



## City of Los Altos

Planning Division

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# SUBMITTAL REQUIREMENTS FOR SB9 HOUSING DEVELOPMENT PROJECT

### APPLICANT PRESUBMITTAL CHECKLIST

#### REQUIRED APPLICATION MATERIALS

*All items are required at time of submittal and shall be submitted in electronic format.*

- A. [General Planning Application](#) (see separate City form)
- B. **Application Fee:** Current application fee as listed in the City's adopted fee schedule.
- C. **Preliminary Title Report:** Title report for the property prepared in the last year.
- D. **SB9 Housing Project Worksheet:** A completed SB9 Housing Project Worksheet, included in this checklist.
- E. **SB9 Applicant Affidavit:** Signed SB9 Applicant Affidavit, included in this checklist.
- F. **Project Plans:** A full plan set (24" x 36" size) in a single, flattened/compressed PDF file not exceeding 125 MB. Plan sets shall include the following sheets and information:
  - 1. **Cover Sheet**
    - Vicinity map – Small map of the project site location within the City (1/2 mile radius).
    - Index of plan sheets.
    - Project summary tables (*see Attachment 'A' for a template*)
    - General project information including: a brief project description; project site address; Assessor Parcel Number (APN); General Plan designation; Zoning designation; flood hazard zones as shown on FEMA map; property owner information; and design professional(s) information.
  - 2. **Site Plan** (1/8" = 1' scale)
    - North arrow.
    - Dimensioned property lines, including any easements or encumbrances across the property.
    - Adjacent streets, labeled with street name(s) and edge of street pavement.
    - Location of buildings and uses on adjacent properties.
    - Location, configuration, separation distance, and setbacks for all existing and proposed buildings (including an outline of a second story if applicable).
    - Zoning setback lines (dashed with labeled distance from property lines).
    - Location, size, type, and dripline of all existing trees greater than 4" in diameter and all existing landscape screening.
    - Creeks or waterways on, adjacent to, or within 50' of the project site with "top of bank" indicated.

- Location and type of all utilities (e.g. electric panel, sewer connection, water meter).
- Hardscape (e.g. driveway, walkways, patios).
- Daylight plane reference points.
- Air conditioning unit(s) and any other outdoor mechanical equipment.

3. **Site Survey:** A site survey prepared by a licensed land surveyor for all new houses and additions that are proposed within five feet of a required setback.

4. **Floor Plans** (1/4" = 1' scale) showing existing and proposed development, dimensions, and use of rooms.

5. **Roof Plans** (1/4" = 1' scale) showing roof pitch and, for additions/remodels, show existing roof structure to remain, existing roof structure to be removed/rebuilt, and new roof structure.

6. **Building Elevations** (1/4" = 1' scale)

- Existing and proposed building elevations of all sides of the home.
- Roof height and pitch, wall plate height, and finished floor height from natural and finished grade on each side (indicate height and topographic elevation).
- Daylight plane from existing grade at the side property lines shown at the highest point of the structure.
- Exterior building materials, colors, and architectural features showing how color and materials will be placed on the building.

7. **Building Cross-Sections** (1/4" = 1' scale)

- Provide at least two (2) cross-sections (one perpendicular from the other) taken from the highest ridge, showing existing and proposed grades, finished floor heights, wall plate heights, and building height to existing or proposed grade (whichever is lower).
- If the project includes a second story balcony, a cross section through the balcony to the nearest property line.

8. **Exterior Materials and Color Plan:** Photos and manufacturer product specifications for all exterior materials and colors including roofing material; siding; windows; doors; trim; applied materials such as brick and stone; etc.

9. **Landscape Plan** (1/8" = 1' scale)

- Existing and proposed front yard and exterior side yard landscaping, street trees, and hardscape improvements.
- All information necessary to demonstrate compliance with the City's [Water Efficient Landscape Ordinance](#), if applicable.
- Color photos of all proposed trees and evergreen screening plants with labels for common name, anticipated rate of growth, and anticipated height and spread at maturity.
- Landscaping and trees required for privacy and/or visual screening.
- Existing and proposed fences/walls including material and height.



10. **Tree Protection Plan** ( $\frac{1}{8}'' = 1'$  scale)

- All trees over 4" in diameter measured at 48" above natural grade.
- Number all trees on the plan.
- Table referencing each numbered tree identifying the tree species and size, whether they are a protected tree per the City's Tree Protection Regulations (LAMC Chapter 11.08), and whether they are to be removed or retained.
- Tree protection fencing around the dripline of all protected trees to remain on site.



11. **Floor Area and Lot Coverage Calculation Diagrams** (*see example in Attachment 'B'*)

- Graphic calculations of the floor area of all structures. Floor area is measured to the outside edge of walls and includes all space enclosed by the walls (habitable space, non-habitable space, attached carports, accessory structures). Identify square footage of additions, converted space and any structures to be removed.
- Graphic calculations of the lot coverage of all structures. Lot coverage includes the footprint of the home and covered porches, chimney footprints outside the main walls, gazebos, trellises, and any structures over six feet in height.



