



SUBMITTAL REQUIREMENTS COMMERCIAL OR MULTI-FAMILY DESIGN REVIEW

APPLICATION FORM, FEE & OTHER REQUIRED MATERIALS

1. A completed General Application form.

2. Filing fee:

Application	\$ _____
Environmental Review	\$ _____
Other: _____	\$ _____
TOTAL	\$ _____

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

3. Material board on 8.5" x 11" card stock showing roofing material, siding, applied materials (e.g., stone, brick), trim etc.

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:*

- *Twelve (12) additional half-size (12" x 18") 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** ($\frac{1}{8}$ " = 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
- 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

2. **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.*

3. **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. **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, and building height to existing grade.

6. **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)

7. **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 hardscape area
 - Total softscape area

8. **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
- Tree location(s)
- 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

9. **Construction Management Plan**

Prepare a preliminary construction management plan that identifies anticipated truck routing and staging, construction worker parking plan (on-site and off-site) and pedestrian routing (sidewalk closures, detours, etc.). *See Construction Management Plan handout for more specific direction.*

10. **Color Renderings**

For new buildings, and additions to existing buildings of fifty (50) percent or greater, provide a sufficient number of perspective color renderings of the proposed structure, photosimulated in the context of the built and natural surroundings, to represent how all elevations of the building will appear.

11. **Streetscape Elevation**

Render proposed structure(s) in relation to development on adjoining properties. In the case of a corner lot, a streetscape of each street is required.

PUBLIC MEETING NOTIFICATION

1. **Mailed Notices** – All properties within 500 feet of the project site will receive a mailed notice of the public meeting 10-14 days before the meeting. The Planning Division will provide an area map showing all properties within a 500-foot radius. The applicant must provide two sets of blank stamped postcards (post office approved size) for all properties within the 500-foot radius.

***NOTE:** Notification for Commercial Districts, by City Council resolution, requires notification of all commercial tenants within the 500-foot radius area. The applicant is responsible for providing a name and address list of all businesses within the notification area. Additional blank stamped postcards for this address list will also be required*

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 meeting 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 City Council will each hold a public meeting to consider the design review application. In order to approve the application, they must make specific findings on each of the following issues:

1. The proposal meets the goals, policies and objectives of the Los Altos General Plan and any specific plan, design guidelines and ordinance design criteria adopted for the specific district or area.
2. The proposal has architectural integrity and has an appropriate relationship with other structures in the immediate area in terms of height, bulk and design.
3. Building mass is articulated to relate to the human scale, both horizontally and vertically. Building elevations have variation and depth, and avoid large blank wall surfaces. Residential or mixed-use residential projects incorporate elements that signal habitation, such as identifiable entrances, stairs, porches, bays and balconies.
4. Exterior materials and finishes convey quality, integrity, permanence and durability, and materials are used effectively to define building elements such as base, body, parapets, bays, arcades and structural elements.
5. Landscaping is generous and inviting, and landscape and hardscape features are designed to complement the building and parking areas, and to be integrated with the building architecture and the surrounding streetscape. Landscaping includes substantial street tree canopy, either in the public right-of-way or within the project frontage.
6. Signage is designed to complement the building architecture in terms of style, materials, colors and proportions.
7. Mechanical equipment is screened from public view and the screening is designed to be consistent with the building architecture in form, material and detailing.
8. Service, trash and utility areas are screened from public view, or are enclosed in structures that are consistent with the building architecture in materials and detailing.

SUBMITTING MORE THAN ONE APPLICATION

These instructions will be modified in the event that the application is submitted simultaneously with another application (e.g. use permit, subdivision). If the project requires two or more applications to be submitted, work with Planning staff to better understand the City's submittal requirements to avoid redundancy.