

Project Transmittals																
	PLANNING PROJECTS - RESIDENTIAL									PLANNING PROJECT - NON-RESIDENTIAL						
	GARAGE CONVERSION (HOURLY REVIEW)	NEW GARAGE (HOURLY REVIEW)	1ST FLOOR ADDITION	2ND FLOOR ADDITION	GUEST HOUSE	ACCESSORY DWELLING UNITS (ADU)	ACCESSORY STRUCTURES	TREE REMOVAL PERMIT	HOUSING	TEMPORARY USE PERMITS	NEW BUSINESS LICENSE	BUSINESS LICENSE RENEWAL	SIGN PERMIT	COMMERCIAL	OFFICES	
PLANNING DIVISION	X	X	X	X	X	X	X	X	X	X	X		X	X	X	
BUILDING DIVISION	X	X	X	X	X	X	X		X	○	○		X	X	X	
ENGINEERING DIVISION		X	X	X	X	X	○	○	X	○	○			X	X	
MENLO PARK FIRE PROTECTION DISTRICT									X	○	○			X	X	
CITY ATTORNEY									X	○	○			X	X	
CRIME PREVENTION THROUGH ENVIRONMENT DESIGN (CPTED) POLICE / CODE ENFORCEMENT									X	○	○			X	X	
ENVIRONMENTAL COORDINATOR								○	X	○	○			X	X	
EAST PALO ALTO SANITARY DISTRICT									X							
HOUSING DIVISION																
WATER - CAL AM																
WATER - PALO ALTO PARK																
WATER - O'CONNOR TRACT																
COMMUNITY SERVICES																
FINANCE DEPARTMENT												X	X			
<i>All submittals must include electronic / digital copy</i>										<b>LEGEND</b>						
										X	required transmittal					
										○	at the discretion of the project planner					