



SUBMITTAL REQUIREMENTS

Home Improvement Exception (HIE)

Applicant: Please submit this checklist with your application submittal

Project Address:

Application #:

Submittal Date:

Planner:

APPLICATION FORM

Items 1-5 completed

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

PROJECT REQUEST LETTER - FIVE (5) copies

Your project request letter should describe the HIE being sought and identify the limit of the exception, per PAMC Section 18.12.120. The request letter shall also demonstrate that the following "findings" can be supported:

1. The granting of the application is desirable for the preservation of an existing architectural style, neighborhood character, protected tree as defined in Chapter 8.10, or other significant tree, or of a residence that is designated on the city's Historic Inventory as a Category 1 or Category 2 historic structure as defined in Section 16.49.020 of the Palo Alto Municipal Code, or any contributing structure within a locally designated historic district, which would not otherwise be accomplished through the strict application of the regulations;
 2. 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;
 3. The exception is being granted based on characteristics of the property and improvements on the property, rather than the personal circumstances of the applicant, and is the minimum exception necessary for the project to fulfill the purposes of subsection (a).
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TREE DISCLOSURE STATEMENT

PHOTOS - mounted to 8 ½" x 11" paper or included in the planset, showing the property and the area of the HIE

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
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- VICINITY MAP** - Small schematic map showing the location of the project site within the city
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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
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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.

Trees

- (a) Location, species, size, and dripline area of all trees on site, including trees on neighboring properties that overhang the project site.
 - (b) 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.
 - (c) Plans shall also include the location of tree protection fencing for all protected and regulated trees and the City of Palo Alto Standard Tree Protection Instructions. The Tree Technical Manual, Section 2.00 & 6.35, must be reviewed to determine which protection instructions are to be printed on the plans.
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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 (overlay this information on a separate set of floor plans)
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BUILDING ELEVATIONS - 1/4" scale

- Existing conditions to remain and proposed changes
 - Height limits and daylight plane restrictions
 - All windows, doors, eaves, chimneys, and other accessory features on the building exterior
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SECTIONS (If applicable)- 1/4" scale

Attic, stairs, cathedral ceilings, etc. Show daylight plane protrusions and/or 2nd and 3rd story equivalents

- FEE** - see current Fee Schedule
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