



CITY OF
**PALO
ALTO**

SINGLE FAMILY INDIVIDUAL REVIEW (IR)


IR PRELIMINARY REVIEW PROCESS

The following is a description of the process and purpose of the steps involved in this preliminary review. IR preliminary review meetings are not mandatory, but are highly encouraged for all applicants. We encourage you to meet with us early in the design process, and bring a survey of the site, photos of the area and preliminary plans.

The purpose of these meetings is to:

- a) Provide property owners and designer/architects with the opportunity to obtain early, non-binding preliminary comments on development projects to encourage constructive dialogue about how to proceed on issues related to the IR guidelines and zoning regulations.
- b) Allow property owners and designer/architects an opportunity to ask questions about the review process, regulations, neighborhood input and obtain related information and advice at an early stage of the project design.
- c) Focus on the issues of greatest significance to compliance with the IR guidelines and zoning regulations. These procedures are not intended to cover all aspects of the design or make a determination on the approval or disapproval of any given IR project, nor do they consider specific neighbor concerns or allow for full consideration of neighborhood context.
- d) Facilitate orderly and consistent implementation of the city's development regulations, while acknowledging staff's limited ability to review plans fully in the preliminary meeting format.

Prior to making an appointment for an IR preliminary review, the appropriate fee must be paid to the City. Instructions for paying the meeting fee are as follows:

1. Go to the City's [Online Permitting Services](#) system
2. Select  **Pay for SB-9 or IR Preliminary Meeting** in the Planning box
3. Follow instructions listed on each webpage
4. Note: Only the address number and first part of the street name is needed in order to "search" for the property address.
5. Upload preliminary plan set (see details on page 2 and 3)
6. Enter your credit card information
7. Write down or print the file number (e.g. 24PLN-00123) for later use.

Once the fee has been paid and you have a file number, email planningintake@cityofpaloalto.org and nishita.kandikuppa@cityofpaloalto.org to set up an appointment.

1. Provide your name, phone number, and file number (e.g. 24PLN-00123) as verification of payment
2. All meetings occur on Wednesday afternoon, so include your availability

Staff will respond to your email with an Outlook appointment, confirming your meeting date and time with details. IR preliminary review meetings are held via Zoom. If you are new to Zoom, please give yourself 10 minutes prior to the meeting to log in to the software.



SINGLE FAMILY INDIVIDUAL REVIEW (IR) PRELIMINARY MEETING CHECKLIST

RECOMMENDED INFORMATION FOR PRELIMINARY PLAN SET:

- A preliminary plan set should be uploaded as a part of the fee payment process.
- These items will help ensure you have a productive meeting and receive sufficient guidance comments. Plans will not be checked for completeness prior to the meeting.

A. TITLE SHEET WITH PROJECT DATA

- Project Address
- Data Table with the following information:
 - Net Lot Area
 - 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
 - Required and provided parking spaces
 - Note if project site in a Special Flood Hazard Area and note base flood elevation (BFE).
 - Note if the project must conform to the Contextual front yard setback and/or garage placement
 - Note if the site has a historic designation

B. NEIGHBORHOOD CONTEXT

- 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)**. 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 (PDF pages 12-13) of [IR Guidelines](#).

C. PHOTOS

- 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.

D. SITE PLAN

- Dimensioned property lines consistent with surveyor’s report
- Show footprints and overhangs of all existing and proposed buildings and accessory structures
- Dimension all required and proposed setbacks including any special setbacks and contextual front setback (if contextual setback is greater than standard setbacks)
- Surface parking area, driveways, paths, and sidewalks
- Show all easements and label with type of easement
- Show the location, species, and dripline of all trees on site over 4” in diameter, including neighboring trees that overhang onto the project site
- Creeks or waterway easements on or adjacent to the property. Indicate top of bank.

E. TOPOGRAPHIC SURVEY

- 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.

F. FLOOR PLANS

- Sufficient floor plans to indicate how the interior of the building affects the exterior design, particularly window and door placement, space usage, stairs, etc.
- An FAR diagram may be helpful to include if you anticipate 2nd or 3rd floor equivalency areas, to generally check if any unusual areas need to be included.

G. BUILDING ELEVATIONS

- 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 (PDF page 33) 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. SECTIONS

- 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.
- Show daylight plane protrusions and/or 2nd and 3rd story equivalency area. See pages 16-17 (PDF page 22-23) & 26-28 (PDF page 32-34) of the [Zoning Technical Manual](#).
- Provide detail of typical eaves/rakes
- Provide enlarged building wall section, 1/2 inch scale or larger, showing structural dimensions of floor and roof framing, roofing materials and daylight plane if the roofline on the section or elevations is within one (1) foot of the daylight plane.

Note: Plans submitted for Individual Review will be reviewed by [Planning](#) (650-617-3117) for compliance with the Zoning Ordinance (Title 18 of the Municipal Code) and the City's Individual Review Guidelines.

Applicants are advised to review proposed plans with [Building](#) (650-329-2496) and [Public Works Engineering](#) (650-329-2557), prior to submitting an Individual Review application, to avoid delays and costly redesign.
