



City of Los Altos

Planning Division

SUBMITTAL REQUIREMENTS FOR SINGLE-FAMILY RESIDENTIAL DESIGN REVIEW

- *NEW HOUSES OR ADDITIONS* -

APPLICANT PRESUBMITTAL CHECKLIST

REQUIRED APPLICATION MATERIALS

All items are required at time of submittal and shall be submitted in electronic format.

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A. [General Planning Application](#) (see separate City form)

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B. **Application Fee:** Current application fee as listed in the City's adopted fee schedule.

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C. [Neighborhood Compatibility Worksheet](#) (see separate City form)

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D. [Project Sign Posting](#) (see separate City Form)

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E. **Preliminary Title Report:** Title report for the property prepared in the last year.

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F. **Community Outreach:** For projects that require a public hearing, provide documentation of neighborhood outreach. A letter shall be provided outlining the community outreach conducted with neighbors to distribute the project proposal, solicit input, and resolve neighbor concern. Community outreach shall occur with neighbors in the immediate neighborhood context, which is the two contiguous houses on either side of the project site, and directly behind the project site, and the five to six houses directly across the street from the project site. Information and/or documentation to confirm outreach with neighbors may include: 1) copies of letters and emails to neighbors inviting them to the outreach meeting; 2) correspondence with neighbors confirming outreach with neighbors; or 3) any other information that confirms outreach to the above listed properties.

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G. **Project Plans:** A full plan set (24" x 36" size) in a single, flattened/compressed PDF file not exceeding 125 MB. Include page thumbnails with matching sheet title labels. A separate public copy plan set with a site plan and massing diagram may also be provided for public distribution. Plan sets shall include the following sheets and information:

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1. **Cover Sheet**

- Vicinity map – Small map of the project site location within the City (½ mile radius).
- Index of plan sheets.
- Project summary tables (see Attachment 'A' for a template).
- General project information including: a brief project description; project site address; Assessor Parcel Number (APN); General Plan designation; Zoning designation; flood hazard zones as shown on FEMA map; property owner information; and design professional(s) information.

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2. **Exterior Materials and Color Plan:** Photos and manufacturer product specifications for all exterior materials and colors including roofing material; siding; windows; doors; trim; applied materials such as brick and stone; etc.



3. **Site Plan** ($\frac{1}{8}" = 1'$ scale)

- North arrow.
- Dimensioned property lines, including any easements or encumbrances across the property.
- Adjacent streets, labeled with street name(s) and edge of street pavement.
- Location of buildings and uses on adjacent properties.
- Location, configuration, separation distance, and setbacks for all existing and proposed buildings (including an outline of a second story if applicable).
- Zoning setback lines (dashed with labeled distance from property lines).
- Location, size, type, and dripline of all existing trees greater than 4" in diameter and all existing landscape screening.
- Creeks or waterways on, adjacent to, or within 50' of the project site with "top of bank" indicated.
- Location and type of all utilities (e.g. electric panel, sewer connection, water meter).
- Hardscape (e.g. driveway, walkways, patios).
- Daylight plane reference points.
- Air conditioning unit(s) and any other outdoor mechanical equipment.



4. **Site Survey:** A site survey prepared by a licensed land surveyor for all new houses and additions that are proposed within five feet of a required setback.



5. **Floor Plans** ($\frac{1}{4}" = 1'$ scale) showing existing and proposed development, dimensions, and use of rooms.



6. **Roof Plans** ($\frac{1}{4}" = 1'$ scale) showing roof pitch and, for additions/remodels, show existing roof structure to remain, existing roof structure to be removed/rebuilt, and new roof structure.



7. **Building Elevations** ($\frac{1}{4}" = 1'$ scale)

- Existing and proposed building elevations of all sides of the home.
- Roof height and pitch, wall plate height, and finished floor height from natural and finished grade on each side (indicate height and topographic elevation).
- Daylight plane from existing grade at the side property lines shown at the highest point of the structure.
- Exterior building materials, colors, and architectural features showing how color and materials will be placed on the building.



8. **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 plate heights, and building height 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.



9. **Color 3D Rendering, Perspectives, and Streetscape:** Three-dimensional renderings or color perspectives as viewed from the ground and a neighborhood streetscape that includes the proposed project.



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

- Existing and proposed front yard and exterior side yard landscaping, street trees, and hardscape improvements.
- All information necessary to demonstrate compliance with the City's [Water Efficient Landscape Ordinance](#), if applicable.
- Color photos of all proposed trees and evergreen screening plants with labels for common name, anticipated rate of growth, and anticipated height and spread at maturity.
- Landscaping and trees required for privacy and/or visual screening.
- Existing and proposed fences/walls including material and height.



11. **Tree Protection Plan** ($\frac{1}{8}" = 1'$ scale)

- All trees over 4" in diameter measured at 48" above natural grade.
- Number all trees on the plan.
- Table referencing each numbered tree identifying the tree species and size, whether they are a protected tree per the City's Tree Protection Regulations (LAMC Chapter 11.08), and whether they are to be removed or retained.
- Tree protection fencing around the dripline of all protected trees to remain on site.
- An arborist report prepared by a certified arborist for all protected trees where construction is within the inner 2/3rds of the dripline or proposed to be removed.



