



**City of Palo Alto
Department of Planning and Community Environment**

**Application Submittal Requirements*
Single Family Individual Review**

<input type="checkbox"/>	SUMMARY SHEET
<input type="checkbox"/>	APPLICATION FORM ~ Items 1-5 completed ~ Property owner's original signature (copies are not acceptable)
<input type="checkbox"/>	TREE DISCLOSURE STATEMENT
<input type="checkbox"/>	SPOT ELEVATION SURVEY (new homes only) ~ Mark the location on the plan of the home and indicate the elevation from where the building height will be measured. ~ Base Flood Elevation (if located in a Flood Hazard Area)
	PLANS <i>The City will provide copies of the reduced plans, as requested, for public review.</i>
<input type="checkbox"/>	Three sets of full size plans, no larger than 24" x 36"
<input type="checkbox"/>	Two sets of reduced plans (11" x 17")
<input type="checkbox"/>	Bar scale included on each sheet
<input type="checkbox"/>	Drawn at 1/8" or 1/4" scale
<input type="checkbox"/>	Bound and folded to letter size
	Required Information on Plans
<input type="checkbox"/>	<i>Vicinity Map</i> Small schematic map showing the location of the project site within the city
<input type="checkbox"/>	<i>Neighborhood Context</i> "Storyboard" (Visual depiction of the proposed project in its setting among adjacent properties)- Incorporate this information into the actual plan set, must be foldable to letter size . approximately 8 1/2" x 11"
	Project Data
<input type="checkbox"/>	Project data box shall be printed on the first sheet
<input type="checkbox"/>	Project Address
<input type="checkbox"/>	Assessor's Parcel Number
<input type="checkbox"/>	Zone District
<input type="checkbox"/>	Net Lot Area (excluding any area located within an access or watercourse easement)
<input type="checkbox"/>	Proposed FAR
<input type="checkbox"/>	Allowable FAR (45% of first 5,000 s.f. + 30% > 5,000 s.f.)
<input type="checkbox"/>	Proposed Lot Coverage
<input type="checkbox"/>	Allowable Lot Coverage (35% of lot area)
<input type="checkbox"/>	Project is subject to contextual front yard setback (YES/NO)
<input type="checkbox"/>	Project is in Flood Zone (YES/NO) - <i>IF "YES", PROJECT MUST BE DISCUSSED WITH THE DEPARTMENT OF PUBLIC WORKS <u>PRIOR</u> TO APPLICATION SUBMITTAL</i>
<input type="checkbox"/>	If project is in a flood zone, provide the Base Flood Elevation (BFE)
<input type="checkbox"/>	Proposed garage location is subject to contextual placement (YES/NO)

*These requirements may be modified to omit items or to include additional items (e.g. Shadow Studies, Story Poles, Preliminary Grading & Drainage Plan, etc.) based on project scope.

<i>Site Plan</i>	
<input type="checkbox"/>	North arrow (orient all sheets in the same direction)
<input type="checkbox"/>	Dimensioned property lines (and adjacent sidewalk)
<input type="checkbox"/>	Footprint of all buildings and accessory structures on the site
<input type="checkbox"/>	Outline of all adjacent buildings and structures (including location of patios, windows, decks, hot-tubs and swimming pools) within 50 feet of the property line
<input type="checkbox"/>	Surface parking area, driveways, paths, and sidewalks
<input type="checkbox"/>	Improvements in the public right of way, including streets, curbs, and trees
<input type="checkbox"/>	Creeks or waterways on or adjacent to the property
<input type="checkbox"/>	Easements
<input type="checkbox"/>	Right-of-way (Distance between adjacent sidewalks and/or roadway edge and the property line.)
<input type="checkbox"/>	Dimensioned setback lines including any special setbacks.
<input type="checkbox"/>	External mechanical equipment (pool filters, air conditioners, etc.)
<input type="checkbox"/>	Lot Coverage (block out area)
<input type="checkbox"/>	Contextual front setback (if front setback is greater than 20 feet)
<input type="checkbox"/>	Trees <ul style="list-style-type: none"> ~ Location, species, size, and dripline area of all trees on site, including trees on neighboring properties that overhang the project site. ~ Plans shall also include the location of tree protection fencing for all protected and regulated trees and the City of Palo Alto Standard Tree Protection Instructions. The Tree Technical Manual, Section 2.00 & 6.35, must be reviewed to determine which protection instructions are to be printed on the plans.
<i>Building Elevations</i>	
<input type="checkbox"/>	Existing conditions to remain and proposed changes
<input type="checkbox"/>	Elevations of all sides of all buildings, including accessory structures
<input type="checkbox"/>	Height limits and daylight plane restrictions
<input type="checkbox"/>	Note on plans indicating the daylight plane grade reference point. The note shall state "Grade for the purposes of establishing daylight plane shall be an average of the grade at the midpoint of the building and the grade at the closest point on the adjacent lot."
<input type="checkbox"/>	All windows, doors, eaves, chimneys, and other appurtenances on the building exterior
<input type="checkbox"/>	Grade elevation from where the height is measured
<input type="checkbox"/>	Finished floor elevation
<i>Floor Plans</i>	
<input type="checkbox"/>	Sufficient floor plans to indicate how the interior of the building affects the exterior design, particularly window and door placement, space usage, stairs, etc.
<input type="checkbox"/>	Dimensioned floor plans for all buildings
<input type="checkbox"/>	Blocked- Out Floor Area (<i>provide information on a separate sheet of the plans</i>)
<input type="checkbox"/>	<i>Roof Plans</i>
<input type="checkbox"/>	<i>Sections</i>
	Attic, stairs, cathedral ceilings, etc.
<input type="checkbox"/>	FEE - see current Fee Schedule

