



## Planning Application Submittal Requirements for Single-Family Projects

*Partial submittal of revised sheets is not acceptable. Once submitted, the plans and all planning application material are a public record, and cannot be returned to the applicant.*

### General Planning Application Submittal Materials

The items listed below are required for all planning applications.

- Property Ownership:** Verification of property ownership in a current (less than one-year old) preliminary title report listing the current property owner(s), legal lot description, and easement information. The title report shall include hyperlinks to all recorded documents. A grant deed may be acceptable in some instances. A chain of titles may be required.
- Completed and Signed Forms:**
  - Planning Application Deposits and Processing Costs Form
  - Planning Application Form
  - Property Owner Authorization Form
  - Environmental Information Form
- Plans:** Please see the following pages for the information requested in the revised plans, which shall be uploaded to the Online Permit Center as a complete PDF with a file size no greater than 20 MB.
- Written Description:** Written description of the Proposed Project, which may be included on the cover sheet of the plan set. For multi-family residential projects, please indicate 1) whether the applicant intends to subdivide the property, including the creation of condominium units, at this time; 2) whether the applicant elects to pursue a discretionary design review process pursuant to the City's Design Guidelines in lieu of designing to the Objective Design Standards.
- Response Letter** outlining the responses to previous comment letter for subsequent resubmittals. The responses shall include the Sheet Number where the changes are made.
- Property Photos** of the project site along with photos of the adjacent properties.
- Payment** of the processing deposit and fees for all planning applications.

*Please note that the 30-day review period does not start until payment has been received.*
- Materials Board** showing proposed color and all exterior materials, including roofing material (clear photos or manufacturer's brochures may suffice.)
- Renderings and Photo Simulations:** High-quality building renderings and photo simulations are required as needed for Tier III and Tier IV projects. For single-family applications, Sketchup model perspectives without Photoshop processing are sufficient.
- Historic Resources Evaluation** by the City's Historic Review Consultant evaluating the existing structure(s) whether they qualify as an historic resource. An Historic Resources Evaluation by the

City's Historic Review Consultant may be required for projects that substantially demolish an existing structure that is 50 years or older.

- Completed Single-Family Dwelling Design Review Guideline Checklist** (last two pages of this document)
- Statement of Completion of Required Neighborhood Meeting Notice and Meeting Process** (New Two-story Single-family Residence only)
- Neighborhood Meeting Documentation** for new two-story single-family residence.
  - o List of all meeting attendees and their address and contact information.
  - o List of all the comments made at the meeting, and any written correspondence submitted at or before/after the meeting related to the proposed project.
  - o Meeting recording link

Note: Refer to Sample Meeting Minutes ([Planning Application Guide](#) Page 6)

- Arborist Report** by an ISA Certified Arborist will be required only when construction activities encroach within ten times the trunk diameter of any heritage tree and/or street trees regardless of their location (see SMMC 13.40.080(a)). Please provide the arborist report in PDF format and reproduce the Arborist Report within the project plans. Visit city's website [Trees and Development Projects](#) for additional information. A tree evaluation schedule and the required tree planting form are not required for single-family projects. Use the [Arborist Report and Tree Protection Plan Checklist](#) for assistance and to avoid delays.
- Stormwater Quality Control Requirements.** A Stormwater Management Plan (SWMP) to demonstrate compliance with the NPDES Provision C.3 Requirements. Visit the [New Development webpage](#) of the San Mateo Countywide Water Pollution Prevention Program website ([www.flowsstobay.org](http://www.flowsstobay.org)) for additional information and technical guidance. The SWMP shall include, at a minimum, exhibit(s) showing drainage areas and location of Low Impact Development (LID) treatment measures; project watershed; total project site area and total area of land disturbed; total new and/or replaced impervious area; treatment measures and hydraulic sizing calculations; a listing of source control and site design measures to be implemented at the site; hydromodification management measures and calculations, if applicable; NRCS soil type; saturated hydraulic conductivity rate(s) at relevant locations or hydrologic soil type (A, B, C or D) and source of information; elevation of high seasonal groundwater table; a brief summary of how the project is complying with Provision C.3 of the MRP; and detailed Maintenance Plans for each site design, source control and treatment measure requiring maintenance.

