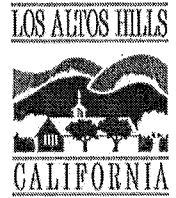


**TOWN OF LOS ALTOS HILLS**

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# Pre-Application Checklist

For Site Development Permits, Conditional Development Permits, Variances, and Conditional Use Permits. This Checklist, completed and signed by a Town Planner, **MUST** be submitted with Planning Application.

<b><u>For Town Use Only</u></b>	
File #:	_____
Date of Submittal:	_____
Receipt #:	_____

Property Owner's Name: \_\_\_\_\_

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

Checklist Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_

Project Description: \_\_\_\_\_

- 1. Digital plans are required for distribution and review. Include survey and site plan per items #9 and #12 and all other drawings as specified in #13. **Plan sheet size should be 24" X 36"**.  
*Printed copies of plans will be needed at the time of public notice.*

- a. Approval Type:
  - Administrative
  - Fast Track
  - Planning Commission
  - Site Development
- b. Reviewing Department/Committee:
  - Planning Department
  - Engineering Department
  - SCC Fire Department
  - Geotechnical Review
  - Environmental Design & Protection Committee
  - Open Space Committee
  - Pathways Committee
  - Other: \_\_\_\_\_

- 2. Application and Billing Agreement signed by the property owner.
- 3. One (1) copy of Worksheet #1: Maximum Development Area (MDA) and Maximum Floor Area (MFA) Calculations Form. *Figures are subject to verification by staff.*
- 4. One (1) copy of Worksheet #2: Existing and Proposed Floor Area and Development Area. *Figures are subject to verification by staff.*
- 5. One (1) copy of Worksheet #3: Parcel Water Budget (Los Altos Hills (LAH) Municipal Code Section 10-2.809)
- 6. One (1) copy of a Preliminary Title Report that is less than six (6) months old indicating current ownership, legal description, easements, etc.

- 7. One (1) copy of an Arborist Report.  
*An arborist report may be required when project includes removal and/or construction within the dripline of a Heritage Oak tree.*
- 8. The project Architect and Engineer must have a current Los Altos Hills Business License.
- 9. Topographic Survey based on Town benchmark datum (NAVD 88) prepared by a Registered Civil Engineer or State of California Licensed Land Surveyor, stamped and signed by the preparer; less than 6 months old.  
**NOTE: The Survey shall also show all easements and other encumbrances listed in the Title Report.**
- 10. Grading Plan. (See items "I" and "K" from the *Minimum Information to be Included with the Site Plan* list.)
- 11. Drainage Plan. (See item "J" from the *Minimum Information to be Included with the Site Plan* list.)
- 12. Site Plan. (See item "B" from the *Minimum Information to be Included with the Site Plan* list.)
- 13. Other drawings to be included in plans submitted with the application
  - a. Architectural elevations showing all sides of the structure(s), existing and finished grades, height, and proposed exterior materials and colors
  - b. Building sections, including foundation type
  - c. Dimensioned floor plans
  - d. Roof plan
  - e. Outdoor lighting, air condition, and pool equipment locations
  - f. Complete demolition plan for remodels / additions
  - g. Landscape screening plan (Requires an additional permit, to be submitted after framing)
  - h. Water Efficient Landscape Ordinance (WELCO) calculations
- 14. A Right-of-Way easement is required for new residences or a major addition, which is 25% or more of existing floor area. (*Right-of-Way policy adopted by the City Council on 15 February 1989.*)
- 15. A Santa Clara Department of Environmental Health approval is required for any project on a lot using a private septic tank. A digital copy of the site plan showing all proposed floor area stamped APPROVED by Environmental Health must be submitted with the application. Call 408-918-3400 for an appointment.
- 16. For properties seeking a connection to sewer or adding a sewer service for an ADU, a Guidelines for Service Design Load Worksheet shall be submitted to the Public Works Department.
- 17. Additional annual sewer service charges may apply to new residences and ADUs.  
*Contact the Engineering Department for details.*
- 18. A pathway fee and/or a dedication of a pathway easement will be required for new residences and additions of 900 square feet or more of habitable floor area per LAHMC Section 10-2.608 (Pathway Fee).  
**NOTE: Multiple additions are counted as a cumulative total.**
- 19. Show all existing and required pathways and pathway easements on the Site Plan and civil plans.
- 20. Property is located within an elevated Noise Contour per Figures 7-2 or 7-3 of the General Plan Noise Element. An acoustical report is recommended to for projects that subject to elevated noise exposure to ensure that it is designed to minimize indoor and outdoor noise exposures.
- 21. School fees are required for all new residences and additions of 500 square feet or more of habitable floor area. School fees are paid **after** acquiring project approval.
- 22. A Santa Clara Valley Water District approval is required prior to the notification for a public hearing.

