Home Improvement Exception (HIE)  
SUBMITTAL REQUIREMENTS CHECKLIST

___ PLANNING 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 limits of the exception, per PAMC 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 necessary for the project to fulfill the purposes of subsection (a).

___ TREE PROTECTION PLAN SHEET T-1

___ PHOTOS – mounted to 8 ½” x 11” paper

___ 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

___ VICINITY MAP – Small schematic map showing the location of the project site within the City of Palo Alto

___ 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

___ 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.
External mechanical equipment (pool filters, air conditioners, etc.)
*TREES
Location, species, size, and dripline area of all trees on site, including trees on neighboring properties that
overhang the project site.
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.
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.

___ 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 diagram (overlay this information on a separate floor plan)

___ BUILDING ELEVATIONS – 1/4” scale

Existing conditions to remain and proposed changes
Height limits and daylight plane
All windows, doors, eaves, chimneys, and other features on the building exterior
*SECTIONS – 1/4” scale
Attic, stairs, cathedral ceilings, etc. Show daylight plane protrusions and/or 2\textsuperscript{nd} and 3\textsuperscript{rd} story equivalency area

___ FEE SCHEDULE