



SINGLE FAMILY INDIVIDUAL REVIEW (IR) SUBMITTAL REQUIREMENTS CHECKLIST

Appointments are required to submit all applications. Appointments can be made by calling the Planning Division at (650) 329-2442 or in person at the City's Development Center, located at 285 Hamilton Avenue.

All of the following items must be submitted at the intake appointment:

1. **PLANNING APPLICATION FORM**
 - a. Complete items 1-5 of the application. Application forms cannot be accepted without a property owner's **original** signature (copies are not accepted).
2. **FEES (see Fee Schedule for details)**
3. **INDIVIDUAL REVIEW STATEMENT OF UNDERSTANDING**
 - a. Signed by applicant or property owner (see link above)
4. **SCHEMATIC PLAN SET (see A-J below for further details)**
 - a. 2 sets of full size plans (24 inch by 36 inch) bound and folded with top right printed corner as front
 - b. 5 sets of reduced size plans (11 inch by 17 inch) bound and folded in half with printed side out
 - c. Bar scale and north arrow shown on all sheets. All sheets shall be oriented in the same direction.
 - d. Drawn to fill the page at 1/4 inch or 1/8 inch scale
5. **PUBLIC OUTREACH IMAGES**
 - a. USB flash drive or CD-ROM that contains the proposed site plan, elevations and streetscape. The plans shall be PDF format for posting on the City's website. The above sheets shall be in one PDF file, and optimized for printing to 11 inch by 17 inch paper. Revised and final electronic plan sets shall be provided as needed.

During the intake appointment, you will receive a project sign from the City.

6. **ON-SITE POSTING**
 - a. The proposed streetscape image (minimum size of 4 inches by 17 inches) shall be affixed to the sign by the applicant. Within three (3) days of project submittal, photographs of the project sign at subject property shall be submitted to the Project Planner. The sign must be prominently displayed so it can be viewed from the sidewalk, or public right-of-way, and shall remain in place until the Planning decision is effective.

REQUIRED INFORMATION FOR SCHEMATIC PLAN SET*:

* These requirements may be modified by City staff to omit items or to include additional items (e.g. shadow studies, story poles, soils report, etc.) based on the scope of the project. Applicants are encouraged to provide additional information where helpful.

- A. **PROJECT DATA and VICINITY MAP** – Data table and vicinity map shall be printed on the plan cover sheet.
 - Project Address, Assessor's Parcel Number (APN), Zoning District
 - Net Lot Area (excluding any area located within a street easement, watercourse easement, or within top of creek bank)
If net lot area is different from City's parcel report, a certified surveyor's report shall be included in plan set
 - Allowable FAR (45% of first 5,000 s.f. + 30% > 5,000 s.f.) **and** Proposed FAR
 - Allowable Lot Coverage (35% of lot area) **and** Proposed Lot Coverage
 - Note if project is subject to the contextual front yard setback standard. Label contextual setbacks on site plan.
 - Note if project site in a Special Flood Hazard Area.
 - (1) If Yes, project must be discussed with Public Works Dept. **prior** to application submittal. A Base Flood Elevation (BFE) and elevation of the lowest floor of the proposed structure shall be provided.
 - Note if proposed garage location is subject to the contextual garage placement standard.
 - Small schematic map showing the location of the project site within the City of Palo Alto

B. NEIGHBORHOOD CONTEXT

- Streetscape Elevation (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**). 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.
- Neighborhood privacy diagram - Show proposed 2nd floor plan including windows and major on-site vegetation. For all adjacent sites show major vegetation, building footprints, windows (indicate size and location), and patios within 40 feet of the property lines. Provide info on site plan or as a separate diagram.

