



SINGLE FAMILY INDIVIDUAL REVIEW (IR) SUBMITTAL REQUIREMENTS CHECKLIST

Appointments are required to submit all applications. To make an appointment, call Planning at (650) 329-2441 x0. All of the following items must be submitted at the intake appointment.

Required forms may be found on the City's webpage at bit.ly/PAplanningforms. To ensure the timely processing of applications, incomplete submittals will not be accepted.

1. **PLANNING APPLICATION FORM**
 - a. Application form available at bit.ly/PAplanningforms, ensure completion of items 1-5.
 - b. Application cannot be accepted without a property owner's signature
2. **APPLICATION FEES**
 - a. All fees must be paid at the time of submittal. See fee schedule at bit.ly/PAplanningforms
3. **INDIVIDUAL REVIEW STATEMENT OF UNDERSTANDING**
 - a. Signed by applicant or property owner
4. **SCHEMATIC PLAN SET**
 - a. 2 sets of full size plans (24 inch by 36 inch) bound and folded with top right corner as front
 - b. 5 sets of reduced size plans (11 inch by 17 inch) bound and folded in half with printed side out
 - c. 1 electronic plan set with geo-coded structures and trees (separate from the Outreach Images)
 - d. Bar scale and north arrow shown on all sheets
 - e. All sheets shall be oriented in the same direction
 - f. Drawn to fill the page at 1/4 inch or 1/8 inch scale
 - g. **For a detailed explanation of the required items in a plan set, see A-L on the pages below**
 - h. Revised and final plan sets shall be provided as required by your Project Planner
5. **PUBLIC OUTREACH IMAGES**
 - a. Plans should be emailed to projectplans@cityofpaloalto.org 48 hours prior to your intake appointment. A USB flash drive that contains the proposed site plan, elevations and streetscape should also be brought to the intake appointment. The plans shall be PDF format for posting on the City's website, shall be in one file, and optimized for printing to 11 inch by 17 inch paper. If the PDF file is over 30MB, the plans must be divided into two or more files. Revised and final electronic plan sets shall be provided as needed.
6. **ON-SITE POSTING**
 - a. During the submittal appointment, you will receive a project sign from the City. The proposed streetscape image (minimum size of 4 inches by 17 inches) shall be affixed to the sign by the applicant. Within three (3) days of project submittal, photographs of the project sign installed at the subject property shall be submitted to the Project Planner. The sign must be prominently displayed so it may be viewed from the sidewalk and/or public right-of-way, and shall remain in place until the Planning decision is effective.

REQUIRED INFORMATION FOR SCHEMATIC PLAN SET*:

*These requirements may be modified by City staff to omit items or to include additional items (e.g. shadow studies, story poles, soils report, etc.) based on the scope of the project. Applicants are encouraged to provide additional information where helpful.

The order of the sheets in the plan sets shall be as directed below.

A. TITLE SHEET WITH PROJECT DATA (Sheet 1)

- Project Address, Assessor's Parcel Number (APN), Zoning District, Vicinity Map
- Rendering of the proposed project
- Data Table with the following information:
 - Net Lot Area (excluding any area located within a street easement, watercourse easement, or within top of creek bank). If net lot area is different from City's parcel report, a certified surveyor's report shall be included in plan set.
 - Allowable FAR (45% of first 5,000 sf + 30% > 5,000 sf) and Proposed FAR
 - Allowable Lot Coverage (35% of lot area) and Proposed Lot Coverage
 - 5% Additional Lot Coverage permitted for covered patios, porches, trellis, or roof overhangs beyond 4 feet.
 - Required and provided parking spaces

