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City of Mountain View

Formal Planning Application
Submittal Checklist

Community Development Department • 500 Castro Street • Post Office Box 7540 • Mountain View, CA 94039-7540
Phone: 650-903-6306 • Email: planning.division@mountainview.gov • Website: www.mountainview.gov/planning

Please submit the following items to the Planning Division for formal review of a proposed development project and/or use permit. Incomplete application submittals may not be accepted. **All application items are to be provided in electronic PDF format at MountainView.gov/ePermitsMV.**

☐ **1. PERMIT ACKNOWLEDGMENT FORM**

A completed Permit Acknowledgment Form for requested permit(s), including property owner(s), applicant signatures, and contact information. *A letter from the property owner authorizing agent signature will not be accepted in lieu of a signed application form*. The form is available online.

☐ **2. FEE**

Permit fees and acceptable forms of payment are available online.

☐ **3. WRITTEN PROJECT DESCRIPTION**

A written summary of the project, which includes a description of:

- The project;
- The design concept;
- Sustainable aspects of the project;
- Existing on- and off-site conditions;
- Current occupancy of site. If vacant, provide estimated date of vacancy;
- Proposed alterations to the project site;
- Existing land uses and operations (e.g., hours of operation, number of employees/ customers);
- Proposed uses and operations;
- Purpose or reason for the proposed changes; and/or
- Proposed subdivision, if applicable.

☐ **4. PHOTOGRAPHIC DISPLAY**

Color photographs of the project site and the relationship of the proposed project to adjacent buildings and surrounding neighborhood. Include in plan set or provide separately.

☐ **5. PROJECT PLANS**

A full plan set in a single, flattened/compressed PDF file not exceeding 125 MB. Include page thumbnails with matching sheet title labels.

Order of sheets in plan sets:

- Colored Site/Landscape Plan;
- Colored Renderings and Perspectives;
- Architectural, such as Floor/Unit Plans, Elevations, Building Sections, and Zoning Diagrams;
- Landscape, Tree, and Irrigation;
- Civil;
- Stormwater Treatment;
- Fire and Building Code Compliance; and
- Subdivision Map *(if applicable)*.

Plan sets must show:

A. **Vicinity Map:** Include on same sheet:

☐ Small schematic map of the project site location within the City (1/2-mile radius).

☐ Small schematic map showing transit links and distance to nearest nodes (e.g., bus stops, train station, bike lanes, etc.).

B. **Project Information:** Include on cover sheet or subsequent sheet:

☐ Project site address(es).

☐ Proposed construction and occupancy type(s) as defined in Building Code.

☐ Current (and proposed) Zoning and General Plan Designations.

☐ Special Flood Hazard Zone as shown on FEMA maps.

- ☐ Assessor's Parcel Number(s).
- ☐ Lot area.
- ☐ Residential density, if applicable.
- ☐ Site coverage (if required by zoning).
- ☐ Total square footage (per unit/tenant space/floor/building and combined total). Separately list residential and nonresidential development. If proposing multiple commercial uses (e.g., retail, restaurant, office), list gross square footage for each use separately.
- ☐ Floor Area Ratio (FAR) calculation.
- ☐ Required and proposed parking:
  - Total number of vehicle spaces per unit, tenant space, or land use;
  - Total number of accessible spaces per Building Code; and/or
  - Total number of bike parking spaces (by long-term and short-term).

For residential projects only, provide on subsequent plan sheets:

- ☐ Common usable open space area (total area in square feet with area dimensions and percentage of site area).
- ☐ Private usable open space area (square feet of private balcony/patio areas per unit and combined total).
- ☐ Storage areas in square feet, including personal storage per unit.
- ☐ Pavement coverage (as percentage of site area, if applicable).