#### Additional Forms As Required

- Stormwater Checklists.** To determine if Stormwater Control Requirements apply to your project and identify appropriate controls, please submit either:
  - o [The Stormwater Checklist for Small Projects](#) for detached single-family homes that create/replace 2,500 – 10,000 sq. ft. of impervious surface and other small projects that create/replace 2,500 – 5,000 sq. ft.; or
  - o [The MRP 3.0 C.3-C.6 Development Review Checklist](#) for larger single-family home projects that create/replace  $\geq$  10,000 square feet of impervious surface; or projects with two or more homes in a common plan of development and other projects that create/replace  $\geq$  5,000 sq. ft. of impervious surface.
- Completed [Water Conservation in Landscaping Screening Form](#) for projects with over 1,000 square feet of new or modified planting areas.

## **Additional Planning Application Submittal Materials by Application Types**

**The items listed below are required for planning application types as identified.**

**VARIANCE**

- Variance Request Form:** Please submit the Variance Request Form that describes the special circumstances of the subject property which enable the Variance Findings to be made.

**SPECIAL USE PERMIT**

- A Detailed Written Description** of the proposed use, major activities, hours of operation, number of employees or clients and other information pertinent to the application.

**SITE DEVELOPMENT PLANNING APPLICATION (FOR GRADING)**

- This planning application is primarily required for grading (over 500 cubic yards or 5,000 square feet) on sites with slopes at or greater than 15%. Applications must include all information required by Chapter 23.40 of the Municipal Code.

**SUBDIVISION (INCLUDING URBAN LOT SPLIT)**

- Proposed tentative map**, indicating all information required by Sections [26.48](#), [26.52](#), and [26.56](#) of the Municipal Code.

# Planning Application Plan Submittal Requirements

While hardcopy submissions are not mandatory for planning applications, they may be accepted if digital formats are not provided. The required number of full-sized plan sets depends upon the type of project and number of City Departments/Divisions that review the application. Typically for most projects, 6 sets are required, with up to 8 required for larger projects.

The project plans must be complete, dimensioned, drawn to scale, and include a North arrow. The scale of each plan sheet must be identified and must be large enough to be easily read. All plans must be signed by the person who prepared the plans, and if a licensed architect prepared them, they must provide evidence of their acceptance of responsibility, which is typically a signed license stamp. The following items must be provided on the plans.

## Information To Be Included on Cover Sheet of Single-Family Residential Development

<b>Single-Family Residence Data Information</b>		
Site Address:		
APN:		
Zoning Classification:		
Wildland Fire Severity Zone		
Does the home have fire sprinklers? Fire Sprinklers may be required if the altered/added floor area exceeds 50% of the original square footage.		
Lot Size (Sq. Ft.):		
Occupancy Group(s)		
Type of Construction		
Max. Building Height		
Number of Stories		
Permitted Floor Area Ratio:		
Maximum Permitted Floor Area (Sq. Ft.):		
	<i>Existing:</i>	<i>Proposed:</i>
<i>Floor Area (Sq. Ft.):</i> <sup>1, 2</sup>		
Single-family residence (Total, including attached garages):		
First-Story (including attached space that counts as floor area)		
Second-Story (including attached space that counts as floor area)		
... (please add more floors if necessary)		
Occupancy Group 1 (please add the name of the occupancy group)		
Occupancy Group 2 (please add the name of the occupancy group)		
... (please add more occupancy groups if necessary)		
Attached/detached garage:		
Front porch:		
Covered patios/balconies:		
Detached accessory structures:		

