



## SUBMITTAL REQUIREMENTS SINGLE-FAMILY RESIDENTIAL VARIANCE

### APPLICATION, FEE & REQUIRED MATERIALS

*All items are required at time of submittal. The project will not be scheduled for a public meeting until the application has been reviewed by a planner and is deemed complete.*

1. **General Application**

2. **Variance Justification Letter**

Describe the special circumstances that are applicable to the property, such as size, shape, topography, location or surroundings, which justify a variance. Does strict application of the Zoning Code deprive the property of privileges enjoyed by other properties in the vicinity and under identical zoning classifications?

3. **Application Fee(s):**

Design Review	\$ _____
Variance	\$ _____
TOTAL	\$ _____

*Make checks payable to the City of Los Altos. Fees are not refundable.*

4. **Materials Board**

Provide color photos on an 8.5" x 11" sheet showing roofing material, siding, applied materials (e.g. stone, brick), trim, etc., and identify manufacturer and product specifications

5. **Public Notification**

One (1) set of blank postage paid postcards (Post Office approved size) for all properties within 500 feet of the project. *Planning staff will determine the required number of postcards.*

6. **Architectural Design Plans** *(see checklist below)*

a. Initial submittal: Three (3) full-size sets (24" x 36") and two (2) half-size sets (11" x 17")

b. Once application is deemed complete:

- 12 additional half-size sets of plans
- A digital copy of the plans in .pdf format
- A digital copy of the front elevation or 3D rendering in .pdf or .jpg format for the on-site public posting notice

### ARCHITECTURAL DESIGN PLANS

1. **Cover Sheet**

- Vicinity Map (clear and legible)
- Project Summary Tables (see no. 3 below)

- Table of Contents
  - General Project Information (including project description, general plan, zoning, property owner, design professionals)
2. **Neighborhood Context Map** (1" = 20' or 1" = 40' scale) that shows the building footprints, driveways, significant trees and parcel lines for all properties in the immediate vicinity (generally two properties on either side, five properties across the street and three properties to the rear) of the proposed project.
3. **Project Summary Table** (use format below and print on first page of plans)

**ZONING COMPLIANCE**

	<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

**SQUARE FOOTAGE BREAKDOWN**

	<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

**LOT CALCULATIONS**

<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>

4. **Site Plan** ( $\frac{1}{8}'' = 1'$  scale)
  - North arrow
  - Footprint of proposed structures (including an outlined of the second story), existing structures to remain and existing structures to be removed
  - Required building setbacks per the zone district and proposed building setbacks, including the second-story
  - Location, size, type and dripline of all existing trees greater than four-inches in diameter (see no. 12 for additional tree related details)
  - All property lines, easements, and location of the edge of street paving
  - Location and type of all utilities (e.g. electric panel, sewer connection, water meter)
    - For water service upgrades, show location of new backflow preventer
  - Hardscape (e.g. driveway, walkways, patios)
  - Daylight plane reference points
  - Air conditioning unit(s) and any other outdoor mechanical equipment
  
5. **Floor Plans** ( $\frac{1}{4}'' = 1'$  scale) showing existing and proposed development, dimensions and use of rooms.
  
6. **Roof Plan** ( $\frac{1}{4}'' = 1'$  scale)
  - Roof pitch
  - For additions/remodels, show existing roof structure to remain, existing roof structure to be removed/rebuilt, and new roof structure, and provide a roof area calculation
  
7. **Building Elevations** ( $\frac{1}{4}'' = 1'$  scale)
  - Existing building elevations  
*NOTE: For a new house, only front and exterior side elevations are required*
  - Proposed building elevations, including:
    - Roof height, plate height, and finished floor height from natural and finished grade on each side (call out height and topographic elevation)
    - Height of all ridges and roof peaks, measured from lowest natural grade point below
    - Roof pitch
    - Exterior building materials, including architectural details (trim, siding, windows, etc.)
  
8. **Building Cross-Sections** ( $\frac{1}{4}'' = 1'$  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 plates, and building height to existing or proposed grade (whichever is lower)
  
9. **Grading and Drainage Plan** ( $\frac{1}{8}'' = 1'$  scale)
 

*NOTE: For projects that include over 750 square feet of addition/rebuilt floor area, the Grading and Drainage Plan shall be prepared by a registered civil engineer or a licensed architect.*

  - Location and elevation of benchmark
  - Elevation at street and neighboring property lines
  - Pad and finished floor elevations
  - Existing and proposed contours, and drainage pattern
  - Location of all trees proposed to remain (as identified in the Tree Protection Plan)

- Stormwater management measures to retain stormwater on site in accordance with State and City requirements
- Underground utilities – existing and proposed
  - For water service upgrades, show location of new backflow preventer
- Top and toe of creek bank, and 100-year flood elevation, if applicable

10. **Floor Area and Coverage Calculation Diagram** *(see example on back page)*

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

11. **Landscape Plan**

*NOTE: the project may be subject to the City's Water Efficient Landscape Ordinance. See separate handout for additional information.*

- Show all front yard (and exterior side yard) landscaping, street trees and hardscape improvements
- Show landscaping and trees required for privacy and/or visual screening
- Identify any existing landscaping and trees to remain
- If project includes a new backflow preventer for the water service, show how unit will be visually screened