C. **Site Plan:** Include site plans showing existing and proposed site conditions with:

- ☐ Scale and graphic scale.
- ☐ North arrow (orient all sheets in the same direction).
- ☐ Dimensioned property lines, including any underlying lot lines.
- ☐ Footprint of all structures on-site.
- ☐ Location, configuration, separation distance, and setbacks for all existing and proposed buildings (include intended use for each building).
- ☐ Adjacent streets (labeled with street names and existing right-of-way widths), buildings, and uses.
- ☐ Openings on adjacent buildings.
- ☐ Dimensioned parking area, parking stalls, driveways/drive aisles, and pathways/ paseos/sidewalks. Label guest (residential), tandem, or mechanical-stacker parking stalls.
- ☐ Dimensioned courtyards and podiums, showing distance between building facades.
- ☐ Zoning setback lines (dashed with labeled distance from property line).
- ☐ Sight distance at project driveways and street corners (for corner lots) in accordance with Public Works Department Standard Details, available online.
- ☐ Trash, recycling, and equipment enclosures. Label proposed containers or related equipment and interior dimensions.
- ☐ Location of at-grade mechanical equipment (e.g., A/C, generators, cooling tower, pumphouse).
- ☐ Any existing or proposed easements or encumbrances across the property, such as storm drains, water lines, or rights-of-way.
- ☐ Creeks or waterways on, adjacent to, or within 50' of the project site with "top of bank" indicated.

D. **Graphic Illustrations of Calculations:**

- ☐ Include graphical illustrations of all zoning calculations relevant to the project (e.g., FAR diagram, private and common open-space areas, pavement coverage, etc.).

E. **Neighborhood Context:** Show project in context to its surroundings with:

- ☐ Streetscape elevations, photographs, and/or building sections showing the proposed project and adjacent properties on each side of the project site.
- ☐ Photo simulations from a "bird's-eye" and "street-level" perspective showing existing neighborhood context. Image size formatted to be no larger than 11"x17".

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

- ☐ Sketches to convey proposed architectural character and massing.
- ☐ Elevations of all sides of the building(s) (existing and proposed), including interior courtyards/podiums, and roof screens in black-line drawings and color.
- ☐ Height dimensions on elevations of:
  - Wall-plate height, measured from adjacent grade;
  - Grade to finished floor;
  - Finished floor to top of ceiling per floor;
  - Total height, measured from top of existing/planned curb;
  - Top of wall-plate to roof; and/or
  - Roof parapet/screen, elevator/stairwell penthouse.
- ☐ Incorporation of all windows, storefronts, eaves, trims, awnings, trellises, doors, skylights, chimneys, downspouts, vents, roof equipment and screens, rooftop decks, rooftop elevator and stairwell enclosures, wall vents/louvers associated with mechanical ventilation, and other appurtenances on the building exterior. Include dimensioned/ detailed drawings and/or manufacturer specs.
- ☐ Elevations and details of accessory structures, enclosures, and features, including storage sheds, trash enclosures, trellises/pergolas, etc.
- ☐ Details showing how adjacent, dissimilar materials connect. Examples include siding to windows, siding to roofs and parapets, eaves, railings, corners, and connections to existing structures.
- ☐ Elevation, details, and finishes of proposed vertical landscape elements, such as fences, walls, etc.
- ☐ Type, finish, material, and color of all exterior building surfaces.
- ☐ Demonstration of compliance with zoning design standards applicable to project through plan details, elevations, and graphic illustrations, supported by written explanation of how the project complies.
- ☐ Conceptual exterior building sign locations.
- ☐ Conceptual exterior lighting fixture design and locations.

G. **Floor Plans:** Submit 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., with:

- ☐ Existing dimensioned floor plans noting demolition details/proposed changes;
- ☐ New dimensioned floor plans;
- ☐ Dimensioned parking garage (if applicable), including above- and below-grade portions;
- ☐ Floor plan of each residential unit type with square footage noted; and/or
- ☐ Dimensioned floor plan of all rooftop amenity areas.

H. **Roof Plans:**

- ☐ Locate conceptual rooftop equipment (e.g., HVAC units) and provide unit details, height, and distance from parapet/screen.
- ☐ Include equipment screen location and details.
- ☐ Show conceptual photovoltaic panel locations, mounting and screening detail(s), reflecting compliance with Building Code.

