

Stanford Real Estate Office/Stanford Research Park

3160 Porter Drive, Suite 200 | Palo Alto, CA 94304-1212 | T 650.724.4909 | F 650.724.5059

DESIGN REVIEW

MINOR PROJECT - SUBMITTAL CHECKLIST

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

INCOMPLETE SUBMITTAL PACKAGE WILL BE RETURNED TO THE APPLICANT

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 | <input type="checkbox"/> Tree removal plans |

Hazardous Materials

Existing

- Stored on site _____
- Stored/Used in Building _____
- HMBP if applicable

Proposed

- Stored on site _____
- Stored/Used in Building _____

Expected Project Schedule

- Stanford Real Estate Office Submission (date): _____
- Architectural Review Board Submission (date): _____
- Architectural Review Board Approval (date): _____
- Start of Construction (date): _____
- Substantial Completion (date): _____
- Occupancy (date) : _____
- Estimated Total Cost for this Project: _____