



SUBMITTAL REQUIREMENTS COMMERCIAL DESIGN REVIEW TENANT IMPROVEMENTS AND ADDITIONS UNDER 500 SQ FT

APPLICATION FORM, FEE & OTHER REQUIRED MATERIALS

1. A completed General Application form.
2. A project description of the proposed use. The project description should include all relevant and applicable information related to the proposed use (description of business, number of employees, hours of operation, how building/site will be used, etc.).
3. Application Fee: \$825 (*Make checks payable to the City of Los Altos. Fees are not refundable.*)
4. Material board on 8.5" x 11" card stock showing roofing material, siding, applied materials (e.g., stone, brick), trim etc.

ARCHITECTURAL DESIGN PLANS

Five (5) sets of full-size plans (24" x 36") that include the following:

1. **Site Plan** (1/8" = 1' scale)
 - Subject property showing all property lines and adjacent streets
 - Location of all structures on subject property
 - Location and dimensions of parking, driveway, and loading areas (indicate surfacing material)
 - Location, size, type and proposed disposition of all existing trees over four-inches in diameter
 - Landscape areas, walkways, fences, retaining walls, utility areas, and trash facilities
 - A summary of land development calculations including site area, lot coverage allowed and proposed, total proposed impervious surface, building area, parking stalls required and proposed, and when appropriate number of beds, students of dining seats.
2. **Floor Plan(s)** (1/4" = 1' scale) showing existing and proposed development and use of areas. *Floor plans for single-story buildings may be shown on the site plan.*
3. **Building Elevations** (1/4" = 1' scale)
 - Building materials and design details
 - Roof pitch
 - Roof-mounted equipment
 - Height

- Color(s)
- Fencing
- Signage details (dimensions, letter size, color(s), materials, illumination, sign/letter cross section)

4. **Building Cross-Sections** ($\frac{1}{4}'' = 1'$ scale)

Provide at least two (2) cross-sections, taken from the highest ridge, showing existing and proposed grades, finished floor levels, wall plates, building height to existing grade and profiles of roof-mounted equipment and venting.

5. **Roof Plan** ($\frac{1}{4}'' = 1'$ scale)

- Roof pitch
- Existing roof to remain and new roof area
- All rooftop mechanical equipment and screening location(s)

6. **Landscape Plan**

- Tree – existing and proposed
- Hardscape, walkways, fences and retaining walls
- Utility areas and trash facilities
- Any landscaping required for privacy and/or visual screening
- A calculation showing total new softscape area