



CONDITIONAL USE PERMIT (CUP) SUBMITTAL REQUIREMENTS CHECKLIST

Planning intake appointments are required to submit all Planning entitlements. Appointments can be made by calling the Planning Division at (650) 329-2496 ext. 6, option 2 or by emailing planningintake@cityofpaloalto.org.

Prior to making an intake appointment, upload all required documents as a Pre-application (Pre-app) through the City's [Online Permitting Services](#) portal. Directions on creating an account and submitting a Pre-app are available at bit.ly/paloaltoOPS. Please note, the account used for the Pre-app will be the main contact and uploader for the entirety of the Planning project. Applications must contain a minimum of information to be accepted (18.77.020).

1. PLANNING APPLICATION FORM

- a. Complete application available at bit.ly/PAPanningAppForm, ensure completion of items 1-5.
- b. Application cannot be accepted without a property owner's signature.
- c. For projects on Stanford land, a signed approval form with plans stamped and approved by Stanford Management Company shall be included with the application form.
- d. Include all application sheets in a single pdf, titled "C1[insert address]APPLY.pdf", per OPS Guidelines.

2. APPLICATION FEES

- a. During the intake appointment, you will be notified when to pay fees online through the OPS portal. See fee schedule at bit.ly/PAPanningforms. Staff review does not start until fees are processed.

3. PROJECT REQUEST LETTER

- a. 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).

4. ELECTRONIC PLAN SET

- a. Include the entire plan set in a single pdf, titled "C1[insert address]PLAN.pdf", per OPS Guidelines.
- b. However, any PDF file over 30 MB must be divided into multiple files. Reduce file size and/or flatten file layers to avoid large file sizes.
- c. **See sections A through G below for required sheets and details.**

5. ENVIRONMENTAL INFORMATION ASSESSMENT WORKSHEET

- a. Submit completed [EIA Worksheet](#) as single pdf (less than 30 MB), titled "C1[insert address]ENVIR.pdf".
- b. If hazardous materials are present or will be used/stored on site, submit a complete [Hazardous Materials Disclosure Checklist](#), also see Fire Department for hazardous material permit.

6. ON-SITE POSTING

- a. At the time of accepting the formal application, you will receive a PDF project sign from the City. Print this sign at a minimum of 18 x 24 inches, on waterproof sign board material, with stakes. Affix the project information "sticker" provided by the City and a proposed streetscape image (minimum size of 4 inches by 17 inches) to the sign and post on project site. Email a photograph of the sign posted on the property to the Project Planner within three (3) days of project submittal. The sign must be prominently displayed so it may be viewed from the sidewalk and/or public right-of-way. The sign shall remain in place until the Planning decision is effective.

7. RESUBMITTALS

- a. After initial submittal comments have been addressed, applicant will upload resubmittals and/or additional materials through the OPS portal, using the red "resubmit" button at bit.ly/PaloAltoACA.

REQUIRED INFORMATION FOR SCHEMATIC PLAN SET

City staff has discretion to modify these requirements to omit items or to include additional items (e.g. traffic study, circulation diagram, etc.) based on the scope of the project. Applicants are encouraged to provide additional information where helpful. It is highly recommended that applicants meet with a planner at the Development Center to determine which items will be required based on the scope of work. Applicants may also contact planning staff by emailing planner@cityofpaloalto.org.

Electronic Plan Sets:

- All text shall be legible when printed on 11 x 17 inch reduced-size sets
- Scale and scale bars shall be indicated on each sheet
- North arrow shall be on each sheet and orient all sheets in the plan set in the same direction
- Information must be consistent on all plan sheets and shall be provided in the order indicated below

A. TITLE SHEET

- Vicinity Map showing the location of the site within the City
- Project Data Table:
 1. Project Address
 2. Assessor's Parcel Number
 3. Zone District
 4. Net Lot Area
 5. Site Coverage (Existing & Proposed)
 6. Floor Area (Existing & Proposed) ([PAMC 18.04](#))
 7. Required Parking ([PAMC 18.52](#)), including loading spaces and bike parking
 8. Building occupancy class

B. SITE PLAN

- Dimension property lines
- Any underlining lot lines, easements or encumbrances across the property
- Show the footprint and overhangs of all buildings and accessory structures on the site
- Show position of the unit within the building, if building has multiple tenants
- Dimensioned parking area, driveways, planting areas and sidewalks
- Dimension setback lines
- Show all light fixtures, bicycle parking, enclosures, fences, sanitary sewer drains, and grease traps
- Show location of trash enclosure (if located indoors, also indicate on floor plan). Must meet Green Waste requirements for covered refuse, recycling, compost and waste oil.
- Show any mechanical equipment (air conditioners, transformer, etc.)
- Show location of any outdoor seating.
- Location, species, size, and dripline area of all trees on site, including trees on neighboring properties that overhang the project site.
- 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.

C. PHOTOS

- Show building exterior, interior space(s), and any outdoor seating (if applicable).
- Include a site key identifying the point of view of the photos.
- Include in the plan set, on pages the same size as the plan set. Multiple photos per page set is acceptable.

D. FLOOR PLAN

- Provide sufficient floor plans to indicate window and door placement, space usage
- Fully detailed, dimensioned floor plans
- Diagram showing total floor area and coverage via blocked-out areas and calculations for each block to determine FAR and Lot coverage compliance (overlay this information on a separate floor plan).

E. BUILDING ELEVATIONS

- Existing conditions to remain and proposed changes
- Dimensioned elevations of all sides of all buildings, including accessory structures and street facing fences/walls.
- Height limits and daylight planes
- All window, door, eaves, skylights, chimneys, rain water leaders, and other features
- Type, finish, material, and color of all surfaces shall be indicated and
- All roof-top equipment and associated required screening; line of sight diagrams shall be included as necessary to demonstrate appropriate screening

F. SECTIONS

- Existing conditions to remain and proposed changes.
- Height limits and daylight plane.
- Show attic, stairs, vaulted ceilings, etc. Show daylight plane protrusions and/or 2nd and 3rd story equivalency area, if applicable

G. TREE PROTECTION SHEET(S)

- Trees and tree protection fencing will be reviewed by the City's [Urban Forestry Section](#).
- The plan set shall include a [T-1 sheet](#) filled out and signed by the property owner or applicant.
- Tree Protection Report (TPR) prepared by an ISA certified Arborist will be required for any development within the tree protection zone (TPZ) of a protected and/or designated tree, and may be required for others, including street trees as deemed necessary by the City Arborist. See Overview of Regulated Trees.
- When required, include completed Tree Protection Report as Sheet T-2, T-3, etc.