

REQUIRED APPLICATION MATERIALS

*Please provide the following items for the City of Mountain View to review.
Incomplete application packages may not be accepted.*

1. A COMPLETED APPLICATION FORM

One copy of a completed, signed Planning Application, including the property owner's signature or letter from property owner authorizing agent signature.

required with initial application submittal. Project planner will notify when required for City Council, Environmental Planning Commission, or Study Sessions.)

2. WRITTEN PROJECT DESCRIPTION

A summary of the project proposal should include such things as the project proposal, the design concept, the relation to existing conditions on and off the site, and existing and proposed uses (hours of operation, number of employees and customers, if applicable). Also, discuss what the existing and proposed uses are and the purpose of the proposed changes, if applicable. A discussion of materials, colors, and sustainable aspects and construction methods to be used is also required.

Order of Plan Sets:

- Colored Site Plan/Landscape Plan
- Colored Renderings/Perspectives
- Floor Plan, Elevations, Sections, etc.
- Landscape and Irrigation Plans
- Civil Plans (Not including Tentative Map or Parcel Map which is under a separate submittal)
- Stormwater Treatment Plans
- Fire and Building Code Plans

3. PHOTOGRAPHIC DISPLAY

Photographs showing the proposed project site and the relationship of the proposed project to adjacent buildings and to the neighborhood. Photographs are to be provided in color.

Plan sets must show the following information:

A. Vicinity Map

- Small schematic map showing the location of the site within the City (1/2-mile radius)
- Small schematic map showing transit links and distance to node for TOD projects

4. PLANS/SKETCHES (BOUND AND ROLLED)

Plan Sets:

4 8 12 16 ___ copies of fully dimensioned plans, measuring 11" x 17".

4 8 12 16 ___ copies of fully dimensioned plans, measuring 24" x 36".

Electronic .pdf of the full plan set, image size no larger than 11"x 17". Plan sets may be posted on the City website.

Electronic .jpeg of the vicinity map, colored site plan, colored landscape plan, and/or colored renderings, image size no larger than 4" x 6". Images will be embedded into staff reports. (Not

B. Project Information: Provide the following project data on the cover sheet or the site plan in addition to submitting project statistics checklist:

- Zoning
- APN
- Lot Area
- Building Coverage
- Floor Area Ratio Calculation

- Required Parking: Total and number of handicap spaces; bike parking

Additional information for residential projects only:

- Residential Density
- Common usable open space area (total area calculated and percentage of site area indicated)
- Private usable open space area (total balcony and/or private patio areas)
- Storage areas

C. **Site Plan:** Accurately dimensioned site plan showing:

- Scale and Graphic Scale
- North arrow (orient all sheets in the same directions)
- Dimensioned property lines
- Any underlying lot lines
- Footprint of all buildings and structures on the site
- Location, configuration, and setbacks for all existing and proposed buildings and intended uses for the buildings and site, including occupancy classification and type of construction as defined in the Building Code
- Adjacent streets, buildings, and uses
- Openings on adjacent buildings
- Parking area, driveways, and sidewalks
- Zoning setback lines
- Site contours
- Light fixtures, bicycle parking, and fences
- Trash and recycling enclosures (including proposed containers or related equipment). Please identify information on use and indicate interior dimensions of enclosures

- Improvements in the public right-of-way, including streets, curbs, sidewalks, and street trees within 30' of the property

- Any easements or encumbrances across the property

- Creeks or waterways on or adjacent to the property – indicate “top of bank”

- Existing tree location, species, size, drip-line area, including trees located on neighboring property that overhang the project site

- Location, size, type, and status of all existing trees designating Heritage trees

D. **Graphic Calculations:**

- Completed Zoning Ordinance Calculation Sheet (commercial/industrial or residential)

- One set of drawings graphically illustrating all Zoning Ordinance calculations relevant to the application

E. **Neighborhood Context:** Show project in the context to its surroundings by providing:

- Streetscape elevations, photographs, and/or sections showing the proposed project and adjacent properties on each side of the property, including street trees. The drawing should be three times the width of the site (if site frontage is 50', the context elevation must include 50' on each side of the site)

- Photosimulations from a “bird’s eye view” and “street-level view” perspective showing existing neighborhood context, image size no larger than 11”x 17”. Images will be used for posting on the City website and embedded into staff reports. (Not required with initial application submittal. Project planner will notify when required for City Council, Environmental Planning Commission, or Study Sessions.)

- Site plan showing the adjacent streets and buildings

F. **Building Elevations:** Show existing elevations with details/conditions to remain and proposed changes:

- Sketches to convey proposed architectural character and massing
- Existing elevations of all sides of the buildings
- Proposed elevations of all sides of the buildings
- Height limit
- Grade at top of curb, adjacent grade, FF, plate to roof heights
- All windows, doors, eaves, skylights, chimneys, rain-water leaders, vents, roof equipment and screens, and other appurtenances on the building exterior
- Wall vents/louvers associated with mechanical ventilation
- Type, finish, material, and color of all surfaces
- All signs and lighting on the proposed building(s)
- Solar Study: Show how various building exposures are designed to mitigate solar gain (west and south sides) or maximize light penetration into the building (north and east sides)

G. **Floor Plans:** Submit sufficient floor plans to indicate how the interior of the building affects the exterior design, particularly window and door placement, required emergency exits, space usage, stairs, elevators, etc.

