



# CHECKLIST

## ARB Submittal for MINOR PROJECT

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

***Incomplete application packages may not be accepted***

1. An appointment is required to submit all applications. Appointments can be made in person at the Development Center, 285 Hamilton Avenue, or by calling the Planning Division at (650) 329-2441.
2. [Planning Application Form](#)
  - \_\_\_ Items 1-5 completed
  - \_\_\_ Property Owner's signature (Written authorization from Stanford University if located on Stanford land)
3. **Written Project Description:** 14 copies of a summary of the project proposal, which shall include:
  - \_\_\_ The scope of work to be done
  - \_\_\_ The existing and proposed uses
  - \_\_\_ The purpose of the proposed changes
  - \_\_\_ Materials, colors, and construction methods to be used(The proposal will be reviewed by City department representatives and others who have not had the benefit of meeting with the applicant. Therefore, be thorough in your description and submission)
5. **Public Outreach Images:** USB flash drive or CD-ROM that contains the proposed site plan, elevations and perspectives where applicable. The plans shall be PDF format for posting on the City's website. The file should be generally 4-6 pages in total, and optimized for printing to 11 inch by 17 inch paper. Revised and final electronic plan sets shall be provided as needed.
6. **Photographic Display:** Photographs showing the relationship of the proposed project to adjacent buildings and to the neighborhood.
7. **Plans:** Minimum legible size needed, bound and folded to 8 ½" x 11". Fold-out pages are allowed. Information must be consistent on all sheets.
  - A. **Plan Sets:**
    - \_\_\_ 14 sets for ARB review: 2 full-size (max. 24" x 36") and 12 reduced-size (18" x 24" max) sets
    - \_\_\_ 10 additional reduced size sets for HRB review if site is on the City's Historic Inventory
  - B. **Vicinity Map:**
    - \_\_\_ Small schematic map showing the location of the site within the City
  - C. **If additional square footage is being added:** provide the following project data on cover sheet and site plan
    - \_\_\_ Lot Area
    - \_\_\_ Coverage
    - \_\_\_ Floor Area
    - \_\_\_ Required Parking
  - D. **Neighborhood context:** If the project is the remodel of a building façade in a commercial district, photographs or streetscape elevations are required, along with a site plan showing the adjacent streets and buildings (see E below for other site plan items)
  - E. **Site Plan:** 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
- \_\_\_ Dimensioned parking area, driveways, and sidewalks
- \_\_\_ Zoning setback lines (including Stanford setback lines if applicable)
- \_\_\_ Site contours
- \_\_\_ Existing and proposed signs
- \_\_\_ Light fixtures, bicycle parking, trash and recycling (including proposed containers or related equipment), enclosures, fences
- \_\_\_ Improvements in the public right-of-way, including streets, curbs, sidewalks and street trees within 30 feet of the property
- \_\_\_ Underground utilities (sewer, gas, electric, water)
- \_\_\_ Location of backflow preventers, above-ground electrical utilities, boxes, transformers, meter mains, fire standpipes, etc
- \_\_\_ Any easements or encumbrances across the property
- \_\_\_ Creeks or waterways on or adjacent to the property Indicate 'top of bank'.
- \_\_\_ Tree location, species, size, dripline area, including trees located on neighboring property that overhang the project site, consistent with the city [Tree Technical Manual](#), Section 1.28

**F. Building Elevations:** show existing conditions to remain and proposed changes

- \_\_\_ Elevations of all sides of the buildings
- \_\_\_ Outlines of adjacent buildings
- \_\_\_ Height limit, daylight plane
- \_\_\_ All window, door, eaves, skylights, chimneys, rain water leaders, roof equipment and screens, and other appurtenances on the building exterior
- \_\_\_ Type, finish, material, and color of all surfaces
- \_\_\_ All signs and lighting on the building

**G. Floor Plans:**

Submit sufficient floor plans to indicate how the interior of the building affects the exterior design, particularly window and door placement, required emergency exists, space usage, stairs, elevators, etc.

- \_\_\_ Dimensioned floor plans showing how floor area was calculated

**H. Sections:**

- \_\_\_ Provide illustrative wall section from parapet to foundation showing foundation, wall, windows, and doors, parapet, cornice, eave, roof (drawing should be at a minimum 1/2" = 1' scale)
- \_\_\_ Provide other details as needed

**I. Landscape Plan:**

- \_\_\_ [Water Use Statement form](#) (contact [Utilities Marketing](#) (650) 329-2417 for requirements)
- \_\_\_ Statement of Design Intent: written statement outlining the concept of the landscape design
- \_\_\_ Show common usable open space and private open space dimensioned
- \_\_\_ Schematic Landscape Plan
  - a. Trees and vegetation to be removed, retained, and planted
  - b. Location, species, quantities, and size of all proposed plant materials (plant list)
- \_\_\_ Tentative plant list
- \_\_\_ Fences, trellises, pots, etc.
- \_\_\_ Trash enclosures, bicycle enclosures, etc. (must be screened with shrubbery)
- \_\_\_ Location of backflow preventors, electrical utilities, etc
- \_\_\_ Drainage plan to conform with the Storm Water Pollution Prevention Plan (SWPPP), (contact [Public Works Engineering](#) (650) 329-2151 for requirements)

(The final planting and irrigation plan must be approved by Planning and Utilities Marketing prior to building permit approval)

**J. Parking Layout and Circulation (may not be required):**

- \_\_\_ Fully dimensioned parking plan and required number of vehicular and bicycle parking spaces
- \_\_\_ Handicapped parking, loading signage
- \_\_\_ Main points of entry and exit and traffic flow

**K. Lighting Plan (may not be required):**

- Photometric drawing including footcandle numbers
- Catalog cuts of proposed exterior fixtures

**L. Schematic details:**

Appropriate architectural details to indicate the quality and nature of the design, including:

- Details showing how adjacent, dissimilar materials connect. Examples include: siding to windows, siding to roofs and parapets, eaves, railings, corners, connections to existing structures
- Details showing attachments to buildings, when these occur (such as railings and awnings)
- Details of proposed landscape elements (fences, trellises, trash enclosures, bicycle enclosures, etc.).

**8. Green Building program:**

A list of sustainable aspects of the proposed design beyond the minimum code requirements. Consult the City's [Green Building](#) webpage for more information.

**9. 3-Dimensional images: massing model, axonometric or perspective drawings from the most visible locations. 3D images may be physical models, hand drawings, or computer generated.**

**10. Colors and materials:**

- Samples of actual colors and materials mounted on 8" x 14" foam board to be retained by the city as part of the permanent file
- Colored rendering for presentation in the public hearing to show accurately how color will be placed on the building (duplicate copies not needed)

**11. [Environmental Information Assessment Worksheet](#) (14 copies)**

**12. [Tree Protection Plan Sheet T-1](#)**

**13. Arborist assessment and report for protected and designated trees: shall be consistent with the City [Tree Technical Manual](#), Section 2.10**

**14. [Hazardous Materials Disclosure Checklist:](#) if use or storage of hazardous materials on site, see [Fire Department](#) for hazardous material permit**

**15. [Fee Schedule](#)**

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

<http://www.cityofpaloalto.org/arb>

Development Center, 285 Hamilton Ave., Palo Alto, Ca 94301

[Planning:](#) (650) 329-2441

[Building:](#) (650) 329-2496

[Fire:](#) (650) 329-2135

[Public Works:](#) (650) 329-2151