



City of Palo Alto
Department of Planning and Community Environment

DATA SUMMARY SHEET

**CN NEIGHBORHOOD COMMERCIAL DISTRICT
ZONE PLAN CHECK WORKSHEET**

PROJECT ADDRESS: _____

APPLICANT: _____ **PHONE:** _____

OWNER: _____ **PHONE:** _____

DATE SUBMITTED: _____ **DATE ZONE CHECKED:** _____

DATE NOTICE OF INCOMPLETE SENT: _____ **DATE RVSD DWGS RCVD:** _____

SCOPE OF PROJECT: _____

PROPOSED USE CATEGORY: _____ **SEE PAMC, SECTION 18.41.030 & .040**
(Circle one)

PERMITTED **CONDITIONAL** **GRANDFATHERED** **LEGALLY NONCONFORMING**
(Attach supporting documentation)

OCCUPANCY GROUP (S) PER UBC: _____

TYPE OF CONSTRUCTION PER UBC: _____

- | | | | |
|---|-----|----|--|
| ADJACENT TO SCVWD P.O.W.
OR ANY CREEK? | yes | no | (If yes: need SCVWD route & approval) |
| ADJACENT TO STATE HIGHWAY? | yes | no | (If yes: need Caltrans route & approval) |
| PAST VARIANCE? | yes | no | (If yes: describe in Project Description Letter) |
| PAST USE PERMITS? | yes | no | (If yes: describe in Project Description Letter) |
| STANFORD PROPERTY? | yes | no | (If yes: need Stanford approval) |
| SPECIAL FLOOD ZONE? | yes | no | (If yes: need Public Works approval) |
| HISTORIC INVENTORY LIST? | yes | no | (If yes: need HRB approval) |
| HAZARDOUS MATERIALS? | yes | no | (If yes: need Fire Dept. approval) |
| NOISE ISSUES? | yes | no | (If yes: describe in Project Description Letter) |
| CLEANUP SITE? | yes | no | (If yes: need letter from state agency or responsible party and consultant saying project plans won't interfere with investigation on-going remediation) |
| PROJECT 5 ACRES OR MORE? | yes | no | (If yes: need Regional Water Quality Control Board storm water run-off permit) |
| HOUSING MITIGATION? | yes | no | (If yes: fees may be required if proposed project exceeds 20,000 sf or if any housing is being removed) |

BLOCK MAP:

Book # _____ Page # _____ (Block Map available at the City of Palo Alto Development Center)
Distance from sidewalk to PL: _____

Underlying lot lines? yes no (If yes: need to merge, Contact Public Works)
Easements yes no (If yes: show on site plan)

ZONE MAP:

Page # _____

(Zone Map available at the City of Palo Alto Development Center.)

<u>PAMC</u> 18.41.070	<u>SPECIAL SITE CONDITIONS</u>			<u>SPECIAL REQUIREMENTS</u> In addition to CN site development regulations
(a)(1)	Exclusive Residential Use and Mixed Use	yes	no	(If yes: use RM-15 and Multi-Family site development regulations and project requires major site & design review; See 18.22 & .28 for regulations and guidelines)
(a)(1),(2)	Exclusive Nonresidential Use and <u>not</u> within 150' of any residential sites	yes	no	None
(a)(2),(b)(1)	Exclusive Nonresidential Use but abuts an RE, R-1, R-2, RM, or applicable PC site	yes	no	(If yes: 1. 10'-0" minimum interior yard 2. 5'-0" to 8'-0" high solid wall or fence to be constructed and maintained 3. Landscape screen to be planted and maintained)
(a)(2),(b)(2)	Exclusive Nonresidential Use that is opposite from an RE, R-1, R-2, RM, or applicable PC site and separated by a street, alley creek, drainage, facility, or open area	yes	no	(If yes: 1. 10'-0" minimum yard 2. Landscape screen to be planted and maintained excluding areas required for site access)
(b)(2),(c)	Sites share lot lines with an RE, R-1, R-2, RM, or applicable PC site.	yes	no	(If yes: daylight plane of 10'-0" up @ PL and 1:2 slope along common PL.
(b)(2),(f)	New building constructed or any addition to existing building	yes	no	(If yes: showers requires. None required if project is less than 10,000 sf)
(b)(2),(g)	Any portion of site located within 150' of an RE, R-1, R-2, RM or applicable PC site	yes	no	(If yes: use Additional Site Development and Design Regulations for Commercial and Industrial Districts)
(n)	Is the proposed project a residential or nonresidential mixed use project?	yes	no	(If yes: project is subject to site and design review)