12. **Conceptual Grading and Drainage Plan** ( $\frac{1}{8}'' = 1'$  scale)

- Location and elevation of benchmarks.
- Elevation at street and neighboring property lines.
- Pad and finished floor elevations.
- Site contours and topography.
- Estimated grading quantity (cut and fill calculation).
- Location of all trees proposed to remain (as identified in the Tree Protection Plan).
- Conceptual drainage plan with stormwater treatment devices and site design measures to conform with the Stormwater Pollution Prevention Plan (SWPPP) and C.3. standards.
- Underground utilities – existing and proposed.
- Top and toe of creek bank, and 100-year flood elevation, if applicable.



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### SB9 HOUSING DEVELOPMENT ELIGIBILITY WORKSHEET

This worksheet must be fully completed and included with an application for an SB9 housing development project. The completed worksheet will be utilized to determine eligibility for an SB9 housing development project.

1. **Property Address:** \_\_\_\_\_
2. **Zoning Designation:** \_\_\_\_\_
3. **Part of an Urban Lot Split:** Is the project on property subdivided using an urban lot split?  
 Yes    No
4. **Number of Units:** Will the project result in the creation of more than two units per lot (including existing units and ADUs)?  
 Yes    No
5. **Demolition or Alteration of Protected Units:** Would the project result in the demolition or structural modification of any portion or an existing dwelling unit that:
  - Is protected by a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low or very low income; or
  - Has been occupied by tenant within the three (3) years prior to the submittal of an application for an SB9 housing development; or
  - Was withdrawn from rental or lease under the Ellis Act at any time within fifteen (15) years before the date that the application for an SB9 housing development? Yes    No
6. **Conformance with Standards:** Does the proposed project conform with all applicable objective zoning and design standards?  
 Yes    No

If no, identify which standard(s) would preclude the unit(s) from being built and how the project has been designed to maximize compliance with the precluding standard(s).

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7. **Historic Status:** Does the property contain a historic resource which includes any property included on the State Historic Resources Inventory as defined in Section 5020.1 of the Public Resources Code, or at a site that is designated by the City as a historic landmark, or listed in the City's historic resource inventory pursuant to Los Altos Municipal Code Chapter 12.44?

Yes    No

8. **Lot location:** Is the project site any of the following, as contained within Government Code Section 65913.4(a)(6)(B) through (K), as may be amended from time to time:

- Prime farmland, farmland of statewide importance or land that is zoned or designated for agricultural protection or preservation by the voters.
- A wetland.
- Within a very high fire hazard severity zone, unless the site complies with all fire-hazard mitigation measures required by existing building standards.
- A hazardous waste site that has not been cleared for residential use.
- Within a delineated earthquake fault zone, unless all development on the site complies with applicable seismic protection building code standards.
- Within a one hundred (100) year flood hazard area, unless the site has either been subject to a letter of map revision prepared by the Federal Emergency Management Agency and issued to the local jurisdiction or meets Federal Emergency Management Agency requirements necessary to meet minimum flood plain management criteria of the National Flood Insurance Program.
- Within a regulatory floodway, unless all development on the site has received a no-rise certification.
- Land identified for conservation in an adopted natural community conservation plan, habitat conservation plan or other adopted natural resource protection plan.
- Habitat for protected species.
- Land under conservation easement.

Yes    No



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**SB9 HOUSING DEVELOPMENT AFFIDAVIT**

**Property Address:** \_\_\_\_\_

**Assessor Parcel Number:** \_\_\_\_\_

**Property Owner(s) Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**DECLARATION**

I, [insert name(s)] \_\_\_\_\_, declare and state:

1. I am the owner of record of the property described above.
2. I intend to occupy one of the existing or proposed housing units on the property described above as my principal residence for a minimum of three (3) years.
3. No housing unit on the property described above that has been occupied by a tenant within the last three (3) years is proposed to be demolished or altered in connection with the above application for development.
4. No housing unit on the property will be rented for a period of less than thirty-one (31) days.
5. The property described above does not contain a dwelling unit that was withdrawn from rental or lease under the Ellis Act at any time within fifteen (15) years before the date that the application for the urban lot split is submitted to the City.