Front porch exemption (subtract up to 100 sq. ft.):		
<b>Total Floor Area:</b>		
Existing Interior Floor Area to be Remodeled:		
Percentage and Linear Feet of Existing Exterior Residence/ Garage Walls to be Demolished: <sup>3</sup>		
Percentage of existing roof (sf) framing structure to be removed and altered where height increases by more than 2ft:		
Building Codes (CCR Title 24) measures that will be used for the project according to local ordinances and reference standards		
Total Floor Area for Parking Requirements (See SMMC 27.18.110):		
Total Garage Parking Stalls (min. 10' x 18'):		
Total Uncovered Parking Stalls:		
List of All Protected Trees including Species and Size:		
Total area of new and rehabilitated landscape area (Sq. Ft.):		
Cubic Yards of Soil Disturbance: <i>(required in order to determine if a Stormwater Pollution Prevention Construction Permit is required)</i>		
<ol style="list-style-type: none"> <li>1. See SMMC 27.04.200 for full Floor Area definition.</li> <li>2. See SMMC 27.04.200 for the full list of Floor Area exclusions.</li> <li>3. Existing exterior walls that are converted to interior walls shall be counted as walls to be demolished. Doors, including garage doors, entry doors, and sliding glass doors, shall not be included in the percentage calculation of an existing structure's exterior walls.</li> <li>4. Existing roofs that are framed over by a new roof shall be counted as existing roofs to be demolished.</li> </ol>		

q	<b>SITE PLAN.</b> (No smaller than 1/8" scale or 10' scale). Drawn to scale and showing the following:
	<ul style="list-style-type: none"> <li>• All dimensioned property lines consistent with legal description of the lot.</li> <li>• North arrow and scale.</li> <li>• Adjacent streets drawn and dimensioned to the centerline of the street, showing sidewalks or curb line. Label the distance between the back of the sidewalk or curb and the property line.</li> <li>• Location and identification of items of obstruction on sidewalks and curbs, such as fire hydrants, utility meters, utility poles and streetlights.</li> <li>• Existing and/or proposed driveways and walkways with dimensions of all paved areas.</li> <li>• Footprint and overhangs or projections (eaves/bay windows) with dimensions for all structures located on the site. Include all accessory structures, covered patios, covered porches, carports, outdoor mechanical equipment, and any structures with walls and/or a roof on the property.</li> <li>• All required covered and uncovered parking stalls with dimensions.</li> <li>• Location, dimension and type of easements.</li> <li>• Outline of structures on adjacent properties.</li> <li>• Topographic elevation of the first-floor level and spot elevations of existing and finished grade around property to determine daylight plane compliance and adjacent to building footprint for height measurement.</li> <li>• All existing, proposed and required setback dimensions measured to the surface of the exterior wall or structural support. For single-family residential projects, yards may have multiple setback requirements (see SMMC 27.18.070-2.18.090). Exemptions for accessory structures can be found in SMMC 27.18.100.</li> </ul>

q	<p><b>SITE PLAN.</b> (No smaller than 1/8" scale or 10' scale). Drawn to scale and showing the following:</p> <ul style="list-style-type: none"> <li>Dimensions of distances between proposed building(s) and property lines, as well as other structures on site. Measurements shall be taken perpendicularly between exterior walls or property lines at their closest points for staff to verify compliance with Fire Separation and Zoning Ordinance requirements.</li> <li>Existing and proposed transformers, underground vaults, PG&amp;E gas meters, Fire BFDs, and other above-ground and below ground utility equipment. It is the City's policy that all utility equipment, including vaults and meters, be located on private property and above-ground equipment must be screened with a fence/wall or landscaping.</li> <li>All existing and proposed fencing or retaining walls including height and location (see Zoning Code § 27.84.010). Elevations and sections are required for some fencing.</li> <li>Landscaped areas showing areas of existing and/or new turf, shrubs, groundcover and trees, and proposed common outdoor park and recreation facility areas. A separate full landscape plan by a licensed landscape architect is required for all projects with over 1,000 square feet of new or modified planting areas. For more information, see Zoning Code Chapter 27.71 Landscaping.</li> <li>Location, species and size (diameter when measured at 54" above grade) of all existing trees six inches in diameter or greater and note whether they are to be removed.</li> <li>Creeks, steep slopes, or other special environmental features.</li> <li>Fire flow may be required for specific projects related to water supply, distance from the public way or ADUs.</li> </ul>
q	<p><b>FLOOR PLANS</b> (1/4" scale preferred). Drawn to scale and showing the following:</p> <ul style="list-style-type: none"> <li>Existing floor plans.</li> <li>Demolition plans with delineating all walls and structures proposed for demolition. Provide the calculation of the total lineal feet of existing exterior walls and the total lineal feet proposed for demolition to calculate percentage of exterior walls to be demolished. Existing exterior walls that are converted to interior walls shall be counted as walls to be demolished. Doors, including garage doors, entry doors, and sliding glass doors, shall not be included in the percentage calculation of an existing structure's exterior walls.</li> <li>Proposed floor plans.</li> <li>Overall exterior dimensions and individual room dimensions for all levels and stories.</li> <li>Location of all doors and windows, including window sizes.</li> <li>Complete building code analysis for allowable area, height and number of stories based on selected occupancy group(s) and type of construction according to Chapter 5 of the California Building Code. Identify if separated occupancy or nonseparated occupancy design approach is utilized. Show horizontal building separation and required fire protection.</li> </ul>
q	<p><b>FLOOR AREA CALCULATIONS OVERLAID ON PROPOSED FLOOR PLANS.</b></p> <p>A single plan sheet showing the floor area calculations and floor area diagram with blocked-out areas and calculations for each block to the tenth decimal point.</p>

