



SAFE PARKING PERMIT 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](https://bit.ly/paloaltoOPSGuidelines) portal. Directions on creating an account and submitting a Pre-app are available at bit.ly/paloaltoOPSGuidelines. 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/PApplyingforms
 - b. Application cannot be accepted without a property owner's signature
2. ☐ **APPLICATION FEES**
 - a. There is no fee for this submittal.
3. ☐ **PROJECT REQUEST LETTER**
 - a. A letter shall be submitted describing the proposal. The letter shall include:
 - hours of operation
 - contact information in case of emergencies or complaints
 - acknowledgement of consent to comply with the Safe Parking provisions (PAMC §18.42.160)
 - b. Copy of contract with a Safe Parking Program Operator that participates in the federal Homeless Management Information System with Santa Clara or another county
4. ☐ **ELECTRONIC SITE PLAN**
 - a. One site plan in digital form shall be submitted. The site plan shall include:
 - Dimensioned property lines and adjacent sidewalks
 - Surface parking area, driveways, paths, and sidewalks, including striping and fire lanes
 - Improvements in the public right-of-way including streets, curbs, sidewalks, and trees
 - Proposed area to be used for Safe Parking shall be delineated
 - Location of accessible restrooms, including a toilet and handwashing sink
 - Existing and proposed lighting, trash facilities, fences, or privacy walls

NEXT STEPS...

- The application will be assigned to a Project Planner and reviewed for completeness and compliance with the standards set forth in PAMC §18.42.160.
- The Director shall prepare a written decision to approve with conditions, or deny the application.
- Notice of the Director's decision shall be mailed to property owners within 600 feet of the project, and a community meeting will be held.
- The Director's decision shall become final fourteen (14) days from the date of the notice, unless an appeal is filed.
- In the case of an appeal, or later complaint, the applicant of record will be notified.