



SUBMITTAL REQUIREMENTS ONE-STORY RESIDENTIAL DESIGN REVIEW

APPLICATION FORM, FEE & OTHER REQUIRED MATERIALS

1. Completed General Application form.
2. Application Fee: \$825 (*Make checks payable to the City of Los Altos. Fees are not refundable.*)
3. Neighborhood Compatibility Worksheet (*May be waived for additions to existing one-story homes.*)
4. Material board on 8.5-inch by 11-inch card stock showing roofing material, siding, applied materials (e.g., stone, brick), trim etc.

ARCHITECTURAL DESIGN PLANS

Three (3) sets of full-size plans (24" x 36") that include the following:

1. **Site Plan** (1/8" = 1' scale)
 - Location and dimensioned setbacks of proposed structures, existing structures to remain and existing structures to be removed
 - Location, size, type and dripline of all existing trees greater than four-inches in diameter at 48-inches above the existing grade, and all existing landscape screening
 - Location and type of all easements
 - Location and type of all utilities
 - Required building setbacks
 - All property lines and edge of street paving
 - Relative locations of structures on adjacent properties
 - Hardscape (e.g. driveway, walkways, patios)
 - North arrow
 - Daylight plane reference points.
 - Air conditioning unit(s) and any other outdoor mechanical equipment.

2. **Project Summary Table** (use format below and print on first page of plans)

NET LOT AREA:	_____ square feet		
	Existing	Change in	Total Proposed
% OF FRONT YARD PAVING	N/A	N/A	_____ sq ft (___%)
HABITABLE LIVING AREA: (includes habitable basement area)	_____square feet	_____square feet	_____square feet
NON- HABITABLE AREA:	_____square feet	_____square feet	_____square feet

	Existing	Proposed	Allowed/Required
LOT COVERAGE: (Land area covered by all structures that are over 6 feet in height)	_____square feet (___%)	_____square feet (___%)	_____square feet (___%)
FLOOR AREA:	_____square feet (___%)	_____square feet (___%)	_____square feet (___%)
SETBACKS: Front Rear Right side Left side	____feet ____feet ____feet ____feet	____feet ____feet ____feet ____feet	____feet ____feet ____feet ____feet
HEIGHT:	____feet	____feet	____feet

3. **Floor Plans** (1/4" = 1' scale) showing existing and proposed development.

4. **Building Elevations** (1/4" = 1' scale)

- Roof height, plate height, and finished floor height from existing and finished grade on each side (call out height and topographic elevation)
- Overall height measured from natural grade to highest point of the roof
- Daylight plane from existing grade at the side property lines adjacent to the front and rear of the house
- Roof pitch
- Exterior building materials

5. **Building Cross-Sections** (1/4" = 1' scale) taken from the highest ridge, showing existing and proposed grades, finished floor heights, wall plates, and building height to existing grade.

6. **Roof Plan** (1/4" = 1' scale)

- Roof pitch
- Existing roof structure to remain and/or new roof area(s)

7. **Grading and Drainage Plan** ($1/8'' = 1'$ scale)

- Location and elevation of benchmarks
- Elevation at street and neighboring property lines
- Pad elevation
- Finished floor elevation(s)
- Lot drainage pattern
- Existing and proposed contours
- Location of all trees proposed to remain (as identified in the Tree Protection Plan)
- Stormwater management measures to retain stormwater on site in accordance with the City's Best Management Practices
- Underground utilities – existing and proposed

NOTE: For additions over 750 square feet, the Grading and Drainage Plan shall be prepared by a registered civil engineer or a licensed architect.

8. **Floor Area and Coverage Calculation Diagram** (see example on back page)

- Floor area is measured to outside edge of wall and includes all space enclosed by four walls (habitable space, non-habitable space, attached carports, accessory structures)
- Lot coverage includes footprint of structure and covered porches, chimney footprints outside the main wall, gazebos, trellises and any structures over six feet in height
- Identify square footage of any existing structures to be removed

9. **Tree Protection Plan**

- Identify all trees over four inches in diameter measured at 48 inches above natural grade and provide the following details:
 - Number all trees on the site plan
 - Provide a table identifying the size and species of trees, and whether they are to be removed or retained
 - A certified arborist report may be required if the house or proposed addition falls within the inner 2/3rds of the dripline of any tree(s) that are to be retained
 - List any protective measures recommended by the certified arborist (distances to be maintained from trees, pruning instructions, protective fencing, etc.) on the plan

