



# UNIVERSAL PLANNING APPLICATION

## COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

1960 TATE STREET, CITY OF EAST PALO ALTO, CA 94303  
TEL: 650. 853. 3189 E-MAIL: PLANNING@CITYOFEPA.ORG

### PLANNING PRE-SUBMITTAL OVERVIEW / CHECKLIST

**Applicability:** All new buildings, additions to buildings, garage conversions, new construction, and legalization of existing structure require a Design Review permit prior to any issuance of building permits.

**Application Submittal and Submittal Meetings:** It is highly recommended that applicant meet with Planning staff to discuss plan requirements prior to submittal of application and plans. Should applicant submit the application and plans prior to meeting, the applicant is aware that plans may be deemed “INCOMPLETE” if required materials are missing. It will also be counted as one (1) of the three (3) reviews that are included in the planning review fees.

**Preliminary Design:** Before starting a project design, the City of East Palo Alto highly recommends the project team (owners, applicants, planners, architects, engineers, landscape architects, and other design professionals) to follow these steps:

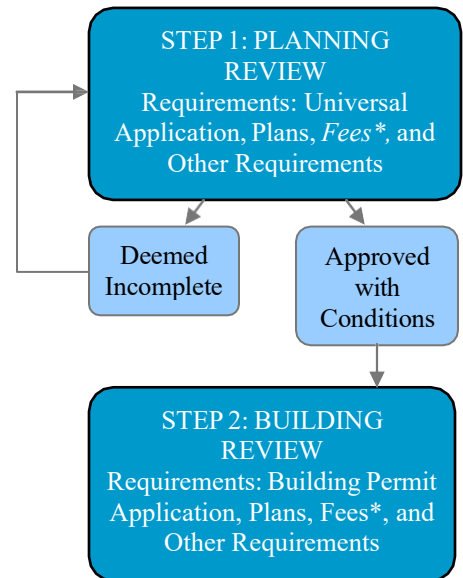
**STEP 1:** Review the City’s General Plan, zoning and design guidelines, and handouts as they relate to the proposed project.

<http://www.ci.east-palo-alto.ca.us/index.aspx?NID=408>.

**STEP 2:** Complete a comprehensive site analysis. Verify if the property is located in a flood zone. See [submittal checklist](#) for more information.

**STEP 3:** Meet with Planning staff to discuss preliminary plans and submittal requirements prior to submitting the package.

**STEP 4:** Use the provided checklist to assist in completing all required items to formally submit to the Planning Division.



**Design Review Process:** The design review process of the City of East Palo Alto has two separate steps:

**STEP 1: PLANNING REVIEW**— Applicant shall submit the required number of plans for review. Planning Division will route the plans to other divisions (Building, Engineering, etc.), if necessary, for general review. After the 30 day review period commences, applicant will receive a completeness letter informing the applicant if any changes are necessary. Once the project has been approved by Planning, the applicant can then proceed to applying for building permits.

**STEP 2: BUILDING REVIEW**—Building Review is a separate process from the Planning Review. Plans will be reviewed in more details for building permit purposes. New sets of plans will be required in the submittal package. Separate fees will apply. All conditions of approval from the Planning Review must be met prior to the issuance of any building permits. Contact the Building Division for further questions.

**\*Fees Estimation:** Fees for Planning Review (planning fee, building general review fee, engineering general review fee, and technology fee) vary per project. Please refer to the Master Fee Schedule. Please meet with Planning staff to get the exact fees. This cost only covers three (3) reviews.



# UNIVERSAL PLANNING APPLICATION

## COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

1960 TATE STREET, CITY OF EAST PALO ALTO, CA 94303  
TEL: 650. 853. 3189 E-MAIL: PLANNING@CITYOFEPA.ORG

### PLANNING PRE-SUBMITTAL CHECKLIST—Page 2 of 7

**This Submittal Checklist is a part of your application.** This checklist shall be signed and returned with your other application materials. An application is considered to be incomplete if any of the items checked on this information sheet have not been included. Processing of the application will be delayed until the submittal is determined to be complete.

