



PREScreening

SUBMITTAL REQUIREMENTS CHECKLIST

Planning intake appointments are required to submit all Planning entitlements. Appointments can be made by calling the Planning Division at (650) 329-2496 ext. 6, option 2 or by emailing planningintake@cityofpaloalto.org.

Prior to making an intake appointment, upload all required documents as a Pre-application (Pre-app) through the City's [Online Permitting Services](#) portal. Directions on creating an account and submitting a Pre-app are available at bit.ly/paloaltoOPS. Please note, the account used for the Pre-app will be the main contact and uploader for the entirety of the Planning project. Applications must contain a minimum of information to be accepted (18.77.020).

1. PLANNING APPLICATION FORM

- a. Application form available at bit.ly/PAplanningforms, ensure completion of items 1-5.
- b. Application cannot be accepted without a property owner's signature. Written authorization from Stanford University is required if the property is located on Stanford land.
- c. Include all application documents as a single pdf, title the document "C1[insert address]APPLY.pdf", per the OPS Submittal Guidelines.

2. ELECTRONIC PREScreening PLAN SET

- a. Bar scale and north arrow shown on all sheets.
- b. All sheets shall be oriented in the same direction
- c. Drawn to fill page at 1/4 inch or 1/8 inch scale
- d. Single pdf, titled "C1[insert address]PLAN.pdf", per the OPS Submittal Guidelines
- e. Follow the requirements for DigEPlan bookmarking per the OPS Submittal Guidelines.
- f. **For a detailed explanation of the required items in a plan set, see A-M on the pages below**
- g. Revised electronic plan sets shall be provided as needed.
- h. Paper plan sets will be required prior to the ARB hearing.

3. WRITTEN PROJECT DESCRIPTION

- a. Provide a summary of the project and a statement of the desired focus of the preliminary review including what you would like the Board to focus their attention on - massing, context, site planning, style, materials, etc. A summary of the project proposal should include such things as the design concept, the relationship to existing conditions on and off the site, and existing and proposed uses.
- b. Single pdf, titled "C1[insert address]DOCS.pdf", per the OPS Submittal Guidelines

4. APPLICATION FEES

- a. During the intake appointment, a Planning Technician will ask you to pay fees online through the OPS portal. See fee schedule at bit.ly/PAplanningforms. Staff review does not start until fees are processed.

During the intake appointment, you will receive a project sign from the City that must be posted within three (3) days.

5. ON-SITE POSTING

- a. The proposed streetscape image (minimum size of 4 inches by 17 inches) shall be affixed/incorporated into the sign by the applicant. Within three (3) days of project submittal, photographs of the project sign at the subject property shall be submitted to the Project Planner. The sign must be prominently displayed so it can be viewed from the sidewalk, or public right-of-way, and shall remain in place until the Planning decision is effective.

REQUIRED INFORMATION FOR PRELIMINARY PLAN SET*:

*These requirements may be modified by City staff to omit items or to include additional items (e.g. shadow studies, etc.) based on the scope of the project. Applicants are encouraged to provide additional information where helpful.

A. Cover Sheet

- **Vicinity Map**
 - i. Small schematic map showing the location of the site within the City
 - **Project Data**
 - i. Project Address
 - ii. Assessor's Parcel Number
 - iii. Zoning District (see [Parcel Report webpage](#))
 - iv. Net Lot Area (excluding any area located within an access or watercourse easement)
 - v. Allowable and Proposed FAR ([PAMC 18.04.030\(a\)\(65\)](#))
 - vi. Residential Density, if applicable
 - vii. Allowable and Proposed Lot Coverage
 - viii. Required and Proposed parking
 - 1. Break out surface vs lift parking, etc.
- For Residential projects only:*
- ix. Common usable open space area (total area calculated and % of site area indicated)
 - x. Private usable open space area (total balcony and/or private patio areas)

B. Site Plan Show existing conditions and proposed changes

- Scale
- North arrow (orient all sheets in the same direction)
- Dimensioned property lines
- Footprint of all buildings and structures on the site
- Parking area, driveways, sidewalks, and other hardscape areas
- Zoning setback lines (including special setbacks noted on the Parcel Report)
- Any easements or encumbrances across the property
- Creeks or waterways on or adjacent to the property (indicate 'top of bank')

C. Building Study

- Conceptual building elevations with height measurements
- Sketches to convey proposed architectural character and massing
- Neighborhood context sketch with new building(s) shown

Additional information may include:

- D. **3-Dimensional Images** - Perspective drawings, photo simulations and/or massing model that show the relationship of the proposed project to adjacent buildings and to the neighborhood.
- E. **Floor Plans** - Calculate Gross Floor Area and color code by use, dimension parking garage plans
- F. **Sections** - Provide building site sections showing roof and floor heights, site slope, etc.
- G. **Roof Plans** - Show proposed equipment and screens, photovoltaic panels if proposed
- H. **Landscape Plan** - Show common and private open space, tree dispositions, native plants
- I. **Grading and Drainage Plan** - Show how the project will fit in with the existing contours, creek, etc.
- J. **Lighting Plan** - Catalog cut sheet of proposed exterior fixtures, photometric drawing
- K. **Green Building program** - List sustainable aspects of the proposed design beyond the Code requirements.
- L. **Tree Protection** - Show appropriate type of tree protection fencing for each regulated tree
- M. **Colors and Materials** - Colored renderings and/or samples of actual colors and materials