VARIANCE
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** – SEVEN (7) copies

Your project request letter should describe the Variance being sought 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).

3) Because of special circumstances, including (but not limited to) size, shape, topography, location, or surroundings, the strict application of the requirements and regulations prescribed in Title 18 substantially deprives such property of privileges enjoyed by other property in the vicinity and in the same zoning district as the subject property. Special circumstances that are expressly excluded from consideration are:
>   A) The personal circumstances of the property owner
>   B) Any changes in the size or shape of the property made by the property owner or his predecessors in interest while the property was subject to the same zoning designation.

4) The granting of the application shall not affect substantial compliance with the regulations or constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and in the same zoning district as the subject property.

* Additional findings are required for Variances for flag lots, refer to code section 18.76.303(d).

___ **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" – 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

___ **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 thee 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
___ **FEE SCHEDULE**