Note: The plans submitted for Individual Review will be reviewed for zoning compliance. Other City departments will not review the plans until they are submitted for a building permit. The applicant is advised to review the proposed plans with the Building (650-329-2496) and Public Works (650-329-2557) Departments prior to the Individual Review submittal to avoid future delays and potential redesign.

Individual Review – Project Summary

Address:	
Applicant:	
Owner:	

This project involves the following work (check one):

- New two-story home
- New 2nd story to an existing one-story home
- Addition to an existing second floor

FOR OFFICE USE ONLY

File Number:	
Submittal Date:	

Project Manager:

- Jennifer Cutler 650-329-2149
Jennifer.Cutler@CityofPaloAlto.org
- Judie Soo Gilli 408-691-2448
Judie.Gilli@CityofPaloAlto.org
- Lee Mei 650-617-3100 x3860
Lee.Mei@CityofPaloAlto.org
- Paul Mennega 650-617-3137
Paul.Mennega@CityofPaloAlto.org
- Stephen O'Connell
650-617-3100 x2552
Stephen.OConnell@CityofPaloAlto.org
- Lata Vasudevan 650-329-2165
Lata.Vasudevan@CityofPaloAlto.org

Origins:

Arnold Mammarella

Date application deemed complete:	
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Development Review Application

City of Palo Alto
Department of Planning & Community Environment
250 Hamilton Avenue, Palo Alto, CA 94301
(650) 329-2441 plandiv.info@cityofpaloalto.org

Date Received	_____
Revised	_____
File Number(s)	_____

1 Applicant Request

- Architectural Review
- Historic Review
- Design Enhancement Exception
- Transfer of Development Rights
- Comprehensive Plan Amendment
- Protected Tree Removal
- Home Improvement Exception

- Temporary Use Permit
- Individual Review
- Conditional Use Permit
- Variance
- Site and Design
- Zone Change
- Subdivision
- Parcel Map

Application Fee(s)

Fee(s): \$ _____

Receipt # : _____

Job Ledger # : _____

2 Property Location

Address of Subject Property: _____

Zone District: _____ Assessor's Parcel Number: _____ Historic Category(if applicable): _____

3 Requested Action

Description of requested action: _____

4 Applicant

NOTE: APPLICANT & PROPERTY OWNER must be placed on the submitted mailing list in order to be notified of Meetings, Hearings or action taken.

Name: _____ E-mail: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ Fax: _____

5 Property Owner

NOTE: APPLICANT & PROPERTY OWNER must be placed on the submitted mailing list in order to be notified of Meetings, Hearings or action taken.

Name: _____ E-mail: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ Fax: _____

I hereby certify that I am the owner of record of the property described in Box #2 above and that I approve of the requested action herein. If this application(s) is subject to 100% recovery of planning costs, I understand that charges for staff time spent processing this application(s) will be based on the Policy and Procedures document provided to me. I understand that my initial deposit is an estimate of these charges and not a fee, and I agree to abide by the billing policy stated.