12. **Floor Area and Lot Coverage Calculation Diagrams** (*see example in Attachment 'B'*)

- Graphic calculations of the floor area of all structures. Floor area is measured to the outside edge of walls and includes all space enclosed by the walls (habitable space, non-habitable space, attached carports, accessory structures). Identify square footage of additions, converted space and any structures to be removed.
- Graphic calculations of the lot coverage of all structures. Lot coverage includes the footprint of the home and covered porches, chimney footprints outside the main walls, gazebos, trellises, and any structures over six feet in height.



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

- Location and elevation of benchmarks.
- Elevation at street and neighboring property lines.
- Pad and finished floor elevations.
- Site contours and topography.
- Estimated grading quantity (cut and fill calculation).
- Location of all trees proposed to remain (as identified in the Tree Protection Plan).
- Conceptual drainage plan with stormwater treatment devices and site design measures to conform with the Stormwater Pollution Prevention Plan (SWPPP) and C.3. standards.
- Total planned area of impervious surface that will be created or replaced in square feet.
- Underground utilities – existing and proposed.
- Top and toe of creek bank, and 100-year flood elevation, if applicable.



14. **Requested Exceptions:** For projects which request exceptions to development standards through a Variance, include a written description outlining the request, your reasoning for the City to support the request using the required Zoning Code Variance findings, and attach any relevant graphics or images to support the written content.

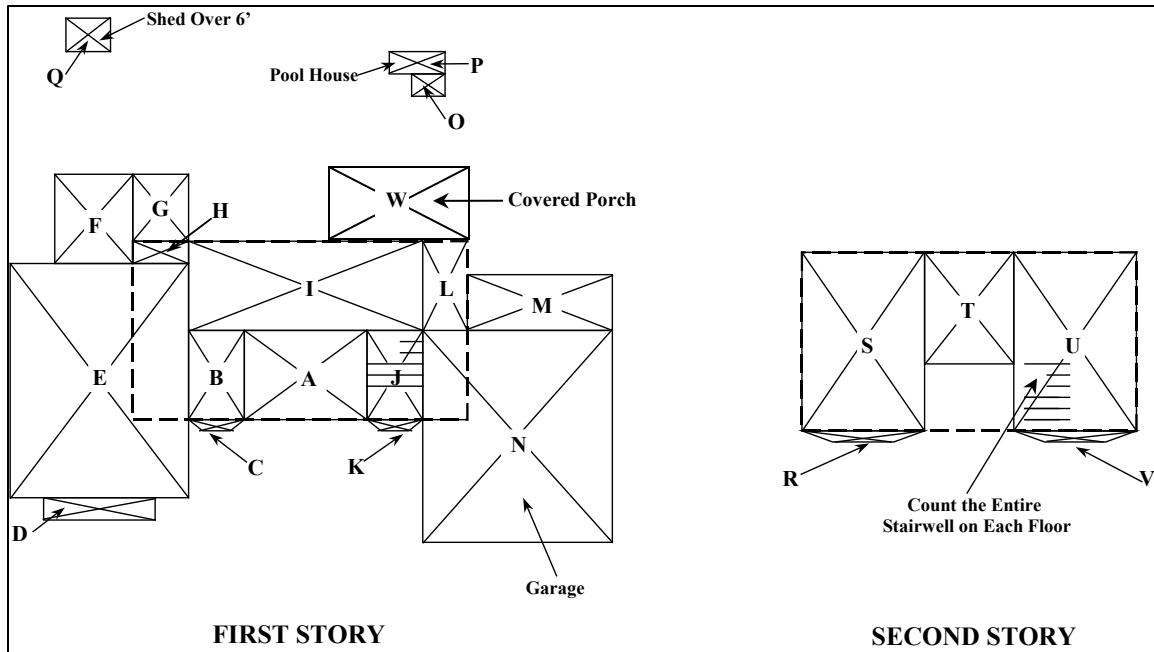
Attachment A

Project Summary Table Template

ZONING COMPLIANCE			
	Existing	Proposed	Allowed/Required
LOT COVERAGE: <i>Land area covered by all structures that are over 6 feet in height</i>	_____square feet (_____%)	_____square feet (_____%)	_____square feet (_____%)
FLOOR AREA: <i>Measured to the outside surfaces of exterior walls</i>	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
SQUARE FOOTAGE BREAKDOWN			
	Existing	Change in	Total Proposed
HABITABLE LIVING AREA: <i>Includes habitable basement areas</i>	_____square feet	_____square feet	_____square feet
NON- HABITABLE AREA: <i>Does not include covered porches or open structures</i>	_____square feet	_____square feet	_____square feet
LOT CALCULATIONS			
NET LOT AREA:	_____square feet		
FRONT YARD HARDSCAPE AREA: <i>Hardscape area in the front yard setback shall not exceed 50%</i>	_____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 <i>Sum of all three should equal the site's net lot area</i>		

Attachment B

Example Floor Area and Lot Coverage Calculation Diagram



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.
			FIRST STORY SUBTOTAL =		2,652 sq. ft.
			TOTAL LOT COVERAGE =		2,892 sq. ft.