



Community Development Dept.
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Documents Associated with a Complete Plan Submittal

This handout describes the minimum information to be provided in the following documents which may be required as part of a complete submittal.

Structural Engineer's Calculations

When a project is not designed in accordance with the conventional light-framing requirements specified in chapter 23 of the 2007 CBC, calculations from a licensed engineer supporting the structural design are required. Licensed architects may provide the structural design and calculations for single family residential projects. All supporting calculations shall be wet stamped and signed.

Energy calculations

Title 24 Energy calculations analyze a proposed construction project for compliance to criteria established in the latest edition of the California Energy Code. Energy calculations and completed compliance forms shall be wet stamped and signed.

Geologist report

A geologist report analysis the soil type and makes recommendation for construction of the proposed project, re-compaction of soil around excavated areas, drainage around the proposed project, and drainage for the site to mitigate adverse soils conditions. When a Geologist report is required, the applicant must provide verification from the Geotechnical engineer that he/she has reviewed the structural plans, details, and calculations, and that the plans are in conformance with the recommendations. The Geotechnical engineer must respond in writing to any applicable plan review comments made by the City's Geotechnical consultant. Geologist reports shall be wet stamped and signed by a Registered Civil or Geotechnical Engineer.

Arborist Report

An arborist report is a document that evaluates the potential impact of a proposed construction project on the health of an existing tree. An arborist report will be required when a proposed construction project is within proximity to a heritage tree, as defined by City Ordinance 13.24.

The report shall include the following:

- 1 Coversheet
 - Date report was written.
 - Name and address of property owner and/or representative when applicable.
 - Site Address
 - Name of reporting Arborist and ISA Certification Number and/or ASCA Registration Number.
 - Address, phone number and email address of reporting Arborist
 - State the purpose of the report.

- 2 Site Plan
 - Improvements (sewer, water, electrical, communications)
 - Grading (excavation, cut and fill)
 - Building footprint(s) accurately located
 - Trees numbered, identified and accurately located
 - Driplines accurately plotted
 - Indicate trees to be removed
 - Indicate tree protection barriers or other tree protection measures

- 3 Tree Assessment and Inventory Chart
 - Trees identified by common and botanical name
 - Trunk diameter measured at 4.5 feet above grade
 - (multistem trunks measured directly below attachment)
 - Canopy radius at it's widest from base of tree.
 - Height of tree
 - Indicate whether a Heritage tree is to be preserved or removed
 - Briefly evaluate the condition of each tree in terms of hazard, health, and structure.

- 4 Tree Preservation Plan
 - List trees to be preserved.
 - Describe tree protection / preservation measures before, during and after construction

An on-site arborist is to be designated who will have the responsibility and authority to insure that the instructions for tree protection are properly executed. A copy of the agreement between the owner/contractor and the designated site arborist is to be included with the survey.

Anyone wanting to remove a heritage tree, or prune more than one fourth of the canopy and/or roots, must apply for a permit from the City. The application includes a form to be completed by a certified arborist.

Elevation Certificate

The Elevation Certificate is Federal Emergency Management Agency (FEMA) form 81-31 and is to be completed by a licensed land surveyor or Civil engineer to certify the following required elevation information:

- The property owner's name
- The property's complete street address
- The lot and block number
- The Base Flood Elevation
- The Top of bottom floor of the existing buildings.
- The Top of next highest floor of the existing buildings.
- The Lowest adjacent grade
- The Highest adjacent grade