Signature of Owner: _____ Date: _____

6 Action Taken (office use only)

- Architectural Review Board
- Historic Resources Board
- Planning Commission
- City Council
- Planning Manager
- Director of Planning

Date	Decision

7 Your Next Step

- Apply to the Building Inspection Division (or other originating Department) for your Permit.
- Findings and Conditions are attached

The project must comply with the requirements of ALL applicable City Codes and Ordinances



CITY OF PALO ALTO
Department of Planning & Community Environment
Planning Division

Development Review Application Submittal Appointments

An appointment is required prior to submitting the following Development Review Applications:

- Architectural Review (i.e. signs, façade remodels, landscaping, commercial additions and new structures, multi-unit residential developments).
- Historic Review (Historic Inventory alterations, additions, floor area bonuses, designations, Category 1 or 2 or Downtown or Professorville demolitions)
- Individual Review (i.e. new two-story or second story additions to single family homes)
- Home Improvement Exception
- Conditional Use Permit
- Variance
- Design Enhancement Exception
- Comprehensive Plan Amendment
- Site and Design
- Zone Change
- Subdivision and Maps

Appointments can be made by calling the Planning Division at (650) 329-2441, or in person at the Development Center, 285 Hamilton Avenue, Monday, Tuesday, Thursday, and Friday 8 am – 4 pm, and Wednesday 9 am – 4 pm.

Application packages will not be accepted without an appointment.

Appointment Date: _____ Time: _____ Planner: _____

The Development Review application form is on the reverse side of this notice.





TREE DISCLOSURE STATEMENT

CITY OF PALO ALTO
Planning Division, 250 Hamilton Avenue
Palo Alto, CA 94301
(650) 329-2441
<http://www.cityofpaloalto.org>

Palo Alto Municipal Code, Chapter 8.10.040, requires disclosure and protection of certain trees located on private and public property, and that they be shown on submitted and approved site plans. A completed *tree disclosure statement* must accompany all permit applications that include exterior work, all demolition or grading permit applications, or other development activity.

PROPERTY ADDRESS: _____

Are there Regulated ¹ trees on or adjacent to the property? YES NO (If no, proceed to Section 4)

[Sections 1- 4 MUST be completed by the applicant. Please circle and/or check where applicable.]

1. Where are the trees? Check those that apply. (Plans must be submitted showing all trees over 4" diameter)

- On the property
- On adjacent property overhanging the project site
- In the City planter strip or right-of-way easement within 30' of property line (Street Trees)*

*Street trees ¹ require special protection by a fenced enclosure, per the attached instructions. Prior to receiving any permit, you must provide an authorized Street Tree Protection Verification form. Contact Public Works Operations at (650) 496-5953 for inspection of type I, II or III fencing (see attached Detail #605) required for all street trees.

2. Are there any Protected ¹ or Designated ¹ Trees? YES (Check where applicable) NO

- Protected Tree (s)
- Designated Tree (s)
- On or overhanging the property

3. Is there activity or grading within the dripline? (radius 10 times the trunk diameter) of these trees? YES NO

*If Yes, a **Tree Preservation Report** must be prepared by an ISA certified arborist and submitted for staff review (see TTM ², Section 6.25). Attach this report to Sheet T-1, "Tree Protection, its Part of the Plan!", per Site Plan Requirements.*

4. Are the Site Plan Requirements** completed? YES NO

**Plans. Protection of Regulated trees during development require the following: (1) Plans must show the measured trunk diameter and canopy dripline; (2) Plans must denote, as a bold dashed line, a fenced enclosure area out to the dripline, per Sheet T-1 and Detail #605 -

<http://www.cityofpaloalto.org/trees/forms.htm> (See also TTM ², Section 2.15 for area to be fenced)

I, the undersigned, agree to the conditions of this disclosure. I understand that knowingly or negligently providing false or misleading information in response to this disclosure requirement constitutes a violation of the Palo Alto Municipal Code Section 8.10.040, which can lead to criminal and/or civil legal action.

Signature: _____ Print: _____ Date: _____
(Prop. Owner or Agent)

FOR STAFF USE:

Protective Fencing

Sections 5-6 must be **completed by staff** for the issuance of any development permit (demolition, grading or building permit).

