



SUBMITTAL REQUIREMENTS TWO-STORY RESIDENTIAL DESIGN REVIEW

I. APPLICATION FORM, FEES, & OTHER REQUIRED MATERIALS

1. A completed application form (obtain from Planning Staff or City website).
2. Filing fee: \$1,650 (Make checks payable to the City of Los Altos. Fees are not refundable).
3. Neighborhood Compatibility Worksheet (obtain from the Planning staff or City website. May be waived for existing two-story homes).
4. Material board on 8.5-inch by 11-inch card stock showing, roofing material, applied materials (e.g., stone, brick), trim etc.
5. Property Notification:
 - A set of twelve (12) stamped, size #10 envelopes.

II. PLANS

- A. Three (3) sets of full-size plans (24" x 36") and two (2) half-size (12" x 18") plans of the following:
NOTE: Additional half-size (12" x 18") plans will need to be submitted at a later date, as determined by your project planner
- B. One (1) digital copy of all plans in .pdf format (Adobe Acrobat compatible) provided on a CD, DVD, or a USB data key.
 1. Fully dimensioned 1/8 inch or 1/10 inch scale Site Plan showing:
 - 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.

2. Project Summary Table (use format below and print on first page of plans):

NET LOT AREA:	_____ square feet		
	Existing	Change in	Total Proposed
% OF FRONT YARD PAVING	N/A	N/A	_____ square feet (____%)
HABITABLE LIVING AREA (INCLUDING HABITABLE BASEMENT AREA:	_____ square feet	_____ square feet	_____ square feet
NON-HABITABLE AREA:	_____ square feet	_____ square feet	_____ square feet

	Existing	Proposed	Allowed/Required
LOT COVERAGE: (Land area covered by all structures that are over 6 feet in height)	_____ square feet (____%)	_____ square feet (____%)	_____ square feet (____%)
FLOOR AREA: First floor Second floor Total	_____ square feet _____ square feet _____ square feet (____%)	_____ square feet _____ square feet _____ square feet (____%)	_____ square feet (____%)
SETBACKS: Front Rear Right side (1st/2nd) Left side (1st/2nd)	_____ feet _____ feet _____ feet / _____ feet _____ feet / _____ feet	_____ feet _____ feet _____ feet / _____ feet _____ feet / _____ feet	_____ feet _____ feet _____ feet / _____ feet _____ feet / _____ feet
HEIGHT:	_____ feet	_____ feet	_____ feet

3. Dimensioned ¼ inch-scale Floor Plans showing existing and proposed development including a wall legend identifying walls to be removed.

4. Building Elevations, ¼ inch-scale showing:

- Roof height, plate heights, and finished floor height from natural 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 natural grade at the side property lines and extending perpendicularly from the side property line adjacent to the front and rear face of the house (or as determined necessary by Planning staff)
- Roof pitch
- Exterior building materials

5. Two cross sections of any new structure or addition over 750 square feet taken from the highest ridge, showing existing and proposed grades, finished floor levels, wall plates, and building height to natural grade

6. Roof Plan, ¼ inch-scale showing:
 - Roof pitch
 - Existing roofing to remain and new roofing

7. Grading and Drainage Plan, ⅛ inch-scale showing:
 - For ground floor additions less than 750 square feet include a Grading and Drainage Plan showing:
 - 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

 - For ground floor additions over 750 square feet, a Grading and Drainage Plan including the above information shall be prepared by a Registered Civil Engineer or a Licensed Architect.

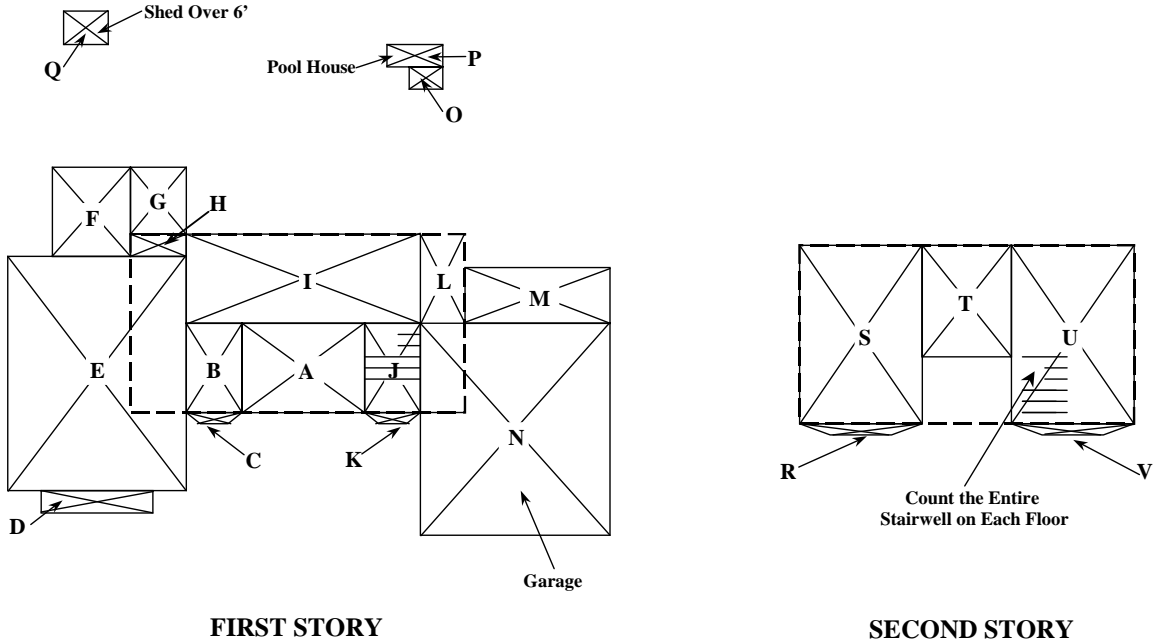
8. Floor Area Calculation Diagram showing (Calculate the total floor area and provide a Floor Area Calculation Diagram calculating the existing and proposed floor area see example on page 4):
 - Square footage of any existing structures to be removed
 - Floor area measured to the outside walls including bay windows and stairwells on each level.

9. Tree Protection and Landscape Plan showing:
 - All trees greater than four inches in diameter measured at 48 inches above natural grade and shrubs that provide privacy screening:
 - All trees numbered on the site plan
 - A table identifying the size and type of trees and whether they are to be removed or retained
 - A certified arborist report is required if the house or proposed addition falls within the inner ⅔ of the dripline of any trees four-inches in diameter at 48 inches above the existing grade
 - Any protective measures recommended by the certified arborist shall be incorporated into the Site Plan (e.g., distances to be maintained from trees, protective fencing, etc.)

 - All proposed front yard landscape and hardscape improvements and all other project related landscaping proposed or required for privacy and/or visual screening

Example Floor Area Calculations Diagram

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



FLOOR AREA 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.	FIRST STORY SUBTOTAL =		2,652 sq. ft.
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.	SECOND STORY SUBTOTAL =		812 sq. ft.
TOTAL FLOOR AREA =				3,464 sq. ft.	