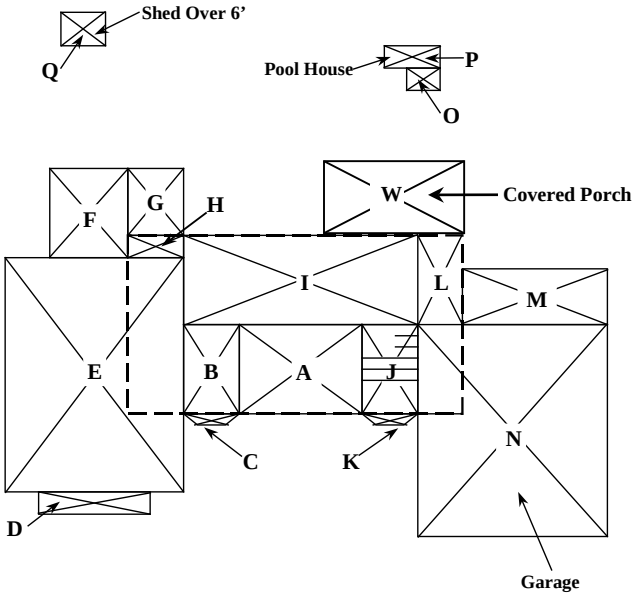
5. General architectural considerations, including the character, size, scale and quality of the design, the architectural relationship with the site and other buildings, building materials and similar elements have been incorporated in order to insure the compatibility of the development with its design 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.

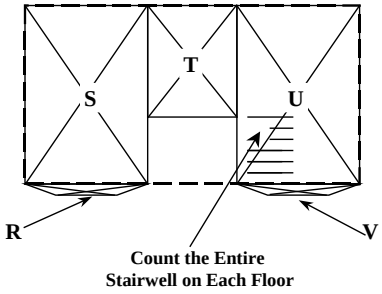
Following approval or denial of an application by the Design Review Commission, there is a 14-day appeal period. During this time period, the applicant or an interested member of the public can appeal the decision to the City Council. The appeal would require additional public notification and would be scheduled for the next available City Council meeting, which are generally held on the second and fourth Tuesdays of each month.

Example Floor Area and Coverage Calculation Diagram

The minimum acceptable scale is ⅛"=1' (this Example is not to scale).



FIRST STORY



SECOND STORY

FLOOR AREA AND COVERAGE CALCULATIONS

Section	Dimensions	Area
A	10' x 10'	100 sq. ft.
B	6' x 10'	60 sq. ft.
C	[(6' + 4')/2] x 2'	10 sq. ft.
D	18' x 2' 6"	45 sq. ft.
E	26' x 34'	884 sq. ft.
F	11' x 14' 4"	158 sq. ft.
G	9' x 12'	108 sq. ft.
H	9' x 2' 4"	21 sq. ft.
I	22' x 14'	308 sq. ft.
J	6' x 10'	60 sq. ft.
K	[(6' + 4')/2] x 2'	10 sq. ft.
L	5' x 10'	50 sq. ft.
M	15' x 8'	120 sq. ft.
N	22' x 26'	572 sq. ft.
O	7' x 8'	56 sq. ft.
P	10' x 4' 2"	42 sq. ft.
Q	8' x 6'	48 sq. ft.
FIRST STORY SUBTOTAL =		**2,652 sq. ft.**
R	[(13' + 11')/2] x 2'	24 sq. ft.
S	13' x 24'	312 sq. ft.
T	10' x 14'	140 sq. ft.
U	13' x 24'	312 sq. ft.
V	[(13' + 11')/2] x 2'	24 sq. ft.
SECOND STORY SUBTOTAL =		**812 sq. ft.**
TOTAL FLOOR AREA =		**3,464 sq. ft.**
W	20' x 12'	240 sq. ft.
FIRST STORY SUBTOTAL =		**2,652 sq. ft.**
TOTAL LOT COVERAGE =		**2,892 sq. ft.**