I. **Building Sections:**

- ☐ Illustrative wall section from parapet to foundation showing foundation, wall, windows and doors, parapet, cornice, eave, and roof at a minimum 1/2" = 1' scale. Include height measurements from adjacent grade and top-of-curb to top-of-wall plate(s).
- ☐ Building site sections showing roof and floor heights, site slope, vehicle or pedestrian ramps, basements, underground garages, underground vehicle pits, elevator/stair penthouses (existing and proposed). Include height measurements.
- ☐ Sections of vehicle ramps to underground parking garages in compliance with Public Works Department Standard Details available online.
- ☐ Sections at adjacent property lines indicating any grade differentials, showing fence height, retaining walls, ground slope, etc., at 1' = 10' scale.

J. **Landscape and Preliminary Irrigation Plans:**

- ☐ Complete worksheet(s) demonstrating compliance with Water Conservation in Landscaping Regulations available online. These can be included in project plans or provided separately.
- ☐ Location, spacing, size, quantities, and botanical designations of all existing trees and vegetation to be preserved, planted, and transplanted on-site.
- ☐ Include the following tree information on a site plan(s) with building(s) footprint:
  - Existing tree locations, species, size (provide circumference at 54" above natural grade), and drip-line area.
  - Existing trees on neighboring properties that overhang the project site.
  - Label existing designated Heritage trees and City street trees.
  - Summary table identifying botanical designation, circumference, and status of tree (e.g., retain, remove, relocate, new, Heritage tree replacement). This table must be consistent with the provided arborist report.
  - New tree locations, species, and box size (e.g., 24", 36"). If needed, please display new and retained trees on a separate site plan.
- ☐ Tree canopy coverage graphic showing existing coverage, coverage at construction completion, five to 10 years' coverage, and full growth coverage with listed percentage of site area covered by canopy at each stage.
- ☐ Show common usable open space and private open space dimensioned with amenities labeled.
- ☐ Existing (to be retained) and proposed concept sections and elevation drawings of all landscape architectural features, such as walls, fences, lighting, paving types (and patterns), arbors, benches, and fountains. Show scale/height, form, materials, and colors.
- ☐ Trash enclosures, bicycle enclosures, etc. (must be screened with shrubbery).
- ☐ Sight distance at project driveways and street corners (for corner lots) in accordance with Public Works Department Standard Details available online.
- ☐ Location of above-grade backflow preventers, electrical utilities, fire system equipment, and ground-mounted mechanical units.

K. **Parking Layout and Circulation:**

- ☐ Fully dimensioned parking plan with location and number of vehicular and bicycle parking spaces and dimensioned driveway aisles, landscaping islands, and parking stalls. Show traffic flow and points of entry/exit with arrows.
- ☐ Label loading zones and accessible parking and fire lanes as required per Building and Fire Codes.
- ☐ Color-code vehicular, bicycle, and pedestrian circulation plan, including emergency access and trash service access utilizing truck turning templates (contact Public Works Department and Building Division for templates).

L. **Trash/Recycling Management:**

- ☐ Complete a **TRASH MANAGEMENT PLAN FOR NEW DEVELOPMENT/REDEVELOPMENT** in compliance with City trash and recycling requirements available online.
- ☐ From the Trash Management Plan, show trash/recycling location, bin layout, chute vestibules, sections/clearances, dimensions, staging area(s), and on-site collection truck circulation in plans. Demonstrate trash enclosure(s) and staging area(s) comply with sight distance at driveways and street corners (for corner lots) in accordance with Public Works Department Standard Details available online.

M. **Lighting Plan:**

- ☐ Photometric drawing, including footcandle numbers to the property line, extend a minimum of 25' beyond property lines.
- ☐ Manufacturer's spec sheets of proposed exterior lighting fixtures.

N. **Shadow Study:**

- ☐ Black-white-grey site aerial plans with adjacent neighboring properties showing the project's shadow effects on solstice and equinox at 9:00 a.m., 12:00 noon, and 3:00 p.m. occurring on Summer and Winter Solstice, with sun direction clearly illustrated.

O. **Colors and Materials:**

- ☐ Samples of actual proposed colors and materials mounted on foam board, not to exceed 24" x 36" in size.
- ☐ Colored renderings accurately showing how color and materials will be placed on the building(s) with materials labeled.