B. NEIGHBORHOOD CONTEXT (Sheet 2)

- Streetscape Elevation – A line drawing of the proposed project's street-facing elevation(s) along with the street-facing elevation of one home on each side of the proposed home, **drawn to scale (1/8" minimum), and shall be the full length of the sheet.** To the highest degree possible, the drawing should accurately show building heights and profiles with dimensions. Trees, if shown, should be in outline form so as not to obscure structures. See pages 6-7 of [IR Guidelines](#).
- Neighborhood privacy diagram - Show proposed 2nd floor plan including windows, major on-site vegetation, and all elements on the neighboring property within 25 feet of the subject property line. For adjacent sites show major vegetation, building footprints, windows (indicate size and location), and patios within 25 feet of the property lines. Provide info on site plan or as a separate diagram. See pages 14-15 of [IR Guidelines](#).
- Contextual front yard setback diagram – This diagram shall be provided for new homes and additions on the front of a house. See page 21 of the [Zoning Technical Manual](#)
- Contextual garage placement diagram - If a new garage is proposed, a diagram shall be provided. See page 37 of the [Zoning Technical Manual](#)

C. PHOTOS (Sheet 3)

- Color photos of the existing house, from the street, in context with neighboring structures.
- Color photos of the rear and side yards of the subject site to document existing vegetation on and directly adjacent to the site.
- If a second floor deck or low sill second floor windows are proposed, include panoramic photos taken at the same elevation and location as the proposed deck/windows.

D. TOPOGRAPHIC SURVEY AND GRADING & DRAINAGE PLAN (Sheet 4)

- Topographic survey prepared by a qualified surveyor illustrating the legal boundaries, dimensions of all property lines, easements, right-of-way, trails, public utilities and utility poles, location of all existing improvements/structures, setback of existing improvements/ structures, tree trunks, tree

species and accurate depiction of tree canopies/drip line, along with spot elevations across the site, including spot elevations from where the building height and daylight planes will be measured.

- For minor additions, you may consult a Project Planner to determine if survey work may be limited to a boundary survey. This will depend on how close the structure is to the daylight plane.
- If located in a Special Flood Hazard Area, provide the Base Flood Elevation (BFE) and the elevation of the lowest floor of the proposed structure [Source: North American Vertical Datum of 1988 (NAVD88)]. The Screening Checklist for Building in Special Flood Hazard Area must be completed and submitted: <https://www.cityofpaloalto.org/civicax/filebank/documents/62439>
- If the project is located adjacent to a creek/waterway, show top of bank and easement line (if any).
- If the property owner is working with FEMA to remove all or a portion of the property from a Special Flood Hazard Area (SFHA), submit any pending FEMA applications or approved Letters of Map Amendment (LOMA) or Conditional Letter of Map Revision based on Fill (CLOMR-F). For additional information visit the Public Works webpage - [LOMA/LOMR](#)
- Applications involved with a new or recent subdivision : Public Works will require C3 documents to be submitted and completed before Planning approval of any IR application. ([Public Works StormWater Information](#))

E. SITE PLAN (Sheet 5)

- Dimensioned property lines consistent with surveyor's report
- Show footprints and overhangs of all existing and proposed buildings and accessory structures
- Note all existing and proposed fences/walls with their heights indicated.
- Surface parking area, driveways, paths, and sidewalks (note paving materials, driveway width, and dimension parking spaces)
- Existing and proposed locations of utility meters
- Location of utility hookups, boxes, and mains on and directly adjacent to the site.
- Improvements in the public right-of-way including streets, curbs, sidewalks, and trees
- Show the numbered location, species, size, and dripline of **all** trees on site over 4" in diameter, including neighboring trees that overhang onto the project site. Show on other sheets as necessary.
- Show all tree protection fencing in its proposed location. Label TPZ radius, fence dimensions, type of fencing (Type I, II, III) and list of arborist activity and inspection schedule. The TPZ radius is ten times the diameter of the tree, when measured 54 inches above natural grade as further detailed by [The Tree Technical Manual](#), Sections 2.00 & 6.35
- Creeks or waterway easements on or adjacent to the property. Indicate top of bank.
- Easements and right-of-ways (label distance between street curb and property line)
- Dimension all required and proposed setbacks including any special setbacks and contextual front setback (if contextual setback is greater than standard setbacks)
- Show all adjacent building footprints including patios, windows and landscaping within 25 feet of the property line
- Outdoor mechanical equipment (pool filters, air conditioners, etc.)
- Basements: Shoring plans that indicate the type and location of shoring for the proposed basement
- Topographic elevation of the first floor level and spot elevations of existing and finished grade around property to determine daylight plane compliance and adjacent to building footprint for height measurement. See pages 26-28 of the [Zoning Technical Manual](#).