- Dimensioned floor plans showing how floor area was calculated
- Existing floor plans with demolition details/proposed changes
- Fully dimensioned parking garage plans

H. **Roof Plans:**

- Heating, ventilation, air conditioning (HVAC) units shall be shown. Provide unit

details, height, distance from parapet or equipment screen

- HVAC equipment screens location and details
- Show photovoltaic panels, location, and mounting detail(s); provide supporting documentation that adjacent trees will not shade the panels

I. **Building Sections:**

- Provide illustrative wall section from parapet to foundation showing foundation, wall, windows and doors, parapet, cornice, eave, roof (drawing should be at a minimum $1/2'' = 1'$ scale). Include measurements from adjacent grade and top of curb to plate(s)
- Provide building site sections showing roof and floor heights, site slope, automobile or pedestrian ramps, basements, underground garages, penthouses (existing and proposed)
- Provide section(s) at adjacent property lines indicating any grade differentials, showing fence height, retaining walls, ground slope, etc. (drawing should be $1' = 10'$ scale)

J. **Landscape and Irrigation Plans:**

- Location, spacing, size, quantities, and botanical designations of all existing trees and vegetation to be preserved, planted, and transplanted on-site
- Complete landscape project submittal for projects subject to the requirements of the Water Conservation in Landscaping Regulations
- Tree canopy coverage plans showing existing coverage, percent coverage at construction completion, 5-10 year coverage, and full growth coverage
- Three copies of an arborist report for all Heritage trees (impacted by site development)
- All trees labeled by number and tagged on-site per ISA standards

- Summary table identifying botanical designation, DBH, and elevation of all trees at ground level
- Show common usable open space and private open space dimensioned
- Concept sections and elevation drawings of all landscape architectural features such as walls, fences, lighting, paving types (and patterns), arbors, benches, fountains, and other like feature showing scale, form, materials, and colors
- Existing and proposed site features, including, but not limited to, buildings, walls, paving and grading, etc.
- Trash enclosures, bicycle enclosures, etc. (must be screened with shrubbery)
- Plan for site distance at driveways, pedestrian paths as appropriate
- Location of backflow preventers, electrical utilities, etc.
- Location of ground-mounted HVAC units
- Drainage plan to conform with the Storm Water Pollution Prevention Plan (SWPPP)

K. Parking Layout and Circulation:

- Fully dimensioned parking plan and required number of vehicular and bicycle parking spaces
- Handicap parking, loading signage
- Main points of entry and exit and traffic flow
- Vehicular and pedestrian circulation plan

L. Lighting Plan:

- Photometric drawing, including foot-candle numbers to the property lines
- Catalog cut sheets of proposed exterior fixtures

M. Schematic Details: Appropriate architectural details to indicate the quality and nature of the design, including:

- Details showing how adjacent, dissimilar materials connect. Examples include: siding to windows, siding to roofs and parapets, eaves, railings, corners, connections to existing structures
- Details showing attachments to buildings, when these occur (such as railings and awnings)
- Details of proposed landscape elements (fences, trellises, trash enclosures, bicycle enclosures, etc.)

N. Colors and Materials:

- Samples of actual colors and materials mounted on 8" x 11" foam board to be retained by the City as part of the permanent file
- Colored rendering showing accurately how color and materials will be placed on the building

5. Two copies of a **CURRENT PRELIMINARY TITLE REPORT** for projects that involve the construction of a new building or expansion of an existing building footprint and/or new site improvements such as landscaping, special paving, utilities, and accessory structures.

6. SUSTAINABILITY CHECKLIST

A completed LEED or GreenPoint checklist applicable to your project will be required.

7. A completed **ENVIRONMENTAL INFORMATION FORM**.

8. MASSING MODEL

Massing model showing the proposed project and surrounding buildings (applicable to large projects)

- Physical massing model
- Three-dimensional digital model (Sketch Up)
- Detailed physical model for final public hearings

9. **CONCEPTUAL CIVIL DRAWINGS**, including:

A. **Grading and Drainage Plan** showing the following:

- Existing and proposed grades from existing City benchmark, including estimated grading quantities
- Estimate grading quantity (cut and fill calculation)
- Finish floor and pad elevation
- Conceptual storm water treatment devices and site design measures to meet C.3 standards
- The location, pipe sizes, slope, invert, and grate elevations of proposed underground storm drain system
- Hydraulic drainage calculations

B. **Conceptual Utility Plans** showing:

- Underground utilities (sewer, gas, electric, water)
- Location of backflow preventers, aboveground electrical utilities, boxes, transformers, meter mains, fire standpipes, etc.
- Overhead utilities, locations of existing joint poles, indicate those to be removed, services placed underground

10. **SUBDIVISIONS (see separate handout)**

11. **BELOW-MARKET-RATE PLAN (FOR RESIDENTIAL PROJECTS ONLY)**

Two copies of BMR compliance plan. For ownership units, submit the following: number of total units, sizes, number of bedrooms and bathrooms, sizes of garages, and expected sale prices of market-rate units. If BMR units are required, submit information on how these units differ from the market-rate units and their locations.

12. **TENANT RELOCATION ASSISTANCE**

If more than four residential households would be displaced by a development project within a one-year period, applicants must comply with the

following requirements before a development application can be deemed complete:

- Submit the following rent roll information, including address of each unit, monthly rents for the units, and names of all household members on the lease or rental agreements.
- Submit funds for a relocation assistance specialist with the application based on an estimate provided by the City and enter into an agreement with the City for use of the funds.
- Within 30 days of submitting an application, developer must complete the City's Notice of Intent form and provide all tenants with this form.
- Within 30 days of submitting an application, developer must deposit funds into an escrow account for the estimated relocation assistance.

13. **FEE**

Fees are listed on the Application Fee Schedule. A check shall be made payable to the City of Mountain View. Major projects may be billed on an hourly basis.

14. **PROJECT SIGN REQUIREMENT (see separate handout)**

Please note that staff may require additional information if deemed necessary.