C. SITE PLAN

- Dimensioned property lines consistent with survey's report
- Footprint and overhangs of all existing and proposed buildings, accessory structures and fences/walls on the site (note fence height and material)
- Surface parking area, driveways, paths, and sidewalks (note paving materials and dimension driveway width)
- Improvements in the public right-of-way including streets, curbs, sidewalks, and trees
- Creeks or waterway easements on or adjacent to the property
- Easements and right-of-ways (label distance between street curb and property line)
- Dimension all required and proposed setbacks including any special setbacks and contextual front setback (if contextual setback is greater than standard setbacks)
- Show all adjacent building footprints including patios, windows and landscaping within 25 feet of the property
- Outdoor mechanical equipment (pool filters, air conditioners, etc.)
- Topographic elevation of the first floor level and spot elevations of existing and finished grade around property to determine daylight plane compliance and adjacent to building footprint for height measurement.
- **TREE DISCLOSURE:**
 - i) Plans to show the numbered location, species, size, and dripline/canopy of **all** trees on site over 4 inches in diameter, including neighboring trees that overhang onto the project site.
 - ii) Show the location of temporary Tree Protection Zone (TPZ) fencing for all protected and regulated trees. The TPZ radius is ten times the diameter of the tree, when measured 54 inches above natural grade as further detailed by [The Tree Technical Manual](#), Sections 2.00 & 6.35.

D. TOPOGRAPHIC SURVEY AND GRADING & DRAINAGE PLAN

- 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 (if possible) and accurate depiction of tree canopies/drip line along with spot elevations across the site, including designated spot elevations from where the building height and daylight planes will be measured.
- For minor additions on lots having a slope less than 10 percent, you may consult a Project Planner to determine if survey work can be limited to a boundary survey. This will depend on how close the structure is to the daylight plane.
- Grading and drainage plan is required for all new homes, including [stormwater measures](#) when needed.
- If located within a Special Flood Hazard Area, provide the Base Flood Elevation (BFE) and the elevation of the lowest floor of the proposed structure.
- If the project is located adjacent to a creek or waterway, show top of bank and easement line (if any).
- Submit any pending FEMA applications or approved documents for Letter of Map Amendment (LOMA) or Conditional Letter of Map Revision based on Fill (CLOMR-F).

E. GREEN BUILDING (GB) PROGRAM SHEET

- To increase the sustainability features of the home and to minimize cost, applicants are encouraged to start preparing their required green building application early on in the design process.
- To determine the GB level of review, and therefore documentation that is required for your project, consult the [Green Building Application webpage](#). Most projects require completion of the [GB-1 sheet](#).
- The appropriate GB application shall be completed, **signed**, and included as a sheet in the plan set.

F. **TREE PROTECTION PLAN SHEET**

- Completed [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 and T-3.
- Site Plan must show each Regulated Tree enclosed by the accurate [drawing of tree fencing](#) (bold-dashed line on site plan, utility plan, etc.), label fence radius, type of fencing (Type I, II, III) and list of arborist activity and inspection schedule.

G. **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.
- Dimensioned floor plans for all buildings, existing and proposed
- Diagram showing total floor area and blocked-out areas and calculations for each block to determine FAR compliance (overlay this information on a separate floor plan)

H. **BUILDING ELEVATIONS**

- Existing conditions to remain and proposed changes
- Elevations of all sides of all buildings, including accessory structures and street facing fences/walls.
- Height limits and daylight planes
- Note on plans indicating 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."
- Grade elevation from where the maximum height is measured and finished floor elevation
- All windows, doors, eaves, chimneys, trim, porch columns, and other features on the building exterior
- Show window operation and label height of any obscured glazing
- Note material and finish for roofing, siding, windows, entry and garage doors, trim, railing, eaves, etc.

I. **ROOF PLANS**

- Show roof pitches and dimension overhang depths
- Provide a detail for all eaves that are proposed beyond a required setback or daylight plane.

J. **SECTIONS** (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 and rakes (separate details may need to be provided for eaves/rakes), etc.
- Show daylight plane protrusions and/or 2nd and 3rd story equivalency area
- 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: The plans submitted for Individual Review will be reviewed for compliance with the zoning ordinance and IR guidelines. The applicant is advised to review the proposed plans with the [Building](#) (650-329-2496) and [Public Works](#) (650-329-2557) Departments prior to submitting the Individual Review application to avoid delays and costly redesign.