



## City of Los Altos

Planning Division

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# CERTIFICATE OF COMPLIANCE SUBMITTAL REQUIREMENTS CHECKLIST

### APPLICANT PRESUBMITTAL CHECKLIST

#### REQUIRED APPLICATION MATERIALS

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

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

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

C. **Preliminary Title Report:** Title report for the properties prepared within the last year.

D. **Chain of Title:** Copies of all deeds and maps from the time of parcel creation to the present time, issued by a Title Company.

E. **Legal Description:** A legal description of the property(ies), which shall be stamped and signed by a licensed land surveyor or qualified civil engineer.

F. **Site Plan:** An 11" x 17" size site plan in a single, flattened/compressed PDF file not exceeding 125 MB prepared by a licensed land surveyor or qualified civil engineer containing the following information:

- North arrow and scale.
- Name, address, and telephone number of the record owner(s).
- Name, business address and telephone number of the person who prepared the plans.
- Location and names of all adjoining and contiguous highways, streets, alleys, and public ways.
- Approximate widths, locations, and type of all existing and proposed easements.
- Lot layout and approximate dimensions and square footage of each lot.
- Locations of all existing buildings, utilities, and other improvements.
- Lot coverage and floor area calculations for all structures to remain on each lot.
- Setbacks of existing buildings and other improvements from the existing and proposed property lines (only those buildings which are to remain).