I understand that my project review may be delayed if required materials are missing from the submittal package. More information may be requested based on specific project as this general checklist is not all inclusive.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**I. APPLICATION**

**II. DOCUMENTS**

- Preliminary title report
- Grant deed
- Geotechnical report

**III. DEVELOPMENT PLANS (Plans to be 24" x 36" & to scale)**

Plans and other documents submitted in conjunction with your design review application should include the following items:

**TITLE SHEET**

- Property Address & Assessor's Parcel number
- Zoning & General Plan designation
- Applicant's information
- Floor Area Ratio (FAR) and Lot Coverage Calculations
- Architect's and/or Engineer's information

**SITE PLAN**

- North arrow & graphic scale
- Vicinity map showing nearest cross streets
- Property lines, lot dimensions, easements, and any existing or proposed encroachments into a Public easements or Public right -of-way
- Location of all existing and proposed buildings/structures, including distances between all structures/buildings
- Location of off-street parking and/or loading zones
- Location and dimension of existing and proposed street-right-of way and public improvements
- Identify existing trees to remain or to be removed
- Location of all walls, fences, and hedges (height and materials of construction)



# UNIVERSAL PLANNING APPLICATION

## COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

1960 TATE STREET, CITY OF EAST PALO ALTO, CA 94303  
TEL: 650. 853. 3189 E-MAIL: PLANNING@CITYOFEPA.ORG

### PLANNING PRE-SUBMITTAL CHECKLIST—Page 3 of 7

- Locations and calculations of areas of required open space and landscaping
- Existing and proposed contour, spot grades, retaining walls, drainage features of the area, pad and finish floor elevations, limit of grading/disturb area
- Table of earthwork quantities with identification of individual areas of cut and fill (cellar, driveway, pool, landscape, etc.), total disturbed area in square feet or acre.

#### FLOOR PLANS

---

- Provide floor plans for each floor. Indicate and show dimensions of any building elements that extend beyond building walls
- Existing and proposed floor plans
- Labels of each room's functionality

#### ELEVATIONS

---

- Provide North, South, East, and West elevations (to scale) of all exterior building walls and structures
- Provide a color & material palette board for exterior features
- Indicate height of buildings and structures from existing and finished exterior grade
- Relationship of proposed additions to existing buildings and improvements

#### LANDSCAPE PLANS

---

- The project's address, total landscape area, water supply type, and contacts shall be stated on the plans
- Add, sign, and date the following statement on the plans: "I agree to comply with the requirements of the Water Efficient Landscape Ordinance (WELO) and submit a complete Landscape Document Package."
- Show all areas to be landscaped as well as existing landscape features. Provide size, location, and identification of all
- Location of existing and proposed walks, driveways, fences, pools, ponds, fountains, spas, etc.
- Provide irrigation plan if adding new irrigated vegetation
- Location of new plant(s) in order to mitigate the increase in impervious surface

#### FOR PROPERTIES LOCATED IN FLOOD ZONE

---

- An appraisal showing the values of the main structure
- Detailed cost estimate of the total value of the work (materials, labor, etc.)

#### **IV. REQUIREMENTS FOR SMALL PROJECT (If the project's impervious surface area is between 0-5,000 square feet) (FOR LARGER PROJECTS, PLEASE REFERENCE PAGE 2 OF THE PLANNING APPLICATION)**

#### SOURCE CONTROLS

---

- Construction Best Management Practices Plan Sheet: <http://www.flowstobay.org/construction>
- Wash area/racks, drain to sanitary sewer



# UNIVERSAL PLANNING APPLICATION

## COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

1960 TATE STREET, CITY OF EAST PALO ALTO, CA 94303  
TEL: 650. 853. 3189 E-MAIL: PLANNING@CITYOFEPA.ORG

### PLANNING PRE-SUBMITTAL CHECKLIST—Page 4 of 7

- Roofed dumpster area, drain to sanitary sewer
- Adequately sized solid waste service for trash, recycling and green waste
- Swimming pool, fountains and spas drain to sanitary sewer
- Water efficient landscaping
- Outdoor material storage protection
- Covers, drains for loading docks, maintenance bays, fueling areas
- Street sweeping, catch basin cleaning on site
- Use of architectural copper requires additional precautions (inform staff, if applicable)