☐ **6. MASSING MODEL**

Show the proposed project and surrounding buildings in any of the following formats:

- ☐ Physical massing model.
- ☐ Three-dimensional digital model (e.g., SketchUp).
- ☐ Detailed physical model for final public hearings.

☐ **7. CONCEPTUAL CIVIL DRAWINGS**, including:

A. **Topography, Grading, and Drainage Plan** showing:

- ☐ Existing and proposed grades from existing City benchmark, including the direction of surface water release for the site and estimated grading quantities.
- ☐ Estimate grading quantity (cut and fill calculation).
- ☐ Site contours and topography.
- ☐ Finish floor and pad elevation.
- ☐ The location, pipe sizes, slope, invert, and grate elevations of proposed underground storm drain system.
- ☐ Hydraulic drainage calculations.
- ☐ Conceptual drainage plan with stormwater treatment devices and site design measures to conform with the Stormwater Pollution Prevention Plan (SWPPP) and C.3 standards.

B. **Conceptual Utility Plans** showing:

- ☐ Existing and proposed utility services (sewer, water, storm, gas, and electric) and their connections to City mains. Label existing utility services to be abandoned or reused.
- ☐ Location (with labels) of backflow preventers, aboveground and belowground utility boxes, transformers, meter mains, fire standpipes, etc.
- ☐ Overhead utilities and locations of existing joint poles. Indicate those to be removed, services placed underground.
- ☐ For project sites within the City's current or future recycled water service area(s), show recycled water use for irrigation per the City Code.
- ☐ Provide proposed water demands for domestic water, recycled water, irrigation, and fire.

C. **Conceptual Off-Site Improvement Plans** with proposed improvements in the public right-of-way, including streets, curbs, sidewalks, street trees, streetlights, fire hydrants, utility connections, and

City water, sewer, and storm mains within 30' of the project site. Include dimensioned existing and proposed street cross-sections, and existing project street frontage(s), inclusive of driveway/sidewalk locations of adjacent properties and property(ies) directly across the street from the project site.

☐ **8.** Include required **SUBDIVISION APPLICATION MATERIALS** based on type of map requested, which are available online.

☐ **9.** A **CURRENT PRELIMINARY TITLE REPORT** for projects that include construction of a new building, expansion of an existing building footprint, and/or new site improvements, such as landscaping, paving, utilities, and accessory structures.

☐ **10.** A completed **APPLICATION FOR RIGHT-OF-WAY OR EASEMENT VACATION** when a project is requesting the vacation of the public easement(s) no longer needed or conflicts with proposed development. This application is processed concurrently with the Planning Permit(s). The application is available online.

☐ **11.** An **ARBORIST REPORT** prepared by an ISA-certified arborist identifying all trees on and adjacent to the project site which may be impacted by development and includes: tree species, health, size (circumference measured 54" above natural grade), Heritage or City-street tree designation, and proposed status (e.g., remove, retain, relocate), accompanied by a graphic site plan labeling all tree locations. NOTE: All trees must be labeled by number and tagged on-site per ISA standards throughout project review and construction.

☐ **12.** A completed **GREEN BUILDING CHECKLIST** for LEED or GreenPoint Rated with target points.

☐ **13.** A completed **STORMWATER PREVENTION AND PROTECTION C.3 FORM** available online.

☐ **14.** ***FOR RESIDENTIAL PROJECTS:*** Complete the following forms available online:

A. An **AFFORDABLE HOUSING COMPLIANCE PLAN** for projects which include new housing development. If applicable, include a density bonus letter identifying the proposed density bonus, number of bonus units and affordability levels, and requested incentives, concessions, waivers, or parking standards with graphic illustrations from plan set to support the requests.

B. A **TENANT RELOCATION ASSISTANCE COMPLIANCE PLAN** for projects that include the demolition of an existing housing unit(s). If the Tenant Relocation regulations apply, a reimbursement payment must be paid and a contract executed between the applicant and City.

