



CHECKLIST

ARB Submittal for MAJOR PROJECT

Please provide the following items for the City of Palo Alto to review.

Incomplete application packages may not be accepted and will not be scheduled for public hearing

1. An appointment is required to submit all applications. Appointments can be made in person at the Development Center, 285 Hamilton Avenue, or by calling the Planning Division at (650) 329-2441.
2. Final project approval from Stanford University if project is located on Stanford land
 - Signed approval form from Stanford Management Company
 - Plans stamped and approved by Stanford
3. Planning Application Form
 - Items 1-5 on the application form completed
 - Property owner's signature
4. **Written project description:** 14 copies of a summary of the project proposal, which shall include:
 - The scope of work to be done
 - The existing and proposed uses
 - An explanation of the design concept
 - Relationship to existing conditions on site
 - Materials, colors, and construction methods to be used

(The proposal will be reviewed by City department representatives and others who have not had the benefit of meeting with the applicant. Therefore, be thorough in your description and submission)
5. **Public Outreach Images:** USB flash drive or CD-ROM containing proposed site plan, elevations and perspectives. The plans shall be PDF format for posting on the City's website. The file should be generally 4-6 pages in total, and optimized for printing to 11 inch by 17 inch paper. Revised and final electronic plan sets shall be provided as needed.
6. **Photographic display:** Photographs showing the relationship of the proposed project to adjacent buildings and to the neighborhood.
7. **Plans:** Minimum legible size needed, bound and folded to 8 ½" x 11". Fold-out pages are allowed. Information must be consistent on all sheets.
 - A. **Plan sets:**
 - 16 sets for ARB review (2 full-size (24" x 36" max.) + 14 reduced-size sets (18" x 24" max.))
 - 10 additional reduced size sets for HRB review if site is on the City's Historic Inventory
 - B. **Vicinity map:**
 - Small schematic map showing the location of the site within the City
 - C. **Neighborhood context:** show project in the context to its surrounding by providing:
 - Dated, aerial photograph of the site and adjacent properties (available at the Development Center)
 - Streetscape elevations, photographs and/or sections showing the proposed project and adjacent properties on each side of the property, including street trees. The drawing should be three times the width of the site (if site frontage is 50', the context elevation must include 50' on each side of the site).
 - Site plan showing the adjacent streets and buildings (see E below for other site plan items)
 - D. **Project data:** provide the following project data on the cover sheet and site plan
 - Lot area
 - Lot coverage
 - Floor area

Required parking

For Residential projects only:

Common usable open space area (total area calculated and percentage of site area indicated)

Private usable open space area (total balcony and/or private patio areas)

E. Site Plan: show existing conditions and proposed changes

Scale

North arrow (orient all sheets in the same directions)

Dimensioned property lines

Any underlining lot lines

Footprint of all buildings and structures on the site

Footprint of adjacent buildings and structures

Surface parking area, driveways, paths and sidewalks

Zoning setback lines (including Stanford setback lines if applicable)

Site contours

Existing and proposed signs

Light fixtures, bicycle parking, trash and recycling (including proposed containers or related equipment) enclosures, fences

Improvements in the public right-of-way, including streets, curbs, sidewalks and street trees within 30 feet of the property

Underground utilities (sewer, gas, electric, water)

Location of backflow preventers, above-ground electrical utilities, boxes, transformers, meter mains, fire standpipes, etc

Any easements or encumbrances across the property

Creeks or waterways on or adjacent to the property Indicate 'top of bank'.

Tree location, species, size, dripline area, including trees located on neighboring property that overhang the project site, consistent with the City [Tree Technical Manual](#), Section 1.28

F. Building Elevations: show existing conditions to remain and proposed changes

Elevations of all sides of the buildings

Outlines of adjacent buildings

Height limit, daylight plane

All window, door, eaves, skylights, chimneys, rain water leaders, roof equipment and screens, and other appurtenances on the building exterior

Type, finish, material, and color of all surfaces

All signs and lighting on the building

G. Floor Plans:

Submit sufficient floor plans to indicate how the interior of the building affects the exterior design, particularly window and door placement, required emergency exists, space usage, stairs, elevators, etc.

Dimensioned floor plans showing how floor area was calculated

Fully dimensioned parking garage plans

H. Roof Plans:

Heating Ventilation Air Conditioning (HVAC) Units shall be shown

HVAC equipment screens

Photo-voltaic panels, if proposed

I. Parking Layout and Circulation:

Fully dimensioned parking plan and required number of vehicular and bicycle parking spaces

Handicapped parking, loading signage

Main points of entry and exit and traffic flow

J. Sections:

Provide illustrative wall section from parapet to foundation showing foundation, wall, windows, and doors, parapet, cornice, eave, roof (drawing should be at a minimum 1/2" = 1' scale)

- ___ Provide building site sections showing roof and floor heights, site slope, automobile or pedestrian ramps, basements, underground garages, penthouses, etc.
- ___ Provide section(s) at adjacent property lines indicating any grade differentials, showing fence height, retaining walls, ground slope, etc. (drawing should be 1" = 10' scale)

K. Landscape Plan:

- ___ Statement of design intent: written statement outlining the concept of the landscape design
- ___ Show common usable open space and private open space dimensioned
- ___ Schematic Landscape Plan
 - a. Trees and vegetation to be removed, retained, and planted
 - b. Location, species, quantities, and size of all proposed plant materials (plant list)
- ___ Fences trellises, pots, street furniture, and other amenities
- ___ Trash enclosures, bicycle enclosures, etc.
- ___ Location of backflow preventors, above-ground electrical utilities, boxes, transformers, meter mains, fire standpipes, etc
- ___ Drainage plan to conform with the Storm Water Pollution Prevention Plan (SWPPP) and C-3 Requirements where required (contact [Public Works Engineering](#) (650) 329-2151 for requirements) (The final planting and irrigation plan must be approved by Planning and Utilities Marketing prior to building permit approval)

L. Lighting Plan:

- ___ Photometric drawing including foot-candle numbers
- ___ Catalog cuts of proposed exterior fixtures

M. Schematic details:

- Appropriate architectural details to indicate the quality and nature of the design, including:
- ___ Details showing how adjacent, dissimilar materials connect. Examples include: siding to windows, siding to roofs and parapets, eaves, railings, corners, connections to existing structures
 - ___ Details showing attachments to buildings, when these occur (such as railings and awnings)

8. Green Building program:

A list of sustainable aspects of the proposed design beyond the minimum code requirements. Consult the City's [Green Building](#) webpage for more information.

9. 3-Dimensional images: massing model, axonometric or perspective drawings from the most visible locations. 3D images may be physical models, hand drawings, or computer generated.

10. Colors and materials:

- ___ Samples of actual colors and materials mounted on 8" x 14" foam board to be retained by the city as part of the permanent file
- ___ Colored rendering for presentation in the public hearing to show accurately how color will be placed on the building (duplicate copies not needed)

11. [Environmental Information Assessment Worksheet](#) (14 copies)

12. [Tree Protection Plan Sheet T-1](#)

13. Arborist assessment and report for protected and designated trees: shall be consistent with the City [Tree Technical Manual](#), Section 2.10

14. [Hazardous Materials Disclosure Checklist:](#) if use or storage of hazardous materials on site, see [Fire Department](#) for hazardous material permit

15. [Fee Schedule](#)