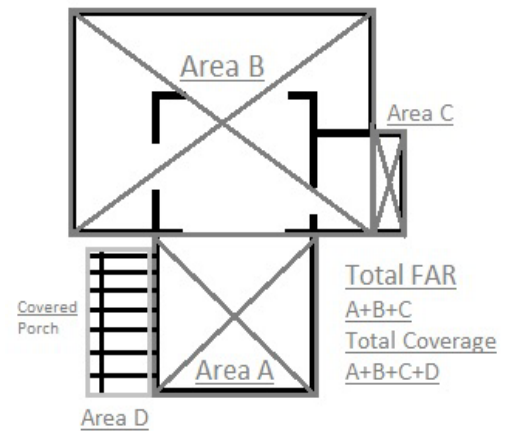
F. FLOOR PLANS (Sheet 6)

- Sufficient floor plans to indicate how the interior of the building affects the exterior design, particularly window and door placement, space usage, stairs, etc.
- Dimensioned floor plans for all buildings, new and proposed to remain
- Non-complying walls shall be noted.

- Valuation calculation in conformance with 18.70.100 will be required and should include a dollar per dollar comparison of the cost to keep the nonconformity as proposed and the cost of bringing the nonconformity into compliance.

- Diagram showing total floor area and coverage via blocked-out areas and calculations for each block to determine FAR and Lot coverage compliance (overlay this information on a separate floor plan). Use as few blocks as possible, see example.

EXAMPLE BLOCKED AREA DIAGRAM



G. BUILDING ELEVATIONS (Sheet 7)

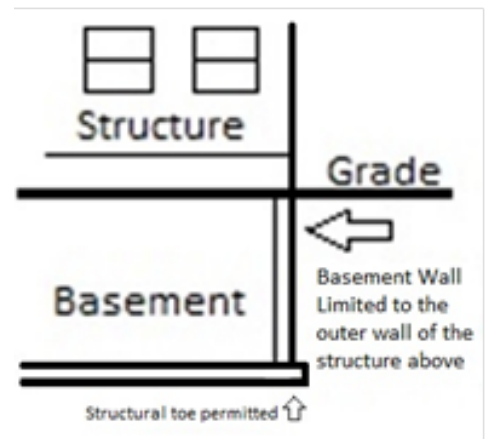
- Provide elevations of all sides of the building(s), including accessory structures and fences/walls.
- Label height limits and daylight planes for the home and detached accessory structures.
- Measure the distance under the daylight plane perpendicular to the daylight plane
- Note the daylight plane grade reference point. The note shall state: “Grade for the purpose of establishing daylight plane shall be an average of the grade at the midpoint of the building and grade at the closet point on the adjacent lot.” See page 27 of the [Zoning Technical Manual](#)
- Note grade elevation from where the maximum height is measured and finished floor elevation. (See definition of “Grade” in Zoning Code Section 18.04)
- Show all windows, doors, eaves, chimneys, trim, porch columns, and other features
- Show window operation, label second floor sill height, and note any obscured glazing
 - Obscure windows should generally open towards the street to maintain privacy when open
- Note material and finish for roofing, siding, windows, entry and garage doors, trim, railing, etc.
- Dimension height of any privacy screen walls and fences.
- Existing conditions to remain and proposed changes

H. ROOF PLANS (Sheet 8)

- Show roof pitches and dimension overhang depths
- Provide a detail for all eaves that are proposed beyond a required setback or daylight plane.

I. SECTIONS (Sheet 9)

- Provide two sections minimum
- Indicate roof pitch, floor to floor heights, topographic height of first floor, floor to grade heights, plate heights at upper levels, attic, stairs, cathedral ceilings, outlines of building eaves, etc.
- Provide detail of typical eaves/rakes
- Show daylight plane protrusions and/or 2nd and 3rd story equivalency area. See pages 16-17 & 26-28 of the [Zoning Technical Manual](#).
- Provide enlarged building wall section, 1/2 inch scale or larger, showing structural dimensions of floor and roof framing, roofing materials.
- Basement sections must show wall sections which do not project beyond the walls of the structure above, structural toes are allowed, see example.



