



**CITY OF LOS ALTOS  
GENERAL APPLICATION**

Type of Review Requested: *(Check all boxes that apply)*

Permit # \_\_\_\_\_

<input type="checkbox"/> Design Review - One-Story	<input type="checkbox"/> Historical Review	<input type="checkbox"/> Single-Story Overlay Rezoning
<input type="checkbox"/> Design Review - Two-Story	<input type="checkbox"/> Lot-Line Adjustment	<input type="checkbox"/> Tentative Map/Division of Land
<input type="checkbox"/> Design Review - Comm/Multi-Fam	<input type="checkbox"/> Outdoor Display Permit	<input type="checkbox"/> Use Permit
<input type="checkbox"/> Accessory Dwelling Unit	<input type="checkbox"/> PC Study Session	<input type="checkbox"/> Variance/Extension
<input type="checkbox"/> Environmental Review	<input type="checkbox"/> Preliminary Project Review	<input type="checkbox"/> Zoning Verification Letter
<input type="checkbox"/> General Plan/Code Amendment	<input type="checkbox"/> Sign Permit	<input type="checkbox"/> Other:

Project Address/Location: \_\_\_\_\_

Project Proposal/Use: \_\_\_\_\_ Current Use of Property: \_\_\_\_\_

Assessor Parcel Number(s): \_\_\_\_\_ Site Area: \_\_\_\_\_

New Sq. Ft.: \_\_\_\_\_ Altered/Rebuilt Sq. Ft.: \_\_\_\_\_ Existing Sq. Ft. to Remain: \_\_\_\_\_

Total Existing Sq. Ft.: \_\_\_\_\_ Total Proposed Sq. Ft. (including basement): \_\_\_\_\_

Is the site fully accessible for City Staff and/or Commissioner inspection? \_\_\_\_\_

*\* Per Government Code Section 65105, City personnel may enter the subject property for inspections, examinations and surveys, provided that the entry does not interfere with the use of the land by those persons lawfully entitled to the possession thereof.*

Applicant's Name: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Architect/Designer's Name: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

*\* If your project includes complete or partial demolition of an existing residence or commercial building, a demolition permit must be issued and finalized prior to obtaining your building permit. Please contact the Building Division for a demolition package.*

*(Continued on Back)*

Is the property subject to any Deed Restrictions, Conditions, Covenants, and Restrictions (CC&Rs), or any other recorded conditions of the subdivision in which it is located?

Yes  No

Does the subject property contain any easements or other encumbrances (i.e. public utility easement)?

Yes  No

If yes to either question, please provide additional information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Note: The applicant and/or property owner are responsible for researching the title report and other records to determine if the property is subject to any easements, CC&R's or other restrictions.*

As the  Property Owner;  Applicant; or  Authorized Agent;

I certify that the above information is true and correct.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Note: If signing as an Authorized Agent, submit evidence of written authorization from the Property Owner.*

**For City Staff Use Only:**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Department Review Required:

Fire Department YES / NO Date Notified: \_\_\_\_\_

Building Division YES / NO Date Notified: \_\_\_\_\_

Engineering Division YES / NO Date Notified: \_\_\_\_\_

\_\_\_\_\_ Date Notified: \_\_\_\_\_

\_\_\_\_\_ Date Notified: \_\_\_\_\_

Is the submittal package complete? YES / NO

If NO, what items still need to be submitted?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_