



## Home Improvement Exception (HIE) SUBMITTAL REQUIREMENTS CHECKLIST

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### PLANNING APPLICATION FORM

Items 1-5 completed  
Property owner's original signature (copies are not acceptable)

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### PROJECT REQUEST LETTER – FIVE (5) copies

Your project request letter should describe the HIE being sought and identify the limits of the exception, per [PAMC 18.12.120](#). The request letter shall also demonstrate that the following “findings” can be supported:

- 1) The granting of the application is desirable for the preservation of an existing architectural style, neighborhood character, protected tree as defined in Chapter 8.10, or other significant tree, or of a residence that is designated on the city's Historic Inventory as a Category 1 or Category 2 historic structure as defined in Section 16.49.020 of the Palo Alto Municipal Code, or any contributing structure within a locally designated historic district, which would not otherwise be accomplished through the strict application of the regulations;
  - 2) The granting of the application will not be detrimental or injurious to property or improvements in the vicinity and will not be detrimental to the public health, safety, general welfare, or convenience;
  - 3) The exception is being granted based on characteristics of the property and improvements on the property, rather than the personal circumstances of the applicant, and is the minimum necessary for the project to fulfill the purposes of subsection (a).
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### TREE PROTECTION PLAN SHEET T-1

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### PHOTOS – mounted to 8 ½” x 11” paper

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### PLANS

Full size plans, no larger than 24” x 36” – FIVE (5) sets  
Reduced plans, 11” x 17” – TWO (2) sets  
Bar scale included on each sheet  
Drawn at 1/8” or 1/4” scale  
Bound and folded to 8 ½” x 11” page size

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### VICINITY MAP – Small schematic map showing the location of the project site within the City of Palo Alto

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### PROJECT DATA – Shown on first plan sheet

Project Address  
Assessor's Parcel Number  
Zone District  
Net Lot Area (excluding any area located within an access or watercourse easement)  
Allowable FAR

Proposed FAR  
Allowable Lot Coverage  
Proposed Lot Coverage

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\_\_\_ **SITE PLAN** – 1/8” scale minimum

North arrow (orient all sheets in the same direction)  
Dimensioned property lines (and adjacent sidewalk)  
Footprint and overhangs of all buildings and accessory structures on the site  
Surface parking area, driveways, paths, and sidewalks  
Creeks or waterways on or adjacent to the property  
Easements  
Right-of-way (Distance between adjacent sidewalks and/or roadway edge and the property line.)  
Dimensioned setback lines including any special setbacks.  
External mechanical equipment (pool filters, air conditioners, etc.)  
**\*TREES**  
Location, species, size, and dripline area of all trees on site, including trees on neighboring properties that overhang the project site.  
Show the Tree Protection Zones (TPZ) for all protected and regulated trees. The TPZ is ten times the diameter of the tree, when measured 54” above natural grade.  
Plans shall also include the location of tree protection fencing for all protected and regulated trees and the City of Palo Alto Tree Protection Plan Sheet (T-1). [The Tree Technical Manual](#), Section 2.00 & 6.35, must be reviewed to determine which protection instructions are to be printed on the plans.

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\_\_\_ **FLOOR PLANS** – 1/4” scale

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, existing and proposed  
Blocked-out floor area diagram (overlay this information on a separate floor plan)

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\_\_\_ **BUILDING ELEVATIONS** – 1/4” scale

Existing conditions to remain and proposed changes  
Height limits and daylight plane  
All windows, doors, eaves, chimneys, and other features on the building exterior  
**\*SECTIONS** – 1/4” scale  
Attic, stairs, cathedral ceilings, etc. Show daylight plane protrusions and/or 2<sup>nd</sup> and 3<sup>rd</sup> story equivalency area

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\_\_\_ **FEE SCHEDULE**

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