



## SUBMITTAL REQUIREMENTS SINGLE-FAMILY RESIDENTIAL VARIANCE

### APPLICATION FORM, FEE & OTHER REQUIRED MATERIALS

1. A completed General Application form.
2. A written explanation of the special circumstances that justify the variance request.  
*See City Action section below for more details.*

3. Filing fee:

Design Review	\$ _____
Variance	\$ _____
Other: _____	\$ _____

TOTAL \$ \_\_\_\_\_

*Make checks payable to the City of Los Altos. Fees are not refundable.*

4. Public Notification: two sets of blank postage paid postcards (Post Office approved size)

### ARCHITECTURAL DESIGN PLANS

Five (5) full-size (24" x 36") and two (2) half-size (11" x 17") plans that include the following:

***NOTE:*** *Once the application is deemed complete by your project planner, and at least two (2) weeks before the date of the public meeting, the following additional materials will need to be submitted:*

- *Ten (10) additional half-size (11" x 17") plans.*
- *A digital copy of plans in .pdf format (Adobe Acrobat compatible) provided on a CD, DVD, or a USB data key.*

1. **Site Plan** (1/8" = 1' scale)

- Location and dimensioned setbacks of proposed structures (including the second story outline), 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 easements
- Location and type of utilities
- Required building setbacks
- All property lines and edge of street paving
- Relative locations of structures on adjacent properties

- 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)

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

	<b>Existing</b>	<b>Proposed</b>	<b>Allowed/Required</b>
<b>LOT COVERAGE:</b> (Land area covered by all structures that are over 6 feet in height)	_____square feet ( ___%)	_____square feet ( ___%)	_____square feet ( ___%)
<b>FLOOR AREA:</b>	_____square feet ( ___%)	_____square feet ( ___%)	_____square feet ( ___%)
<b>SETBACKS:</b> Front Rear Right side Left side	____feet ____feet ____feet ____feet	____feet ____feet ____feet ____feet	____feet ____feet ____feet ____feet
<b>HEIGHT:</b>	____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 levels, wall plates, and building height to existing grade.

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

- Roof pitch
- Existing roof to remain and new roof area

7. **Grading and Drainage Plan** ( $\frac{1}{8}'' = 1'$  scale)

- Location and elevation of benchmarks
- Elevation at street and neighboring property lines
- Pad elevation
- Finished floor elevation
- Lot drainage pattern
- Existing and proposed contours
- Stormwater management measures to retain stormwater on site in accord with the 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 covered porches, chimney footprints outside the main wall, gazebos, trellises and any structures over six feet in height
- Indicate 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.Hardscape area includes house footprint, driveway, swimming pool and other impervious areas

## **PUBLIC HEARING NOTIFICATION**

1. **Mailed Notices** – All properties within 500 feet of the project site will receive a mailed notice of the public hearing 10-14 days before the meeting. The Planning Division will provide you with an area map showing all properties within a 500-foot radius. The applicant must provide a set of blank stamped postcards (post office approved size) for all properties within the 500-foot radius.
2. **On-Site Posting Requirement** – In addition to the mailed notices, at least one meeting notice will need to be physically posted at the project site 10-14 days prior to the public hearing date. City staff will provide the notice along with instructions for properly posting it on the project site.

