



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

APPLICATION FORM, FEE & REQUIRED MATERIALS

1. General Application Form

2. Filing Fee(s)

Staff Level Preliminary Project Review	\$295
Planning Commission Study Session	\$595
Public Notification (\$1.00/notice) *	\$ _____

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

** Notices mailed to all property owners within 500 feet of project site for a Planning Commission study session.*

3. Project Description Cover Letter

Provide a cover letter that includes a description of the proposed project and an overview of any issues/questions where clarification and/or answers are being requested.

4. Project Plans

- a. Staff Level Preliminary Project Review: Five (5) full-size sets (24" x 36") or five (5) half-size sets (11" x 17").
- b. Planning Commission Study Session: Two (2) full-size sets (24" x 36"), ten (10) half-size sets (11" x 17"), and a digital copy in .pdf format on a CD, a USB data key or emailed to the project planner.

PROJECT PLANS

1. Staff Level Preliminary Project Review

Site Plan, Floor Plan(s), Elevations and other information necessary to communicate the scope of the project that is being proposed.

2. Planning Commission Study Session

Provide plans consistent with the submittal requirements for the project's application type (i.e. design review, use permit, subdivision)

STUDY SESSION PUBLIC NOTIFICATION

1. **Mailed Notices** – A public meeting notice will be mailed to all properties within 500 feet of the project site 14 days before the study session meeting date.
2. **On-Site Posting** – In addition to the mailed notices, a public meeting notice will need to be physically posted at the project site at least 10 days before the study session meeting date. Planning staff will provide the notice along with instructions for properly posting it on the project site.