q	<b>ROOF PLANS</b> (1/4" scale preferred). Drawn to scale and showing the following:
	<ul style="list-style-type: none"> <li>• Roof pitches and dimension of overhang depths. If any mechanical or utility equipment is visible from the ROW, it shall be painted and/or screened by a solid enclosure or parapet wall with materials compatible with the building design.</li> <li>• Location(s) of the required Solar Zone area for covered occupancies that are unshaded and free of obstructions per the California Energy Code.</li> <li>• Show and shade any areas of an existing roof proposed for demolition. Provide the calculation of the % of existing roof framing structure to be demolished.</li> </ul>

q	<b>ELEVATIONS</b> (1/4" scale preferred). Drawn to scale and showing the following:
	<ul style="list-style-type: none"> <li>• The existing structure(s)</li> <li>• The proposed structure(s)</li> <li>• Detached accessory structures, if new or any addition is proposed to an existing structure.</li> <li>• Grade elevation where the height is measured and finished floor elevations. For hillside properties, show existing and proposed grades.</li> <li>• Building plate height measured from existing grade to top of building plate line (maximum 24 feet for single-family residence). This height is measured from existing grade at any point along the perimeter of a building, to the highest plate line of the structure directly above that point, regardless of whether that point is on the same plane as the building where it touches the ground (see Zoning Code § 27.04.080).</li> <li>• Building total height measured from existing grade to top of building roof peak (maximum 32 feet for single-family residence).</li> <li>• Types and colors of exterior materials for siding, roof, trim, railings, eaves, other architectural detailing, and windows for both existing and new. Show window grid patterns, window operation types, and any obscured glazing. Note roof pitch(es).</li> <li>• For single-family projects, provide scaled conceptual front building elevations of structures on adjacent properties or photos showing the proposed site and the adjacent buildings.</li> <li>• For single-family projects, provide daylight planes drawn and dimensioned from the side property lines. For new/renovated main structures, see SMMC 27.18.050.b For accessory structures, see SMMC 27.18.100. Please review the "Dormer" and "Gable" definitions in detail and consult with a planner before application submittal if any intrusions are proposed for a dwelling.</li> </ul>

q	<b>BUILDING SECTIONS</b> (1/4" scale preferred). Drawn to scale and showing the following:
	<ul style="list-style-type: none"> <li>• The proposed structure.</li> <li>• Grade elevation where the height is measured and finished floor elevations. For hillside properties, show existing and proposed grades.</li> <li>• Building plate height measured from existing grade to top of building plate line. This height is measured from existing grade at any point along the perimeter of a building, to the highest plate line of the structure directly above that point, regardless of whether that point is on the same plane as the building where it touches the ground</li> <li>• Building total height measured from existing grade to top of building roof peak.</li> <li>• Finished floors and interior heights for all levels.</li> </ul>