## **CITY ACTION**

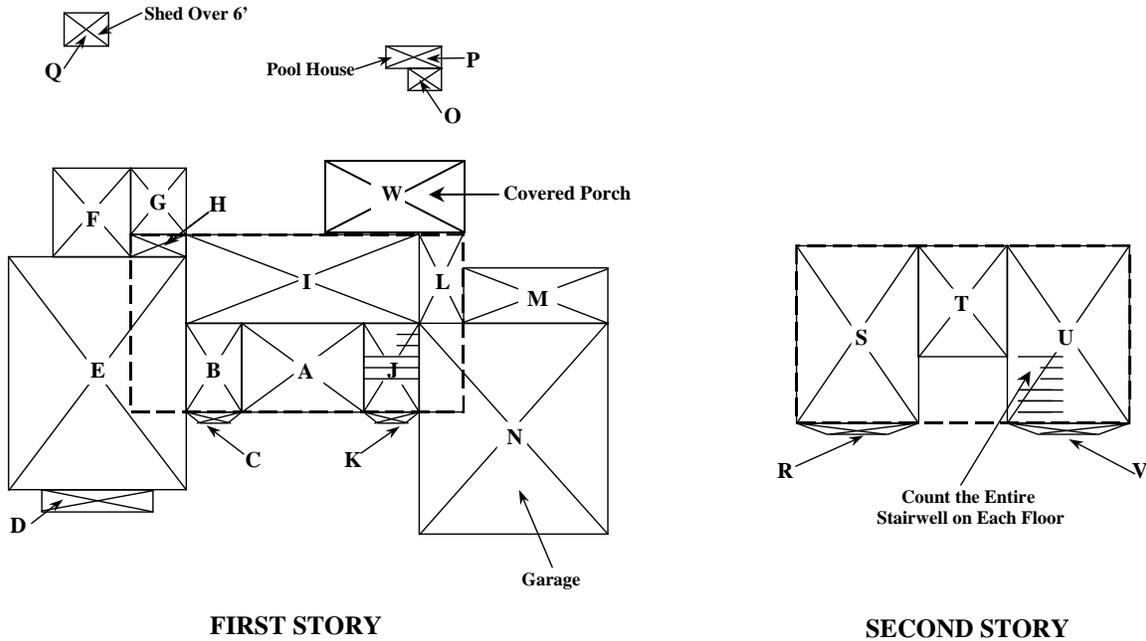
The Design Review Commission must make specific findings on each of the following issues when considering a variance application:

1. The granting of the variance will be consistent with the objectives of the zoning plan set forth in Article 1 of Chapter 14.02 of the Los Altos Municipal Code.
2. The granting of the variance will not be detrimental to the health, safety, or welfare of persons living or working in the vicinity or injurious to property or improvements in the vicinity; and
3. The variance(s) shall be granted only when, because of special circumstances applicable to the property, including size, shape, topography, location, or surroundings, the strict application of the provisions of the Zoning Ordinance deprive the subject property of privileges enjoyed by other properties in the vicinity and under identical zoning classifications.

Any variance granted may be subject to conditions in order to insure that the granting of the variance does not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone district in which such property is situated.

# Example Floor Area and Coverage Calculation Diagram

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



## 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.	M	15' x 8'	120 sq. ft.
B	6' x 10'	60 sq. ft.	N	22' x 26'	572 sq. ft.
C	$[(6' + 4')/2] \times 2'$	10 sq. ft.	O	7' x 8'	56 sq. ft.
D	18' x 2' 6"	45 sq. ft.	P	10' x 4' 2"	42 sq. ft.
E	26' x 34'	884 sq. ft.	Q	8' x 6'	48 sq. ft.
F	11' x 14' 4"	158 sq. ft.	<b>FIRST STORY SUBTOTAL =</b>		<b>2,652 sq. ft.</b>
G	9' x 12'	108 sq. ft.	R	$[(13' + 11')/2] \times 2'$	24 sq. ft.
H	9' x 2' 4"	21 sq. ft.	S	13' x 24'	312 sq. ft.
I	22' x 14'	308 sq. ft.	T	10' x 14'	140 sq. ft.
J	6' x 10'	60 sq. ft.	U	13' x 24'	312 sq. ft.
K	$[(6' + 4')/2] \times 2'$	10 sq. ft.	V	$[(13' + 11')/2] \times 2'$	24 sq. ft.
L	5' x 10'	50 sq. ft.	<b>SECOND STORY SUBTOTAL =</b>		<b>812 sq. ft.</b>
		<b>TOTAL FLOOR AREA =</b>			<b>3,464 sq. ft.</b>
		W	20' x 12'	240 sq. ft.	
		<b>TOTAL COVERAGE =</b>			<b>3,704 sq. ft.</b>