

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

Please submit the following items to the Planning Division for informal review of a proposed project. Incomplete application submittals may limit the scope of City staff feedback. **All application items are to be provided in electronic PDF format at [MountainView.gov/ePermitsMV](http://MountainView.gov/ePermitsMV).**

**1. PERMIT ACKNOWLEDGEMENT FORM**

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

**2. 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;
- 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
- Proposed subdivision, if applicable.

**3. PHOTOGRAPHIC DISPLAY**

Color photographs of the project site and the relationship of the proposed project to adjacent buildings and surrounding neighborhood.

**4. 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.

**Plan sets must show:**

A. **Vicinity Map:** Include on the 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;
- Assessor 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;
- Floor area ratio (FAR) calculation; and
- 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
  - 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).

## **INFORMAL Planning Application Submittal Checklist**

- C. **Site Plan:** Include site plans showing existing and proposed site conditions, with the following:
- Scale and graphic scale.
  - North arrow (orient all sheets in the same directions).
  - 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), buildings, and uses.
  - Openings on adjacent buildings.
  - Dimensioned parking area, parking stalls, driveways/drive aisles, and pathways/paseos/sidewalks.
  - Zoning setback lines (dashed with labeled distance from property line).
  - Site contours and topography.
  - Trash, recycling, and equipment enclosures (label proposed containers or related equipment and interior dimensions).
  - Any 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. **Neighborhood Context:** Show project in context to its surroundings with:
- Streetscape elevations, photographs, and/or building section sketches showing the proposed project and adjacent properties on each side of the project site.
- E. **Building Design and Elevations Sketches:** Show existing elevations with details/conditions to remain and proposed new elevations/changes:
- Sketches to convey proposed architectural character and massing.
  - Elevations of all sides of the building(s) (existing and proposed).
- Height dimensions, including wall-plate height measured from adjacent grade and total height measured from top of existing/planned curb.
  - Conceptual type, finish, material, and color of all exterior surfaces.
  - Conceptual colored rendering showing color and materials on the building(s).
- F. **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.
- Graphic illustration showing how floor area was calculated per unit, tenant space, or floor (note areas excluded from FAR).
  - Dimensioned parking garage(s), if applicable.
- G. **Schematic Landscape Plan:**
- Label all trees and vegetation proposed to be removed, retained, relocated, and/or planted.
  - 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.
    - New tree locations, species, and box size (e.g., 24", 36").
  - Conceptual layout and dimensions of common usable open space and private open space with amenities labeled.

## **INFORMAL Planning Application Submittal Checklist**

### **H. Parking Layout and Circulation:**

- Fully dimensioned parking plan with location and number of vehicular and bicycle parking spaces, and dimensioned driveway aisles and parking stalls. Show traffic flow and points of entry/exit with arrows.
  - Conceptual pedestrian, bicycle, and vehicular circulation plan, including emergency access and trash service.
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- 5. 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.
  - 6. 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.
  - 7. A completed TRANSPORTATION INFORMATION WORKSHEET** to determine the compliance with Vehicle Miles Traveled (VMT) requirements, which is available [online](#).
  - 8. FOR RESIDENTIAL PROJECTS: A completed AFFORDABLE HOUSING COMPLIANCE PLAN**, which is available [online](#). 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 to support the requests.
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- 9. A HISTORIC OR CULTURAL RESOURCE ASSESSMENT** prepared by a qualified professional, if the project site contains a designated or eligible historic or cultural resource.
  - 10. 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.
  - 11. ENVIRONMENTAL INFORMATION** and documentation of any conditions on, or which may affect, the project site as listed below:
    - A. Any proposed point sources of air or water pollutants.
    - B. Any species of special concern known to occur on the project site.
    - C. Whether the project site is located wholly or partially within any of the following:
      - A very high fire hazard severity zone as determined by Department of Forestry and Fire Protection.
      - Wetlands as defined by U.S. Fish and Wildlife.
      - A hazardous waste site designated by Department of Toxic Substances Control.
      - A special flood hazard area subject to inundation by the one percent (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.