I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

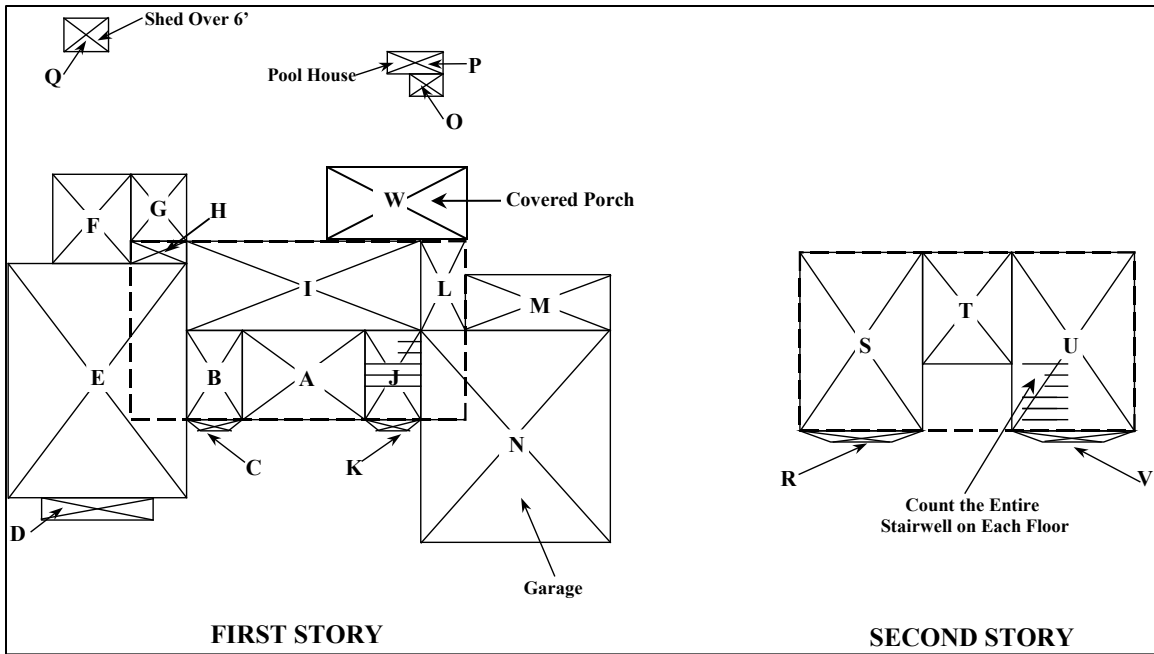
## Attachment A

### Project Summary Table Template

<b>ZONING COMPLIANCE</b>			
	<b>Existing</b>	<b>Proposed</b>	<b>Allowed/Required</b>
<b>LOT COVERAGE:</b> <i>Land area covered by all structures that are over 6 feet in height</i>	_____square feet ( ____%)	_____square feet ( ____%)	_____square feet ( ____%)
<b>FLOOR AREA:</b> <i>Measured to the outside surfaces of exterior walls</i>	1st Flr: _____ sq ft 2nd Flr: _____ sq ft <b>Total: _____ sq ft</b> ( ____%)	1st Flr: _____ sq ft 2nd Flr: _____ sq ft <b>Total: _____ sq ft</b> ( ____%)	_____square feet ( ____%)
<b>SETBACKS:</b> Front Rear Right side (1 <sup>st</sup> /2 <sup>nd</sup> ) Left side (1 <sup>st</sup> /2 <sup>nd</sup> )	_____feet _____feet _____feet/____feet _____feet/____feet	_____feet _____feet _____feet/____feet _____feet/____feet	_____feet _____feet _____feet/____feet _____feet/____feet
<b>HEIGHT:</b>	_____feet	_____feet	_____feet
<b>SQUARE FOOTAGE BREAKDOWN</b>			
	<b>Existing</b>	<b>Change in</b>	<b>Total Proposed</b>
<b>HABITABLE LIVING AREA:</b> <i>Includes habitable basement areas</i>	_____square feet	_____square feet	_____square feet
<b>NON- HABITABLE AREA:</b> <i>Does not include covered porches or open structures</i>	_____square feet	_____square feet	_____square feet
<b>LOT CALCULATIONS</b>			
<b>NET LOT AREA:</b>	_____square feet		
<b>FRONT YARD HARDSCAPE AREA:</b> <i>Hardscape area in the front yard setback shall not exceed 50%</i>	_____square feet ( ____%)		
<b>LANDSCAPING BREAKDOWN:</b>	Total hardscape area (existing and proposed): _____sq ft Existing softscape (undisturbed) area: _____sq ft New softscape (new or replaced landscaping) area: _____sq ft <i>Sum of all three should equal the site's net lot area</i>		

## Attachment B

### Example Floor Area and Lot Coverage Calculation Diagram



#### FLOOR AREA AND 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.	<b>FIRST STORY SUBTOTAL =</b>		<b>2,652 sq. ft.</b>
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.	<b>SECOND STORY SUBTOTAL =</b>		<b>812 sq. ft.</b>
		<b>TOTAL FLOOR AREA =</b>			<b>3,464 sq. ft.</b>
		W	20' x 12'		240 sq. ft.
		<b>FIRST STORY SUBTOTAL =</b>			<b>2,652 sq. ft.</b>
		<b>TOTAL LOT COVERAGE =</b>			<b>2,892 sq. ft.</b>