

**Stanford Real Estate Office/Stanford Research Park**

3160 Porter Drive, Suite 200, Palo Alto, CA 94304-1212 P: (650) 724-4909 • F: (650) 724-5059

**DESIGN REVIEW**

**MAJOR PROJECT - SUBMITTAL CHECKLIST**

(As defined in Palo Alto Municipal Code Section 18.76 & 18.77)

**Drawings**

*Applicant is responsible to submit the applicable listed plans*

- |                                            |                                                 |                                                    |
|--------------------------------------------|-------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Site Master Plan  | <input type="checkbox"/> Landscape Plans        | <input type="checkbox"/> Floor Plans               |
| <input type="checkbox"/> Roof Plans        | <input type="checkbox"/> Buildings Elevations   | <input type="checkbox"/> Perspectives              |
| <input type="checkbox"/> Building Sections | <input type="checkbox"/> Color & Material Board | <input type="checkbox"/> Existing Site Photographs |
| <input type="checkbox"/> Signs             | <input type="checkbox"/> External Lighting      |                                                    |

**Use** (note % if mixed use)

**Existing**

- Office
- R&D/Lab
- Manufacturing
- Other \_\_\_\_\_

**Proposed**

- Office
- R&D/Lab
- Manufacturing
- Other \_\_\_\_\_

**Site Data**

- Address \_\_\_\_\_
- Acreage/Site sq. ft. \_\_\_\_\_
- Zoning Code \_\_\_\_\_

**Existing**

- Floor area ratio \_\_\_\_\_
- Landscape Coverage (total) \_\_\_\_\_
  - Irrigated \_\_\_\_\_
  - Non-irrigated \_\_\_\_\_
  - Pervious Pavement \_\_\_\_\_
- Number of loading docks \_\_\_\_\_
- Parking Required \_\_\_\_\_
- Parking Provided \_\_\_\_\_
  - Regular \_\_\_\_\_
  - Handicap \_\_\_\_\_
  - Compact \_\_\_\_\_
  - Bicycle \_\_\_\_\_
  - Motorcycle \_\_\_\_\_
  - Clean Air Vehicle \_\_\_\_\_
  - Charging Stations \_\_\_\_\_

**Proposed**

- Floor area ratio \_\_\_\_\_
- Landscape Coverage (total) \_\_\_\_\_
  - Irrigated \_\_\_\_\_
  - Non-irrigated \_\_\_\_\_
  - Porous Pavement \_\_\_\_\_
- Number of truck docks \_\_\_\_\_
- Parking Required \_\_\_\_\_
- Parking Provided \_\_\_\_\_
  - Regular \_\_\_\_\_
  - Handicap \_\_\_\_\_
  - Compact \_\_\_\_\_
  - Bicycle \_\_\_\_\_
  - Motorcycle \_\_\_\_\_
  - Clean Air Vehicle \_\_\_\_\_
  - Charging Stations \_\_\_\_\_

- Explanation of Deviation from Required \_\_\_\_\_

**Stanford Real Estate Office/Stanford Research Park**

3160 Porter Drive, Suite 200, Palo Alto, CA 94304-1212 P: (650) 724-4909 • F: (650) 724-5059

**Building Data**

- Date and size of original construction \_\_\_\_\_
- Date and size of addition or modification \_\_\_\_\_
- Date and size of addition or modification \_\_\_\_\_

**Existing**

- Number of Stories \_\_\_\_\_
- Gross Area \_\_\_\_\_
- Gross Area per floor \_\_\_\_\_
- Demolition per floor \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- Construction Type \_\_\_\_\_
- Occupancy type \_\_\_\_\_
- Occupancy type by floor \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- Sprinkler System type \_\_\_\_\_

**Proposed**

- Number of Stories \_\_\_\_\_
- Gross Area \_\_\_\_\_
- Gross Area per floor \_\_\_\_\_
- New Construction per floor \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- Renovation per floor \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- Construction Type \_\_\_\_\_
- Occupancy type \_\_\_\_\_
- Occupancy type by floor \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- Sprinkler System type \_\_\_\_\_

**Building Materials and Construction Type**

**Existing**

- Construction Type \_\_\_\_\_
- Materials and Color
  - Exterior Skin \_\_\_\_\_
  - Glazing \_\_\_\_\_

**Proposed**

- Construction Type \_\_\_\_\_
- Materials and Color
  - Exterior Skin \_\_\_\_\_
  - Glazing \_\_\_\_\_

**Hazardous Materials**

**Existing**

- Stored on site \_\_\_\_\_
- Stored/Used in Building \_\_\_\_\_

**Proposed**

- Stored on site \_\_\_\_\_
- Stored/Used in Building \_\_\_\_\_

**Stanford Real Estate Office/Stanford Research Park**

3160 Porter Drive, Suite 200, Palo Alto, CA 94304-1212 P: (650) 724-4909 • F: (650) 724-5059

**Expected Project Schedule**

- ARB Submission (date): \_\_\_\_\_
- ARB Approval (date): \_\_\_\_\_
- Start of Construction (date): \_\_\_\_\_
- Substantial Completion (date): \_\_\_\_\_
- Estimated Total Cost for this Project: \_\_\_\_\_
- Occupancy (date): \_\_\_\_\_