



## SUBMITTAL REQUIREMENTS COMMERCIAL OR MULTI-FAMILY DESIGN REVIEW

### APPLICATION FORM, FEE & REQUIRED MATERIALS

*All items 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 is deemed complete.*

1. **General Application Form**

2. **Filing Fee(s)**

Application	\$ _____
Environmental Review	\$ _____
Public Notification (\$1.00/notice) *	\$ _____
Other: _____	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

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

*\* Notices mailed to all properties and business tenants within 500 feet of project site for the Planning Commission and City Council public meetings.*

3. **Materials Board**

- a. Initial submittal: Provide color photos on an 8.5” x 11” sheet showing roofing material, siding, applied materials (e.g. stone, brick), trim, etc., and identify manufacturer and product specifications.
- b. Once application is deemed complete: Provide product samples of proposed materials and colors on an 11” x 17” board and, if necessary, applied material mockups to illustrate the appearance of materials together.

4. **Technical Studies**

Depending on the nature of the project, technical studies, such as a traffic impact assessment, arborist report or acoustical analysis, may be required.

5. **Climate Action Plan Checklist for New Development**

6. **Color Renderings and 3D Model**

- a. Provide a sufficient number of perspective color renderings of the proposed structure, photo simulated within the existing context of the built and natural surroundings, to represent how all elevations of the building will appear at a pedestrian scale/level.
- b. Provide a digital model (using SketchUp or a similar program) of the proposed development and adjacent buildings within the broader streetscape area that can be presented and manipulated to represent the three dimensional qualities of the proposed building within the existing context of the built and natural surroundings.

7. **Architectural Design Plans** *(see checklist below)*

- a. Initial submittal: Five (5) full-size sets (24” x 36”) and five (5) half-size sets (11” x 17”).
- b. Once application deemed complete: Additional half-size sets of plans will be required before each public meeting and a digital copy in .pdf format on a CD, a USB data key or emailed to the project planner.

## ARCHITECTURAL DESIGN PLANS

### 1. Cover Sheet

- Vicinity Map (clear and legible)
- Table of Contents
- General Project Information (project description, general plan, zoning, property owner, design professionals, etc.)
- A summary of land development calculations including, but not limited to, site area, lot coverage, setbacks, impervious surfaces, building floor area, parking stalls (required and proposed), and, when appropriate, number of beds, students and/or dining seats
- Rendering or graphic of proposed project

### 2. Site Plan ( $\frac{1}{8}'' = 1'$ scale)

- Subject property showing all property lines and adjacent streets
- Location of all structures on subject property
- Location and dimensions of parking, driveway, and loading areas
- Location, size, type and proposed disposition of all existing trees over four-inches in diameter
- Landscape areas, walkways, fences, retaining walls, utility areas, and trash facilities

### 3. Floor Plans ( $\frac{1}{4}'' = 1'$ scale)

- Show existing and proposed development
- Identify details such as balconies, roof gardens, cabanas, etc.  
*NOTE: Floor plans for single-story buildings may be shown on the site plan.*

### 4. Floor Area Calculation Diagram ( $\frac{1}{8}'' = 1'$ scale)

- Gross floor area - measured to outside edge of wall and including all space enclosed by walls (habitable space, non-habitable space, accessory structures, basements)
- Net floor area - excluding all inner courts and/or shaft enclosures (stairwells, elevator shafts, etc)
- Existing floor area of structures to be removed

### 5. Building Elevations ( $\frac{1}{4}'' = 1'$ scale)

- Building materials and design details
- Roof pitch
- Roof-mounted equipment
- New signage being proposed
- Height
- Color(s)
- Fencing

### 6. Building Cross-Sections ( $\frac{1}{4}'' = 1'$ 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 grade.

7. **Roof Plan** ( $\frac{1}{4}'' = 1'$  scale)

- Roof pitch
- Existing roof to remain and new roof area
- All rooftop mechanical equipment and screening location(s)