	<ul style="list-style-type: none"> <li>• Floor-to-ceiling height. Any area with floor-to-ceiling height exceeding 15 feet (18 feet for ground floor retail) shall be counted twice in floor area calculation per <a href="#">SMMC Section 27.04.200</a>.</li> </ul>
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q	<p><b>LANDSCAPE- LIGHTING- SITE FURNISHING PLANS.</b> (No smaller than 1/8" scale or 10' scale). Drawn to scale and showing the following:</p> <p><i>The landscaping plans and accompanying documents for projects with over 1,000 square feet of new or modified planting areas must be prepared or reviewed and signed by a licensed Landscape Architect registered with the State of California.</i></p> <ul style="list-style-type: none"> <li>• Name, address, and telephone number of the person or firm responsible for the preparation of the plans and other required information.</li> <li>• All existing and proposed buildings and other structures including fences, paved areas, and planted areas, and proposed common outdoor park and recreation facility areas.</li> <li>• All existing plant material to remain and to be removed.</li> <li>• Unique symbology to identify plant species, size at maturity, specific planting location, and plant species label (and count if one label is used for multiple plants) of all proposed plant material.</li> <li>• A table identifying all proposed plant material including scientific name, common name, WUCOLS classification, plant count, and container size.</li> <li>• Contour lines, if the slopes are in excess of 10%.</li> <li>• Existing and proposed topographic elevations at sufficient locations to clearly show the drainage pattern unless this information is provided on a separate grading plan or other document in the planning application.</li> <li>• Square footage of all planted areas.</li> <li>• Hydro-zone Information and Water Budget Calculations (if aggregate area of new or rehabilitated landscape is 2,500 square-feet or more).</li> <li>• Lighting plan showing fixture locations and styles, including a fixture schedule with a fixture photograph, manufacturer, color, and size. Photometric levels are required to be shown both on the site and on adjacent properties in compliance with the City Building Security Code "Exterior Security Lighting" (San Mateo Municipal Code Section 23.54.060).</li> <li>• Lighting for proposed common outdoor park and recreational facility space beyond required setbacks that are proposed to be used during evening hours.</li> <li>• Site furnishings and hardscape plan with locations and styles, including a schedule with furnishings/hardscape photographs, manufacturer, color, and size. Furnishings include but are not limited to bike racks, benches, planters, and other outdoor amenities. The City-required short term bike racks are the Bike Parking Welle Circular Racks, In ground, Stainless Steel Finish.</li> <li>• Details for fencing- elevations and sections with colors (including manufacturer and color name) and finishes.</li> </ul>
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q	<p><b>FULL SITE SURVEY.</b></p> <p>Required for any New Residential Unit(s) or Fence Exception; Required for all other application types depending on lot/building specifics or if there is a discrepancy in a lot size with City records. The site survey is required to be stamped and signed by a Land Surveyor licensed by the State of California.</p> <p>The survey is required to illustrate the legal boundaries, dimensions of all property lines, easements, right-of-way, creeks, public utilities and utility poles, location of all existing improvements/structures,</p>
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	<p>setback of existing improvements/ structures, tree trunks, tree species (if possible) and accurate depiction of tree canopies/drip line along with spot elevations across the site, including designated spot elevations from where the building height and daylight planes will be measured.</p> <p>If located within a Special Flood Hazard Area, the survey must show the Base Flood Elevation (BFE) and the elevation of the lowest floor of the proposed structure.</p> <p>If the project is located adjacent to a creek or waterway, the survey must illustrate the top of bank, centerline of the creek and easement line (if any).</p>
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<b>q</b>	<b>PARCEL &amp; TENTATIVE SUBDIVISION MAPS</b>
	Proposed parcel or tentative subdivision map, indicating all information required by Sections 26.48, 26.52, and 26.56 of the Municipal Code.

<b>q</b>	<b>HILLSIDE PARCELS</b> Those parcels with any portion of the site with slopes over 15% may require the following submittals:
	<ul style="list-style-type: none"> <li>Topographic map with contour intervals of 5 feet and the area of the site with greater than 15% slope indicated.</li> <li>Structural Calculations.</li> <li>Geotechnical Investigation Report/Soils Report.</li> <li>Hydraulic Report.</li> <li>Grading and Drainage Plan.</li> </ul>

<b>q</b>	<b>GRADING PLANS.</b> Concept grading plans are required for any project on slopes over 10%.
	<ul style="list-style-type: none"> <li>Plans must be prepared by a licensed Civil Engineer</li> <li>Show existing and proposed contours and outline all areas over 15% slope.</li> <li>Identify drainage improvements and delineate grades and surface runoff using arrows to depict slopes and direction of surface runoff.</li> <li>Provide an earthwork quantities table. Grading calculations must be provided, and the total volume of soil disturbance (excavation, fill, or any combination of both) in cubic yards must be identified.</li> </ul>