5. Protected Trees. The specified tree fencing is in place. A written statement is attached verifying that protective fencing is correctly in place around protected and/or designated trees. YES NO
(N/A if there are no protected trees, check here)

6. Street Trees. A signed Public Works Street Tree Protection Verification form is attached. YES NO
(N/A if there are no street trees, check here)

¹ Regulated Trees – a) Street trees – trees on public property; b) Protected trees – Coast Live Oaks or Valley Oaks which are 11.5" in diameter or larger, Coast Redwoods which are 18" in diameter or larger, when measured 54" above natural grade; and Heritage trees are trees designated by City Council; and c) Designated Trees – commercial or non-residential property trees, which are part of an approved landscape plan.

² Palo Alto Tree Technical Manual (TTM) contains instructions for all requirements on this form, available at www.cityofpaloalto.org/trees/technical-manual.html



PALO ALTO
STREET TREE PROTECTION INSTRUCTIONS
--SECTION 31--

31-1 General

- a. **Tree protection has three primary functions**, 1) to keep the foliage canopy and branching structure clear from contact by equipment, materials and activities; 2) to preserve roots and soil conditions in an intact and non-compacted state and 3) to identify the Tree Protection Zone (TPZ) in which no soil disturbance is permitted and activities are restricted, unless otherwise approved.
- b. **The Tree Protection Zone (TPZ)** is a restricted area around the base of the tree with a radius of ten-times the diameter of the tree's trunk or ten feet; whichever is greater, enclosed by fencing.

31-2 Reference Documents

- a. **Detail 605** – Illustration of situations described below.
- b. **Tree Technical Manual (TTM) Forms** (<http://www.cityofpaloalto.org/trees/>)
 1. Trenching Restriction Zones ([TTM, Section 2.20\(C\)](#))
 2. Arborist Reporting Protocol ([TTM, Section 6.30](#))
 3. Site Plan Requirements ([TTM, Section 6.35](#))
 4. Tree Disclosure Statement ([TTM, Appendix J](#))
- c. **Street Tree Verification (STV) Form** (<http://www.cityofpaloalto.org/trees/forms>)

31-3 Execution

- a. **Type I Tree Protection:** The fence shall enclose the entire TPZ of the tree(s) to be protected throughout the life of the construction project. In some parking areas, if fencing is located on paving or concrete that will not be demolished, then the posts may be supported by an appropriate grade level concrete base, if approved by Public Works Operations.
- b. **Type II Tree Protection:** For trees situated within a planting strip, only the planting strip and yard side of the TPZ shall be enclosed with the required chain link protective fencing in order to keep the sidewalk and street open for public use.
- c. **Type III Tree Protection:** To be used only with approval of Public Works Operations. Trees situated in a tree well or sidewalk planter pit, shall be wrapped with 2-inches of orange plastic fencing from the ground to the first branch and overlaid with 2-inch thick wooden slats bound securely (slats shall not be allowed to dig into the bark). During installation of the plastic fencing, caution shall be used to avoid damaging any branches. Major limbs may also require plastic fencing as directed by the City Arborist.
- d. **Size, type and area to be fenced.** All trees to be preserved shall be protected with six (6') foot high chain link fences. Fences are to be mounted on two-inch diameter galvanized iron posts, driven into the ground to a depth of at least 2-feet at no more than 10-foot spacing. Fencing shall extend to the outer branching, unless specifically approved on the STV Form.
- e. **'Warning' signs.** A warning sign shall be weather proof and prominently displayed on each fence at 20-foot intervals. The sign shall be minimum 8.5-inches x 11-inches and clearly state in half inch tall letters: "WARNING - Tree Protection Zone - This fence shall not be removed and is subject to a fine according to PAMC Section 8.10.110."
- f. **Duration.** Tree fencing shall be erected before demolition; grading or construction begins and remain in place until final inspection of the project, except for work specifically allowed in the TPZ. Work or soil disturbance in the TPZ requires approval by the project arborist or City Arborist (in the case of work around Street Trees). Excavations within the public right of way require a Street Work Permit from Public Works.
- g. **During construction**
 1. All neighbors' trees that overhang the project site shall be protected from impact of any kind.
 2. The applicant shall be responsible for the repair or replacement plus penalty of any publicly owned trees that are damaged during the course of construction, pursuant to Section 8.04.070 of the Palo Alto Municipal Code.
 3. The following tree preservation measures apply to all trees to be retained:
 - a. No storage of material, topsoil, vehicles or equipment shall be permitted within the TPZ.
 - b. The ground under and around the tree canopy area shall not be altered.
 - c. Trees to be retained shall be irrigated, aerated and maintained as necessary to ensure survival.

END OF SECTION

