



CHECKLIST

ARB Submittal for PRELIMINARY REVIEW

Please provide the following items for the City of Palo Alto to review.

Please make an appointment with a Planner to submit this application. Appointments can be made in person at the Development Center, 285 Hamilton Avenue, or by calling the Planning Division at (650) 329-2441.

1. Written authorization for review from Stanford University if project is located on Stanford land.
2. **Application**
 - Items 1-5 completed
 - Property Owner's signature
3. **Written Project Description:** A summary of the project proposal should include such things as the project proposal, the design concept, the relation to existing conditions on and off the site and existing and proposed uses.
4. **Photographic Display [Optional]:** Photographs showing the relationship of the proposed project to adjacent buildings and to the neighborhood.
5. **Sketches/Plans** (Bound and Folded)

Information must be consistent on all sheets. Plans shall be no larger than 24" x 36"

 - A. Plan Sets:
 - 12 sets for ARB review (4 full-size and 8 half-size sets)
 - 10 additional half-size sets for HRB review if site is on the Historic Inventory
 - B. Vicinity Map:
 - Small schematic map showing the location of the site within the City
 - C. Project Information, provide the following project data on cover sheet and site plan
 - Lot Area
 - Coverage
 - Floor Area
 - Required Parking
 - Residential Density, if applicable
 - D. Site Sketches: show existing conditions and proposed changes
 - Scale
 - North arrow (orient all sheets in the same directions)
 - Dimensioned property lines
 - Any underlining lot lines
 - Footprint of all buildings and structures on the site
 - Parking area, driveways, and sidewalks
 - Zoning setback lines (including Stanford setback lines if applicable)
 - Any easements or encumbrances across the property
 - Creeks or waterways on or adjacent to the property Indicate 'top of bank'.

E. Building Study:

- Sketches to convey proposed architectural character and massing
- Neighborhood context sketch with new building shown.

6. **Fee** (refer to current fee schedule)

If there are any questions regarding submittal requirements, please contact city staff.

Development Center 285 Hamilton Ave. Palo Alto, CA 94301 650-329-2441

<http://www.cityofpaloalto.org>

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