J. TREE PROTECTION SHEET(S) (Sheet 10)

- Include [T-1 sheet](#) filled out and **signed** by the property owner or applicant.
- Tree Protection Report (TPR) prepared by an ISA certified Arborist will be required for any development within the tree protection zone (TPZ) of a protected and/or designated tree, and may be required for others, including street trees as deemed necessary by the City Arborist. See [Overview of Regulated Trees](#). When required, include completed Tree Protection Report as Sheet T-2, T-3, etc.

K. GREEN BUILDING (GB) PROGRAM SHEET (Sheet 11)

- Palo Alto is committed to green building and energy efficiency for new construction, addition, and renovation projects.
 - At this phase, include a signed preliminary CALGreen Checklist into the plan set. The appropriate preliminary CALGreen Checklist (GB-1) can be found on the to the [Green Building Compliance](#) webpage.
 - To verify the applicable requirements and level of green building please refer to the [Green Building Compliance webpage](#). The Green Building Compliance webpage is outlined in on-demand and written format for residential and commercial projects.
 - The appropriate GB application shall be completed, signed, and included as a sheet in the plan set.
- Review the [Outdoor Water Efficiency](#) webpage for [Model Water Efficient Landscape Ordinance](#) (MWELo) compliance documentation.
 - Submit the Landscape Documentation Package for a new construction project with an aggregate landscape area of 500 square feet or more.
 - Submit the Landscape Documentation Package for a rehabilitated construction project with an aggregate landscape area of 2,500 square feet or more.
 - Any project with an aggregate landscape area 2,500 square feet or less may comply with the performance requirements of this ordinance or conform to the prescriptive measures contained in Appendix D of the [MWELo](#).
- Contact Green Building at (650) 329-2179 or at greenbuilding@cityofpaloalto.org for further information.

L. OTHER

- Applicant's may provide additional sheets/information where helpful (i.e. landscape plan).

Note: The plans submitted for Individual Review will be reviewed for compliance with the Zoning Ordinance (Title 18 of the Municipal Code) and the City's Individual Review Guidelines. The applicant is advised to review the proposed plans with the Building (650-329-2496) and Public Works (650-329-2557) Departments prior to submitting the Individual Review application to avoid delays and costly redesign. For projects in a Special Flood Hazard Area, schedule a discussion with Public Works Engineering prior to application submittal.

Useful Weblinks & Information

Palo Alto Municipal Code

- bit.ly/PAZoningCode

Planning Application and Fee Schedule (updated annually)

- bit.ly/PAplanningforms

IR Guidelines

- bit.ly/paloaltoIRguidelines

Zoning Ordinance Technical Manual for Single-Family Residential Zones

- bit.ly/PATEchnicalmanual

Palo Alto Eichler Neighborhood Design Guidelines

- <http://bit.ly/PAEichlerGuidelines>

Professorville Historic District Design Guidelines

- <http://bit.ly/ProfessorvilleHistoricGuidelines>

Request a Parcel Report

- bit.ly/PAParcelReports

Palo Alto Urban Forestry Page

- <https://www.cityofpaloalto.org/gov/depts/pwd/trees/default.asp>

Tree Technical Manual

- bit.ly/PATreeTechManual

Tree Protection Sheet (T-1)

- <https://www.cityofpaloalto.org/civicax/filebank/documents/31783>

Storm Water Pollution Prevention (Public Works)

- <https://www.cityofpaloalto.org/gov/depts/pwd/stormwater/pollution.asp>

Public Works Flood Zone Information

- <https://www.cityofpaloalto.org/gov/depts/pwd/stormwater/floodzones.asp>

Green Building Compliance Page

- https://www.cityofpaloalto.org/gov/depts/ds/green_building/compliance.asp

Water Efficiency Compliance

- https://www.cityofpaloalto.org/gov/depts/ds/green_building/outdoor_water_efficiency_.asp

Model Water Efficient Landscape Ordinance (MWEL0)

- <https://www.cityofpaloalto.org/civicax/filebank/documents/53630>

LOMA/LOMR Information

- <https://www.cityofpaloalto.org/news/displaynews.asp?NewsID=436>