#### SITE DESIGN

---

- Disconnect down spouts, drain to landscaped area or cistern
- No change in runoff hydrograph. No increase in runoff from pre-project.
- Porous pavement for all new or replaced outdoor walkways and driveway surfaces or drain to vegetation

#### V. OTHER REQUIREMENTS FOR NEW STRUCTURES

##### SITE UTILITY PLAN

---

- Provide a site utility plan prepared and stamped by a licensed California Civil Engineer showing locations of all existing and proposed public and private utilities and services, including, but not limited to PG&E, telephone, sanitary sewer, septic tank, leach field, storm drain, water, water tank, fire hydrants, etc.
- Locations and alignments of all new and existing utilities on site and in the adjacent public right of way. Show appropriate notes to resolve conflicts.
- Plans shall note a minimum of 10 feet horizontal separation shall be maintained between water and sewer lines or 1 foot vertical water above sewer where lines cross. Water and sewer lines shall not cross at less than 45 degrees to each other. Crossings shall be called out with a note to maintain 1 foot separation water above sewer.
- Provide elevations, alignments and locations for water, sewer, and drainage facilities.
- Utilities trenches shall use trench sand around all utilities conforming to appropriate Standards such as PG&E, California American Water Company Standards, and San Mateo County Public Works Standards.
- Plans and details for any work proposed in the public right of way shall be incorporated into the Plan set. All details shall conform to the East Palo Alto Subdivision Regulations, San Mateo County Standard Details for Public Works, California Department of Transportation Standard Details, Green Book Standard Specifications, American Water Company Code, East Palo Alto Sanitary District Sewer code, Fire Code, and other applicable utility standards within their respective jurisdictions.
- Plans shall note the City of East Palo Alto Engineering Division shall be contacted 48 hours prior to installation or connection for inspection of any utilities connecting to municipal facilities.
- Plans shall note the East Palo Alto Sanitary District shall be contacted 48 hours prior to installation or connection for



# UNIVERSAL PLANNING APPLICATION

## COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

1960 TATE STREET, CITY OF EAST PALO ALTO, CA 94303  
TEL: 650. 853. 3189 E-MAIL: PLANNING@CITYOFEPA.ORG

### PLANNING PRE-SUBMITTAL CHECKLIST—Page 5 of 7

inspection of Sewer lines and connections. Additionally, for any work in the public right of way contact the City of East Palo Alto Engineering Division for inspection.

- Plans shall note Pacific Gas & Electric, Comcast, AT&T, and all other appropriate utilities companies shall be contacted at least 48 hours prior to installation to schedule any required inspections, or as required by said utilities. Additionally, for any work in the public right of way contact the City of East Palo Alto Engineering Division for inspection. Provide an engineer's estimate of the cost of proposed work in the public right of way.
- All existing water mains shall be repaired and tested to the satisfaction of American Water Enterprises and the City Engineer.
- For projects lying within or connecting to service within an Underground Utilities District, electric and communications services shall be constructed underground. Overhead services are prohibited.
- All existing electrical and communication facilities to be reused shall be inspected, tested and reconstructed to the satisfaction of the appropriate utility.
- Additional trash service for new homes and accessory dwelling units and the "Will Serve" letter from Recology.