☐ **15.** A **HISTORIC OR CULTURAL RESOURCE ASSESSMENT** prepared by a qualified professional, if the project site contains a designated or eligible historic or cultural resource.

☐ **16. A COMMUNITY/PUBLIC BENEFIT PROPOSAL**

For projects which require a community/public benefit, include a written description of the benefit proposal consistent with the requirements of the applicable Precise Plan or General Plan area. Attach any graphics, plans, or images to support the written content.

☐ **17. REQUESTED EXCEPTIONS/CREDITS**

For projects which request exceptions to development standards or request consideration of a credit under the City Code, include a written description outlining the exception(s)/credit(s) requested, your reasoning for the City to support the request, and attach any graphic, plans, or images to support the written content. Any park land credit request must provide the required materials in Section 41.11 of the City Code.

☐ **18.** A **TRANSPORTATION DEMAND MANAGEMENT (TDM) PROGRAM** prepared by a transportation professional for all projects which add fifty (50) or more employees or as required per the Precise Plan and/or General Plan. The TDM Program must include: a project description, project-level a.m./p.m. peak-period vehicle trips, percent and total count of required trip-reduction targets, detailed description of program offerings to meet established trip-reduction targets which will be required for the life of the project, and acknowledgment of annual monitoring and reporting to the City.

☐ **19.** A completed **TRANSPORTATION INFORMATION WORKSHEET** to determine the compliance with Vehicle-Miles-Traveled (VMT) requirements, which is available online.

☐ **20. SUPPLEMENTAL PROJECT-SPECIFIC STUDIES OR INFORMATION**

The following supplemental studies or information may be required based on project scope, land use(s), or operations. **Consultation with City staff prior to submitting an application is strongly encouraged to ensure accuracy and completeness of study information.**

A. **Utility Study** is required for projects that exceed the allowable residential density or nonresidential FAR per the current zoning, Precise Plan, and/or General Plan, or if there are existing water or sewer deficiencies along the project frontage or downstream.

B. A **Noise Study** may be required for any proposed operational use that includes noise-generating activities, or outdoor equipment, in close proximity to sensitive receptors.

C. A **Transportation Study** is required for projects that require a Vehicle-Miles-Traveled (VMT) analysis and/or a Multi-Modal Transportation Analysis (MTA). Results from Checklist Item No. 19 determine study requirements. Access MTA (and VMT) Guidelines online.

D. A **Parking Study** may be required by zoning or Precise Plan regulations based on land use or when demonstrating adequate parking supply, shared parking, or compliance with maximum parking standard.

E. **FOR DOWNTOWN PROJECTS:** A **preliminary Construction Logistics Plan** for new construction, which includes proposed construction and delivery truck routes; anticipated construction phasing; identification of on- or off-site locations for staging, material or equipment storage, construction trailer(s), and construction vehicle parking; and parking management for requested use of public parking during construction.

☐ **21.** A summary of **HAZARDOUS OR CONTAMINATED MATERIALS** used, stored, and/or contained on the project site, including identification of any authorized permits by local, regional, or state agencies, and any current or anticipated remediation activities.

☐ **22. ENVIRONMENTAL INFORMATION** and documentation of any conditions on, or which may affect, the project site as listed below:

A. Phase I environmental site assessment and, if deemed necessary in Phase I, a Phase II investigation report with clean-up recommendations.

B. Any proposed point sources of air or water pollutants.

C. Any species of special concern known to occur on the project site.

D. Whether the project site is located wholly or partially within any of the following:

- A very-high fire hazard severity zone as determined by the Department of Forestry and Fire Protection.
- Wetlands as defined by U.S. Fish and Wildlife.
- A hazardous waste site designated by the Department of Toxic Substances Control.
- A special flood hazard area subject to inundation by the 1% annual chance of flood (100-year flood) as determined by FEMA.
- A delineated earthquake fault zone as determined and published by the State Geologist.
- A stream or other resource which may be subject to a streambed alteration agreement.

☐ **23.** Post **PROJECT SIGN(S)** on-site along each street frontage prior to the first public meeting on the project. **Your assigned Project Planner will provide the project sign requirements and template.**