



CONDITIONAL USE PERMIT (CUP) SUBMITTAL REQUIREMENTS CHECKLIST

PLANNING APPLICATION FORM

Items 1-5 completed

Property owner's original signature (copies are not acceptable)

Written authorization from Stanford University is required if the property is located on Stanford land

PROJECT REQUEST LETTER – TEN (10) copies

Your project request letter should describe in detail the existing and proposed uses to be conducted on the property and demonstrate that the following “findings” can be supported:

- 1) 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.
 - 2) The granting of the application is consistent with the Palo Alto Comprehensive Plan and the purposes of Title 18 (Zoning).
-

TREE PROTECTION PLAN SHEET T-1

PHOTOS – mounted to 8 ½” x 11” paper

PLANS

Full size plans, no larger than 24” x 36” – FIVE (5) sets

Reduced plans, 11” x 17” – FIVE (5) 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

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

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

___ **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.

___ **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)

___ **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 2nd and 3rd story equivalency area

___ **PDF** – PDF files of the site plan, front elevation, and project request letter submitted on disk/CD

___ [ENVIRONMENTAL IMPACT ASSESSMENT WORKSHEET](#)

___ [HAZARDOUS MATERIALS DISCLOSURE CHECKLIST](#) – Two (2) copies

___ [FEE SCHEDULE](#)
