



City of Los Altos

Planning Division

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SUBMITTAL REQUIREMENTS CONDITIONAL USE PERMIT

APPLICATION FORM, FEE & OTHER REQUIRED MATERIALS

All items are required at time of submittal. The project will not be scheduled for a public meeting until the application has been reviewed by a planner and is deemed complete.

1. General Application

2. Proposed Use Description

Provide a detailed project description of the proposed use that includes 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. Filing Fee(s)

Application	\$ _____
Environmental Review	\$ _____
Public Notification (\$0.50/notice) *	\$ _____
Other: _____	\$ _____
TOTAL	\$ _____

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

** Notices mailed to all properties and business tenants within 500 feet of project site for the Planning and Transportation Commission and City Council public meetings.*

4. Project Plans *(see checklist below)*

- Initial submittal: Five (5) full-size sets (24" x 36") and five (5) half-size sets (11" x 17").
- Once application is deemed complete: 14 additional half-size sets of plans and a digital copy in .pdf format on a CD, a USB data key or emailed to the project planner.

PROJECT PLANS

1. Cover Sheet

- ☐ Vicinity Map (clear and legible)
- ☐ Table of Contents
- ☐ General Project Information (project description, general plan, zoning, property owner, design professionals, etc.)
- ☐ A summary of land development calculations including, but not limited to, site area, lot coverage, setbacks, impervious surfaces, building floor area, parking stalls (required and proposed), and, when appropriate, number of beds, students and/or dining seats

2. **Site Plan** ($\frac{1}{8}'' = 1'$ 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. Any special landscape features such as children's play areas must be specified;
- ☐ 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 or dining seats

3. **Floor Plans** ($\frac{1}{4}'' = 1'$ scale)

- ☐ Show existing and proposed development
 - ☐ Identify details such as balconies, roof gardens, cabanas, etc.
- NOTE: Floor plans for single-story buildings may be shown on the site plan.*

4. **Building Elevations** ($\frac{1}{4}'' = 1'$ scale)

- ☐ Building materials and design details
- ☐ Roof pitch
- ☐ Roof-mounted equipment
- ☐ New signage being proposed
- ☐ Height
- ☐ Color(s)
- ☐ Fencing

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**

- ☐ 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 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 all public meetings 10-14 days before the meeting date. The Planning Division will provide an area map showing all properties within a 500-foot radius of the project site.
NOTE: For projects in or near commercial areas, notification will also be provided to all commercial tenants within the 500-foot radius area. The applicant is responsible for providing a name and address list of all commercial businesses within the notification area in a label format approved by staff.
2. **On-Site Posting Requirement** – In addition to the mailed notices, a meeting notice will need to be posted at the project site at least 10 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 Planning and Transportation Commission and/or City Council, when required, must make specific findings on each of the following issues when considering a conditional use permit application:

1. Whether the proposed location of the conditional use is desirable or essential to the public health, safety, comfort, convenience, prosperity or welfare.
2. Whether the proposed location of the conditional use is in accordance with the following objectives of the Zoning Ordinance:
 - a. To guide community growth along sound lines;
 - b. To ensure a harmonious, convenient relationship among land uses;
 - c. To promote a safe, workable traffic circulation system;
 - d. To provide appropriate locations for needed community facilities;
 - e. To promote business activities of appropriate types;
 - f. To protect and enhance real property values within the City; and
 - g. To conserve the City's natural beauty, to improve its appearance and to preserve and enhance its distinctive physical character.
3. Whether the proposed conditional use will comply with the regulations prescribed for the district in which the site is located and the general provisions of Chapter 1 of the Los Altos Municipal Code.
4. Depending on the proposed use, as outlined in Section 14.80.060 of the Zoning Ordinance, additional findings may need to be made.

SUBMITTING MORE THAN ONE APPLICATION

These instructions will be modified in the event that the application is submitted simultaneously with another application (e.g. design review, subdivision, variance). If the project includes multiple applications, work with Planning staff to better understand the City's submittal requirements to avoid redundancy.