



CHECKLIST

ARB Submittal for PRELIMINARY REVIEW

Please provide the following items for the City of Palo Alto to review.
Incomplete application packages may not be accepted

1. An appointment is required to submit all applications. Appointments can be made in person at the Development Center, 285 Hamilton Avenue, or by calling the Planning Division at (650) 329-2441.
2. Planning Application Form
 - Items 1-5 completed
 - Property Owner's signature (Written authorization from Stanford University if located on Stanford land)
3. **Written Project Description:** Provide a statement of the desired focus of the preliminary review. It is recommended that the applicant provide an explanation of what they 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 project proposal, the design concept, the relationship to existing conditions on and off the site, and existing and proposed uses.
4. **Photographic Display [Optional]:** Photographs showing the relationship of the proposed project to adjacent buildings and to the neighborhood.
5. **Sketches/Plans** (Bound and Folded) The following items are suggested. Information must be consistent on all sheets. Plans shall be no larger than 24" x 36"
 - A. **Plan Sets:**
 - 16 sets for ARB review (8 full-size and 8 half-size sets)
 - 10 additional half-size sets for HRB review if site is on the Historic Inventory
 - B. **Vicinity Map:**
 - Small schematic map showing the location of the site within the City
 - C. **Project Information,** provide the following project data on cover sheet and site plan
 - Lot Area
 - Existing Lot Coverage
 - Proposed Lot Coverage
 - Existing Floor Area (FAR)
 - Proposed Floor Area (FAR)
 - Required Parking
 - Residential Density, if applicable
 - D. **Site Sketches:** 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 Stanford setback lines if applicable)
 - Any easements or encumbrances across the property
 - Creeks or waterways on or adjacent to the property (indicate 'top of bank')

E. **Building Study:**

- ___ Conceptual Building elevations
- ___ Sketches to convey proposed architectural character and massing
- ___ Neighborhood context sketch with new building/s shown

6. **Fee Schedule**

Note: Please do not include the following items unless specific feedback on these items is desired:

- A. Detailed apartment unit floor plans
- B. Irrigation, grading and drainage plans

If there are any questions regarding submittal requirements, please contact city staff.

<http://www.cityofpaloalto.org/arb>

Development Center, 285 Hamilton Ave., Palo Alto, Ca 94301

[Planning: \(650\) 329-2441](tel:(650)329-2441)

[Building: \(650\) 329-2496](tel:(650)329-2496)

[Fire: \(650\) 329-2135](tel:(650)329-2135)

[Public Works: \(650\) 329-2151](tel:(650)329-2151)