- 23. Three (3) copies of a Preliminary Geotechnical and Soils Report prepared by a registered soils engineer and/or an engineering geologist.  
**NOTE: This requirement applies to all project falling into the following categories:**
  1. All new residences or major additions (projects resulting in an increase of 25% or more in floor area) in geologic zones "S" - Slides, "D" and "F" - Fault, or "L" - Liquefaction, and lots in Zone "A" with slopes greater than 15%.
  2. All major non-habitable structures (e.g., pools, tennis courts, etc.) whose construction site (as differentiated from the entire lot) is in an "S"- Slide Zone or in an area with the average slope greater than 15%.
  3. Those lots where conditions of approval of the subdivision or site approval require a geologic review.
- 24. A C.3 Data Form (Santa Clara Valley Urban Runoff Pollution Prevention Program) is required for:
  - Single-family projects creating/replacing **10,000 sq. ft.** or more of impervious surface
  - All other development/redevelopment projects creating/replacing **5,000 sq. ft.** or more of impervious surface.

**Findings**

- 1. Findings to support Conditional Development Permit request
- 2. Findings to support Variance request
- 3. Findings to support Conditional Use Permit request

PERMIT Type	FEE	DEPOSIT	TOTAL
Zone/Site Development	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Totals for Application*</b>	\$	\$	\$
<i>*Required at time of submittal.</i>			

**Items Required Prior to Public Hearing**

- 1. **Story Poles** - Must be in place a minimum of fourteen (14) days prior to meeting. *See separate handout.*
- 2. **Property Posting Notice** - A yellow public meeting notice will be provided by the project planner. This Notice **MUST** be posted in a conspicuous location visible from an abutting street. Failure to post the Notice may result in a continuance of the public hearing for the proposed project.
- 3. **Additional Plan Sets** - Two printed copies (24" x 36") of the most current plans are required to schedule the project for public hearing.

## Minimum Information to be Included with the Site Plan

- A. Maximum Scale: 1"= 20' *Consult staff for large properties.*
- B. Include date of preparation, north arrow, scale and contour interval, all located in the lower right-hand corner.
- C. Vicinity Map: show the location of the property from the nearest arterial road, and the nearest cross streets, to be placed at the upper right-hand corner of the plan.
- D. Assessor's Parcel Number (APN) for the lot.
- E. Location of all property lines, dimensions of the lot, and any portions of the lot to be dedicated.
- F. Location of existing and proposed development area clearly marked, as defined in Section 10.4.502 of the Zoning Ordinance.
- G. Location of all existing and proposed structures, including eaves and roof overhangs, shall be clearly marked to show proposed construction.
- H. Location of all existing and proposed streets, roadways, driveways, access easements, and other rights-of-way.
- I. Natural and existing topographic contours of the site in dashed lines, with the proposed contours in solid lines. If no grading is proposed, note on plan. Contour intervals shall not be less than two (2) feet.
- J. Location of all wells, drainage channels or swales, intermittent and permanent springs, culverts and other drainage structures. Show and detail location of any proposed new drainage improvements; if proposed to connect into existing drainage system, also show and detail existing drainage improvements.
- K. Grading specifications: volume (in cubic yards) of cuts and fills resulting from any proposed earth moving operations.
- L. The area of the lot in gross and net acreage. Panhandles, rights-of-way, and access easements are not included in net lot area.
- M. Location of all stakes and monuments which indicate property boundaries.
- N. Location, dimension, and character of all existing and proposed easements including pathway, open space, and conservation easements.  
*Note: The plan should show all existing pathways and future pathway alignments on the property and directly adjacent to the property in a street right-of-way or access easement.*
- O. Location of all trees larger than six inches in diameter, as measured four (4) feet above the ground. The dripline and species shall be shown.
- P. Any FEMA flood plains or flood hazard areas.  
*Note: You may be required to have your plans reviewed by the Santa Clara Valley Water District.*
- Q. Names, addresses, and telephone numbers of the recorded owner(s), developer(s), and the Registered Civil Engineer, California Licensed Land Surveyor, or whomever prepared the plan. The R.C.E. or surveyor shall include his or her stamp, number, and signature.
- R. Sanitary sewer disposal; approximate distance, size, and location of the nearest sanitary sewer main **OR** location of septic tank and leach field.