



## SUBMITTAL REQUIREMENTS PRELIMINARY PROJECT REVIEW

### APPLICATION & FILING FEE

1. A completed General Application form.
2. Filing Fee \$ \_\_\_\_\_  
*Make check payable to the City of Los Altos. Fees are not refundable.*
3. Letter providing a description of the proposed project, which will aid in the evaluation of the application (discuss with the Planning Division prior to submittal).

### PROJECT PLANS

Five (5) full-size (24" x 36") and two (2) half-size (11" x 17") or (12" x 18") 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:*

- *Fourteen (14) additional half-size 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)
  - Subject property showing all property lines and adjacent streets
  - Locations of all existing structures on the subject property
  - Locations of any existing structures immediately adjacent to the proposed development
  - Location and dimensions of parking, driveways, and loading areas
  - Location, size, type, and proposed disposition of all existing trees
  - 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, building floor area, parking stalls required and proposed, and when appropriate number of beds, students, and/or dining seats.
2. **Floor Plans** (1/4" = 1' scale)  
Floor plans for single-story buildings may be shown on the site plan.
3. **Preliminary Elevations** (if new construction).
4. **Zoning Summary**  
Provide a list of all City Development standards and regulations applicable to the project. Identify all standards and regulations that the project does not comply with.