12. **Tree Protection Plan**

Identify all trees over four inches in diameter measured at 48 inches above natural grade and provide the following details:

- Number all trees on the site plan
- Provide a table identifying the size and species of trees, and whether they are to be removed or retained
- A certified arborist report may be required if the house or proposed addition falls within the inner 2/3rds of the dripline of any tree(s) that are to be retained
- List any protective measures recommended by the certified arborist (distances to be maintained from trees, pruning instructions, protective fencing, etc.) on the plan

**PUBLIC HEARING NOTIFICATION**

1. **Mailed Notices** – All properties within 500 feet of the project site will receive a mailed notice of the public hearing 10-14 days before the meeting. The Planning Division will provide you with an area map showing all properties within a 500-foot radius. The applicant must provide a set of blank stamped postcards (post office approved size) for all properties within the 500-foot radius.
2. **On-Site Posting Requirement** – In addition to the mailed notices, a meeting notice will need to be posted at the project site at least 10 days prior to the public hearing date. City staff will provide the notice along with instructions for properly posting it on the project site.

## **CITY ACTION**

Once the variance application has been deemed complete by the project planner, it will be scheduled for review at the next available Design Review Commission meeting. Design Review Commission meetings are generally held on the first and third Wednesdays of each month.

In order to approve the application, the Commission must make three positive findings per Zoning Code Section 14.76.060:

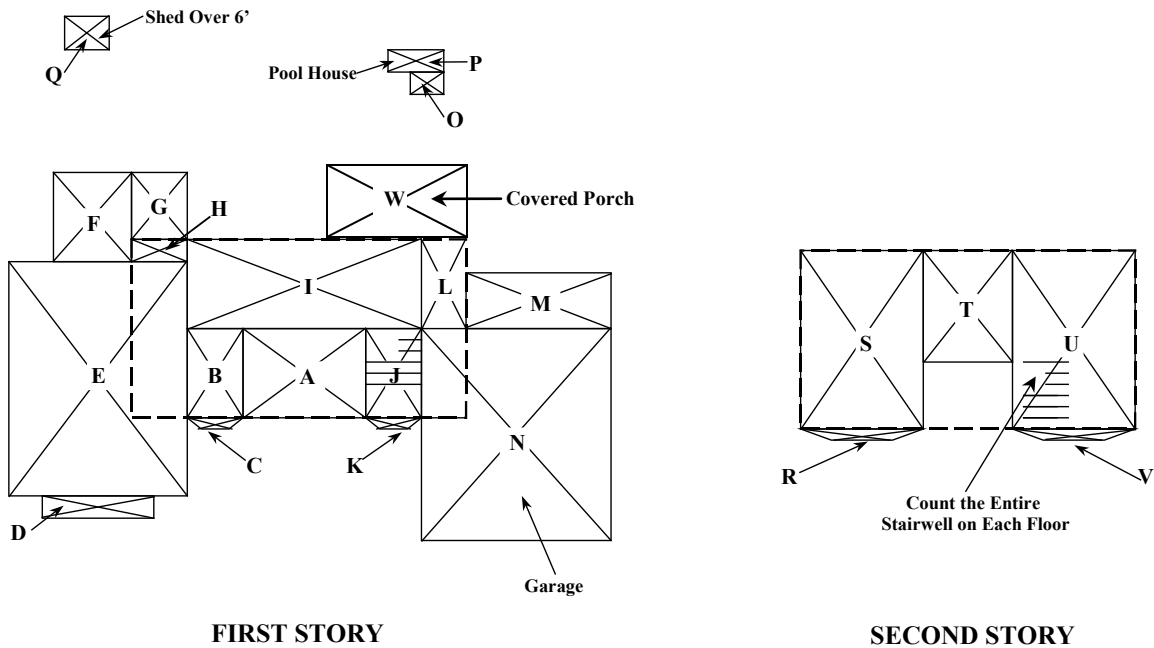
1. The granting of the variance will be consistent with the objectives of the zoning plan set forth in Article 1 of Chapter 14.02 of the Los Altos Municipal Code.
2. The granting of the variance will not be detrimental to the health, safety, or welfare of persons living or working in the vicinity or injurious to property or improvements in the vicinity; and
3. The variance(s) shall be granted only when, because of special circumstances applicable to the property, including size, shape, topography, location, or surroundings, the strict application of the provisions of the Zoning Ordinance deprive the subject property of privileges enjoyed by other properties in the vicinity and under identical zoning classifications.

Any variance granted may be subject to specific conditions in order to ensure that the approval does not constitute the granting of special privileges inconsistent with the limitations upon other properties in the vicinity and zone district in which the property is located.

Following approval or denial of an application by the Design Review Commission, there is a 14-day appeal period. During this time period, the applicant or an interested member of the public could appeal the decision to the City Council. The appeal would require additional public notification and would be scheduled for the next available City Council meeting, which are generally held on the second and fourth Tuesdays of each month.

## Example Floor Area and Coverage Calculation Diagram

The minimum acceptable scale is 1/8"=1' (this Example is not to scale).



### 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] x 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] x 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] x 2'	10 sq. ft.	V	[(13' + 11')/2] x 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>