<b>q</b>	<b>UTILITY PLANS.</b> Concept utility plans are required for all projects. For single-family projects, the utility plans may be combined with the Grading Plans.
	<ul style="list-style-type: none"> <li>Plans must be prepared by a licensed Civil Engineer</li> <li>Show all existing and proposed utility infrastructure, including but not limited to, storm, sanitary, gas, electric, communications, and streetlight.</li> <li>Show all main lines along the project frontages and laterals serving the site.</li> <li>Clearly identify any existing laterals being demolished/abandoned/plugged and any overhead utility to be undergrounded.</li> <li>Clearly identify existing and proposed water meters and their sizes.</li> </ul>

<b>q</b>	<b>STORMWATER MANAGEMENT PLANS.</b> Concept stormwater management plans are required for all C.3 regulated projects.
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- Show the project site plan (surface and roofs).
- Show and indicate all drainage management areas and treatment measures.
- Provide a table presenting the total project area, total area of land disturbed, existing and proposed pervious and impervious areas of each drainage management area, require treatment area.
- List source control and site design measures to be implemented.
- Show hydromodification management measures and calculations



## SINGLE-FAMILY DWELLING DESIGN REVIEW GUIDELINE CHECKLIST

### PROJECT INFORMATION

Street Address:	
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Through the completion of this form, I certify as the project applicant that the above project is compliant with the Single-Family Dwelling Design Guidelines. I understand that the guidelines exist to maintain a standard of neighborhood character in San Mateo and that departures from the guidelines must be justified and approved by planning staff.

*Please indicate whether your project conforms to each of the following guidelines:*

Is the project consistent with the predominant setback pattern and building footprints in the neighborhood?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Is the project consistent with the established pattern of garage locations, as well as the size, position, and appearance of the garage openings?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Is the driveway and curb-cut width minimized and consistent with the neighborhood pattern (single or double-width)?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Does the driveway location maximize on-street parking by providing a minimum of 20' between curb cuts?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Does the driveway width and placement minimize harm to existing street trees?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Is the main entrance visible from the street and not blocked by walls, screens, or tall hedges?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
If front porches are common in the neighborhood, does the project include a porch that is similar in size and proportion to those in the neighborhood?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Does the project de-emphasize the garage entrance so that it is not a dominant feature seen from the street?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Is the project consistent with the established pattern of building footprints and forms?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Is the scale of the project consistent with the common scale of houses in the neighborhood?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Is the placement of the proposed second story set back from the property lines to meet daylight plane requirements and maximize light into neighboring properties?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Does the placement of the proposed second story addition appear in balance with the home and with the neighboring homes?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

Would the proposed second story create wall heights that are compatible with or different from the pattern of homes in the neighborhood?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Have some portions of the roof been brought down to the gutter or eave line of the first story roof to reduce the apparent mass of the building?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Are the building elements that define the architectural style of the house common to other houses in the neighborhood?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Is there an established roof pattern (forms, slopes, materials, massing) in the neighborhood?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Are the proposed roof form, slope, materials, and massing, compatible with roofs in the neighborhood and the existing home?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Does the addition change the appearance of any existing primary and secondary roof forms?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Do the proposed roof forms contribute to the overall style of the neighborhood	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Does the addition include architectural features (stepping back the 2 <sup>nd</sup> story or changing the building footprint, roof form, and windows) that break up the apparent mass of the house and add visual interest to long or tall walls?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Are new windows directly aligned with neighboring windows, or offset?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Is the privacy of the adjacent neighbors protected?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
If the project is on a slope:	
Does the addition step the home with the slope to avoid expanses of tall walls	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Does the addition use landscaping to mask tall, down-slope walls?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Does the addition respect the neighbor's views?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Would the proposed addition impair view from neighboring homes?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Would the proposed addition create a greater view blockage than other homes on similar parcels in the neighborhood?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Are exterior materials consistent with those on the existing house and in the neighborhood?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Are the proportions of the window openings and materials consistent with those of the existing house or neighborhood?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

Please provide an explanation for any item marked 'No' (attach additional pages if necessary).