#### GRADING AND DRAINAGE PLANS

---

- Accurate contour lines demonstrating the topography of existing and proposed grades where cut and fill activities will occur on site. This should include the elevations, locations, extent and slope of all proposed grading as shown by means of contours extending at least 10 feet outside of the boundaries of construction. The contours shall be at intervals sufficient to show the configuration of the existing and final ground surface and be relative to a benchmark established at or near the proposed construction site. The locations of any rock disposal areas, buttress fills, subdrains, underground utilities, or other special features that may be impacted by the grading activities or constructed as part of the project shall be shown.
- Show all building pad elevations and the top and toes of existing and proposed slopes.
- Plans shall note a statement of the quantities of materials to be graded in terms of cut, fill, import and total to be expressed in cubic yards of materials
- Locations of any known or suspected soil or geologic hazards or hazardous waste impacts on site.
- Approximate location for any flood zone boundaries on site.
- The general location of any major vegetation onsite, including trees, and the tree(s) diameter(s) at breast height (dbh), shall be shown, and any removals shall be called out.
- Hydrologic and drainage calculations need to be provided as a basis for design of the drainage mitigations or best management practices (BMPs) incorporated into the plans.
- Plans shall note to contact Underground Service Alert (USA) at least 48 hours prior to any excavation.
- Plans shall note that any land disturbing activities occurring between October 1st and April 30th are restricted by the City. A detailed erosion and sediment control plan shall be required for activities occurring during this period and approval in writing of the City Engineer.



# UNIVERSAL PLANNING APPLICATION

## COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

1960 TATE STREET, CITY OF EAST PALO ALTO, CA 94303  
TEL: 650. 853. 3189 E-MAIL: PLANNING@CITYOFEPA.ORG

### PLANNING PRE-SUBMITTAL CHECKLIST—Page 6 of 7

- Plans shall note that grading activities and associated noise shall be limited to weekdays between the hours of 8am to 5pm. No grading activities are to occur on Saturdays and Sundays, without special permission from the City Engineer.

#### SUBDIVISIONS (TENTATIVE MAPS AND PARCEL MAPS) AND LOT MERGER/SPLIT

- Vicinity map, date, north arrow, and scale to be provided on maps.
- Tract name or designation and property address
- Owner's name and address as well as licensed Engineer or surveyor's information
- Locations and dimensions of all streets or ways along with the names of adjacent subdivisions and property information of all adjacent properties to proposed subdivision.
- Width and grades of all highways, streets and ways within such proposed subdivision, with typical cross-sections showing proposed improvements.
- Show all locations and measurements of all existing and proposed easements, private and public.
- Radius of all street curves
- Total size of property before and after street and right-of-way dedication (gross and net land area calculation)
- Lot layout, including dimensions of each lot line and exact square footage of each lot.
- Location of all water courses and natural drainage channels, locations of all areas covered by water or subject to inundation, and existing and proposed storm drain facilities.
- Show proposed conception design for water supply source and method of sewage disposal.
- Show all fire hydrants locations in proximity to the proposed subdivision.
- If this is a condominium or townhouse project, please provide (2) copies of CC&R's and other related documents such as association by laws.
- For Vesting Tentative Maps, clearly print on its face the words: "Vesting Tentative Map"

#### OTHER REPORTS AND STUDIES

These are other reports and studies that may be required for your project on a case by case basis.

- Tree Survey / Arborist Report.
- Soils Report / Geotechnical Report.
- Historic Resources Report.
- Phase I/II Environmental Site Assessment.
- Recology Trash Collection Service Approval.
- Transportation Analysis Report; consult with the City staff on the report scope early in the process.
- Transportation Demand Management (TDM) Plan in accordance with Chapter 10.32 of the East Palo Alto Municipal Code.



# UNIVERSAL PLANNING APPLICATION

## COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

1960 TATE STREET, CITY OF EAST PALO ALTO, CA 94303  
TEL: 650. 853. 3189 E-MAIL: PLANNING@CITYOFEPA.ORG

### PLANNING PRE-SUBMITTAL CHECKLIST—Page 7 of 7

- Water Supply Analysis including 1) proposed and existing net domestic demand and 2) fire water demand based on requirements of the Menlo Fire Protection District.
- Sewer Demand Analysis including 1) proposed and existing net sewer demand, and 2) comparison to existing pipe capacity serving the parcel and downstream of the site as directed by the East Palo Alto Sanitary District.
  
- VI. NOTICE PACKAGE**
- VII. DIGITAL COPY OF PLANS**
- VIII. PAYMENT**