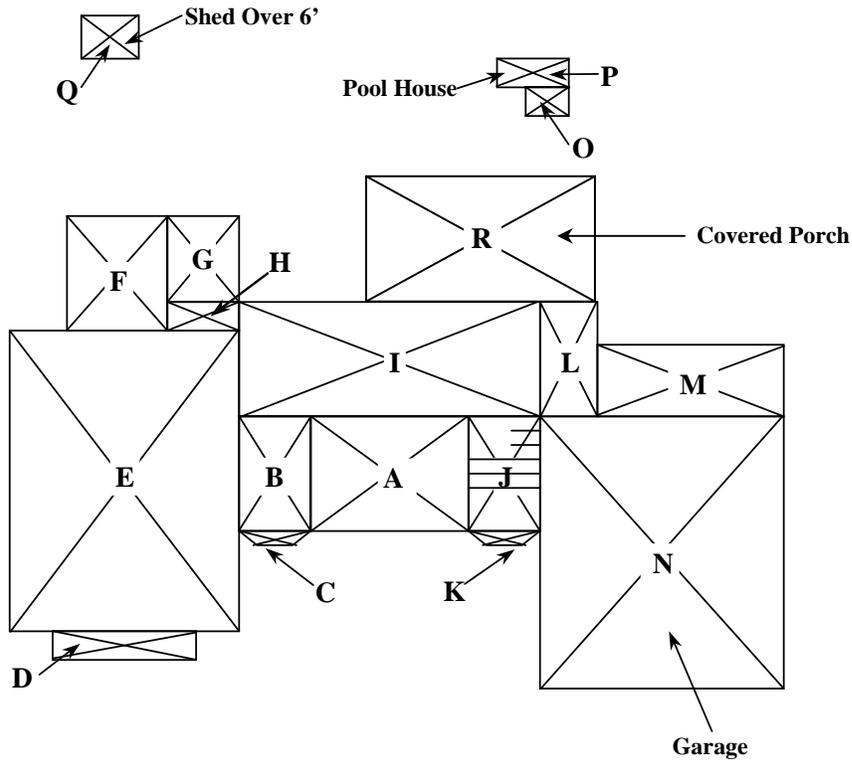
10. **Landscape Plan**

- Existing landscaping and trees to remain
- Proposed front yard (and exterior side yard) landscaping, street trees and hardscape improvements
- Any landscaping required for privacy and/or visual screening
- A calculation showing:
 - Total hardscape area (existing and proposed)
 - Existing softscape area
 - New softscape area.

NOTE: Hardscape area includes house footprint, driveway, swimming pool and other impervious areas

Example Floor Area and Coverage Calculations Diagram

The minimum acceptable scale is 1/8"=1' (this Example is not to scale).



FIRST STORY

FLOOR AREA AND COVERAGE CALCULATIONS

<u>Section</u>	<u>Dimensions</u>	<u>Area</u>	<u>Section</u>	<u>Dimensions</u>	<u>Area</u>
A	(10' x 10')	100 sq. ft.	J	6' x 10'	60 sq. ft.
B	6' x 10'	60 sq. ft.	K	$[(6' + 4')/2] \times 2'$	10 sq. ft.
C	$[(6' + 4')/2] \times 2'$	10 sq. ft.	L	5' x 10'	50 sq. ft.
D	18' x 2' 6"	45 sq. ft.	M	15' x 8'	120 sq. ft.
E	26' x 34'	884 sq. ft.	N	22' x 26'	572 sq. ft.
F	11' x 14' 4"	158 sq. ft.	O	7' x 8'	56 sq. ft.
G	9' x 12'	108 sq. ft.	P	10' x 4' 2"	42 sq. ft.
H	9' x 2' 4"	21 sq. ft.	Q	8' x 6'	48 sq. ft.
I	22' x 14'	308 sq. ft.	TOTAL FLOOR AREA =		2,652 sq. ft.

R 20' x 15' 300 sq. ft.

TOTAL COVERAGE = **2,952 sq. ft.**