8. **Landscape Plan** ( $\frac{1}{4}'' = 1'$  scale)

- A conceptual planting plan that identifies all existing and proposed trees and plants
- Hardscape, walkways, fences and retaining walls
- Utility areas and trash facilities
- A calculation identifying total area of proposed hardscape and softscape
- 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

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

*NOTE: The Grading and Drainage Plan shall be prepared by a registered civil engineer or a licensed architect.*

- Location and elevation of benchmarks
- Elevation at street and neighboring property lines
- Pad elevation
- Finished floor elevation
- Tree location(s)
- Lot drainage pattern
- Existing and proposed contours
- Stormwater management measures to retain stormwater on site in accord with the Best Management Practices
- All existing and proposed utilities (lines, transformers, meters, etc.) and adjacent infrastructure

10. **Construction Management Plan**

Prepare a preliminary construction management plan that identifies anticipated truck routing and staging, construction worker parking plan (on-site and off-site) and pedestrian routing (sidewalk closures, detours, etc.). *See Construction Management Plan handout for more specific direction.*

11. **Streetscape Elevation**

Render proposed structure(s) in relation to buildings/development on adjoining properties. In the case of a corner lot, a streetscape of each street is required.

## PUBLIC NOTIFICATION

1. **Mailed Notices** – All properties within 500 feet of the project site will receive a mailed notice of all public meetings 10-14 days before the meeting date. The Planning Division will provide an area map showing all properties within a 500-foot radius of the project site.  
*NOTE: For projects in or near commercial areas, notification will also be provided to all commercial tenants within the 500-foot radius area. The applicant is responsible for providing a name and address list of all commercial tenants within the notification area in a label format approved by staff.*
2. **On-Site Posting Requirement** – In addition to the mailed notices, a public notice billboard (four feet by six feet) with color renderings of the project will need to be installed at the project site at least 10 days prior to the first public meeting date. *See Public Notice Billboard handout for more specific direction.*
3. **Story Poles** – All new development projects are required to install story poles on the site at least 20 days prior to the first Planning Commission meeting. *See Story Pole handout for more specific direction.*

## CITY ACTION

The project will be reviewed at public meetings before the Complete Streets Commission (CSC), the Planning Commission (PC) and the City Council (CC). CSC will hold a public meeting to provide a recommendation regarding the project's transportation amenities (vehicle, bicycle and pedestrian). The PC will hold a public meeting to review and provide a recommendation on all components of the project, and the CC will review and take a final action on the project.

In order to approve the project, the PC and CC must make specific findings on each of the following issues:

1. The proposal meets the goals, policies and objectives of the Los Altos General Plan and any specific plan, design guidelines and ordinance design criteria adopted for the specific district or area.
2. The proposal has architectural integrity and has an appropriate relationship with other structures in the immediate area in terms of height, bulk and design.
3. Building mass is articulated to relate to the human scale, both horizontally and vertically. Building elevations have variation and depth, and avoid large blank wall surfaces. Residential or mixed-use residential projects incorporate elements that signal habitation, such as identifiable entrances, stairs, porches, bays and balconies.
4. Exterior materials and finishes convey high quality, integrity, permanence and durability, and materials are used effectively to define building elements such as base, body, parapets, bays, arcades and structural elements. Materials, finishes, and colors have been used in a manner that serves to reduce the perceived appearance of height, bulk and mass, and are harmonious with other structures in the immediate area.
5. Landscaping is generous and inviting, and landscape and hardscape features are designed to complement the building and parking areas, and to be integrated with the building architecture and the surrounding streetscape. Landscaping includes substantial street tree canopy, either in the public right-of-way or within the project frontage.

6. Signage is designed to complement the building architecture in terms of style, materials, colors and proportions.
7. Mechanical equipment is screened from public view and the screening is designed to be consistent with the building architecture in form, material and detailing.
8. Service, trash and utility areas are screened from public view, or are enclosed in structures that are consistent with the building architecture in materials and detailing.