SITE AREA: _____sf

See PAMC, Section 18.41.050

Distance from sidewalk to PL: _____ drawings are: *correct* *incorrect*
 Lot Dimensions: L: _____ W: _____ drawings are: *correct* *incorrect*
 Easements: _____ drawings are: *correct* *incorrect*

LOT COVERAGE:

See PAMC, Section 18.41.050

Allowable: (.50 x Lot Area): _____sf = _____%
 Proposed: _____sf = _____%

SETBACKS:

See PAMC, Section 18.41.050

Special: _____

	Required:	Proposed:
Front yard:	_____	_____
Rear yard:	_____	_____
Interior side:	_____	_____
Interior side:	_____	_____
Street side:	_____	_____

WALLS, FENCES, AND LANDSCAPING:

See PAMC, Section 16.24

	Required:	Proposed:
Front:	_____	_____
Rear:	_____	_____
Interior side:	_____	_____
Street side:	_____	_____

None proposed

REGULATED TREES:

Has a Tree Disclosure Statement been completed?	yes	no
Are street trees shown?	yes	no
Are new driveway/ utilities 10' clear from street tree?	yes	no
Are Protected Trees with dripline canopy shown on plans? (Arborist report needed if disturbance is within dripline)	yes	no



DAYLIGHT PLANE

See PAMC, Section 18.41.050

Include daylight plane calculations on plans at building elevations and section drawings

Building meets regulations?

Rear:	yes	no
Left side:	yes	no
Right side:	yes	no



HEIGHT

See PAMC, Section 18.41.050

Allowable: _____ feet (see Special Site Conditions for applicable height restrictions)
 Proposed: _____ feet



FLOOR AREA

See PAMC, section 18.41.050(g)

Allowable: _____ x lot area = _____ square feet
 Total Proposed: _____ square feet = _____ %
 Maximum square feet per UBC: _____ Proposed: _____

<u>Basement Use:</u> _____ area	<u>3rd Floor Use:</u> _____ area
Existing: _____ sqft	Existing: _____ sqft
To be removed: _____ sqft	To be removed: _____ sqft
New: _____ sqft	New: _____ sqft
Exempt: _____ sqft	Exempt: _____ sqft
Net proposed: _____ sqft	Net proposed: _____ sqft

<u>1st Floor Use:</u> _____ area	<u>4th Floor Use:</u> _____ area
Existing: _____ sqft	Existing: _____ sqft
To be removed: _____ sqft	To be removed: _____ sqft
New: _____ sqft	New: _____ sqft
Exempt: _____ sqft	Exempt: _____ sqft
Net proposed: _____ sqft	Net proposed: _____ sqft

2nd Floor Use: _____ area
 Existing: _____ sqft
 To be removed: _____ sqft
 New: _____ sqft
 Exempt: _____ sqft
 Net proposed: _____ sqft



PARKING

See PAMC, Section 18.41.060& 18.83.050(c)

Non Residential

Proposed Use:	Area:	Ratio:
_____	_____ sf @ 1 space/	_____ sf = _____ spaces
_____	_____ sf @ 1 space/	_____ sf = _____ spaces
_____	_____ sf @ 1 space/	_____ sf = _____ spaces
_____	_____ sf @ 1 space/	_____ sf = _____ spaces
_____	_____ sf @ 1 space/	_____ sf = _____ spaces
_____	_____ sf @ 1 space/	_____ sf = _____ spaces
_____	_____ sf @ 1 space/	_____ sf = _____ spaces
_____	_____ sf @ 1 space/	_____ sf = _____ spaces
_____	_____ sf @ 1 space/	_____ sf = _____ spaces

TOTAL = _____ spaces

Residential

Proposed Use:	Required:	Proposed:
Studio	1.25 spaces/ unit	_____ = _____ spaces
1 Bedroom	1.5 spaces/ unit	_____ = _____ spaces
2 Bedroom or Larger	2 spaces/ unit (at least 1 covered)	_____ = _____ spaces

TOTAL = _____ spaces

NET TOTAL = _____ spaces

	Required	Proposed
% Compact/ Standard	_____	_____
Handicap Spaces	_____	_____
Loading Zones	_____	_____
% Interior Landscaping	_____	_____
Perimeter Landscaping	_____	_____
No. Interior Trees	_____	_____
No. Total Trees	_____	_____

Parking Assessment District:
