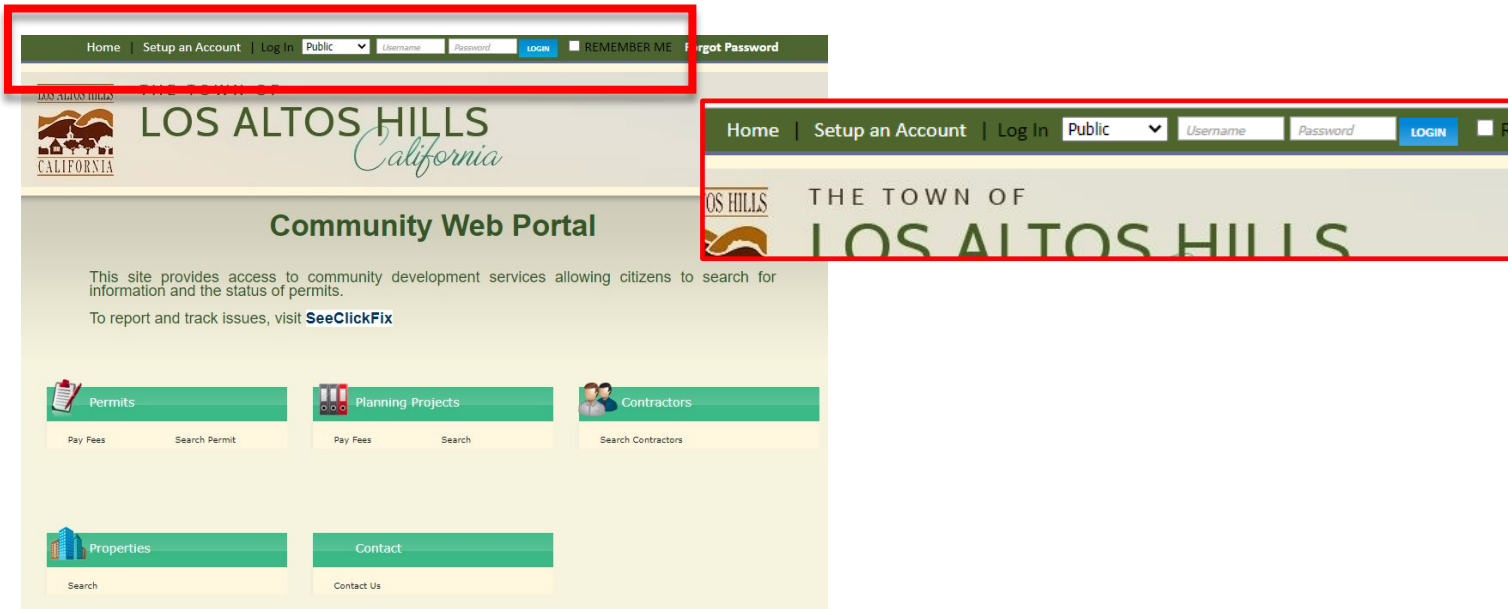


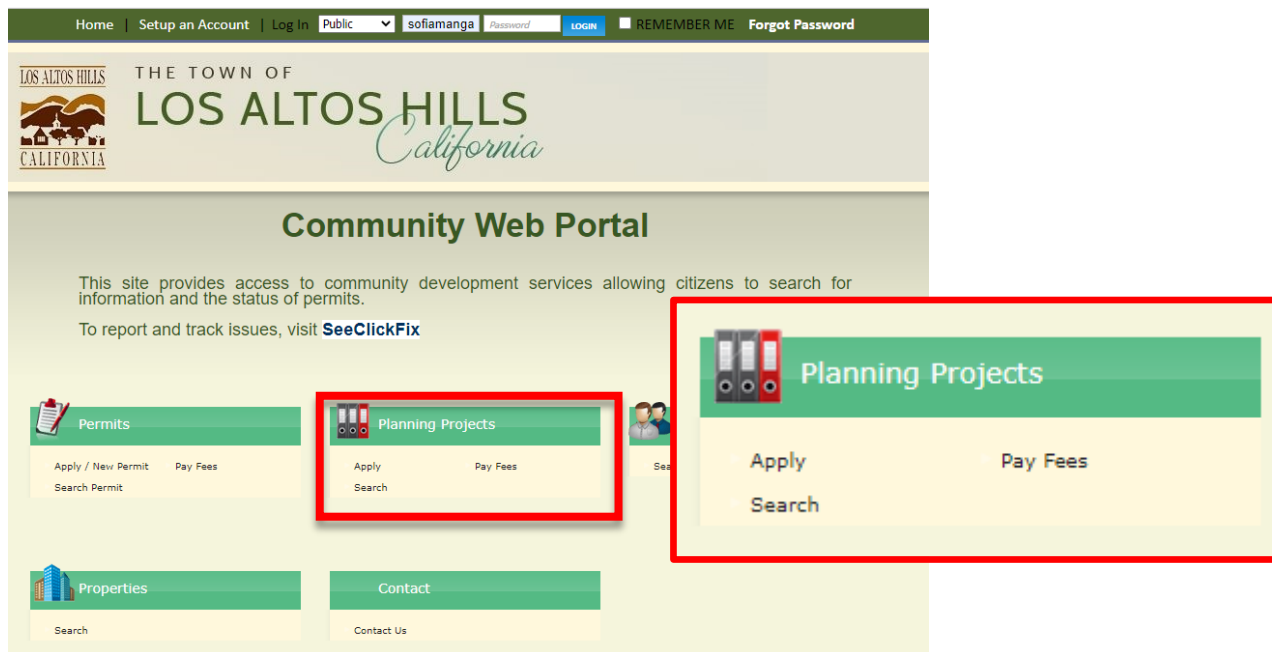
Apply for a Planning Project Online via Etrakit

<https://trakit.losaltoshills.ca.gov/eTRAKiT/default.aspx>

Step 1: For an online submittal, setup an account by clicking here:



Step 2: AFTER you have created a username and password, you will apply under Planning Projects (Not Building Permits).



Step 3a: Choose your Planning Project type from the drop-down menu (please confirm in your Pre-App checklist prepared by the Planner for the project type).

1. Zoning Permit

- Fence or Gate Permit
- Oak Tree Removal
- Temporary Trailer/structure
- Temporary Banner

2. Site Development permit

- New Residence Fast Track
- New Residence Planning Commission
- Addition
- Landscape Screening
- Pool or Spa
- Sport Court
- Grading
- Accessory Building
- Exterior Modifications

3. Permit Modifications

4. Conditional Use Permit

- New
- Amendment or Renewal

5. Extension of Time

- Administrative
- City Council

6. Address Change

7. Short Term Rental

8. Subdivision

9. Lot Line Adjustment

10. Map Amendment

11. Zoning Code/General Plan Amendment

The screenshot shows a web form titled "Project Application" with a progress bar at the top indicating four steps: STEP 1 (ENTER PROJECT INFORMATION), STEP 2, STEP 3, and STEP 4. The form is divided into several sections, each with a red box labeled "Step 3a" through "Step 3d" overlaid on it:

- Project Type Information:** Includes dropdown menus for "PROJECT Type" (set to ZONING) and "PROJECT Subtype" (set to TREE REMOVAL), and a text field for "Short Description".
- Location:** Includes a text field for "Enter all or part of the address and press search" and a "SEARCH" button.
- Your Relation to this Project:** Includes a checkbox for "Property Owner" with the instruction "Check this box if you are the Property Owner".
- Attachments:** Includes a "Filename" field with a "Select" button, a "Description" field, and an "UPLOAD" button.

At the bottom of the form are "CANCEL" and "NEXT STEP" buttons.

Step 3b: Add Short Description

Step 3C: Enter your address and hit "Search". Make sure you have the correct address for the proposed project.

Step 3d: If you are the property owner of the subject property, please check the box for "Property Owner".

Step 3e: Add all Attachments (PDFs only), including "Application" and other documents requested in the checklist. Please ensure the following file names for your files:

First submittal_Address_Date_Type

e.g.: First submittal_ 26379 Fremont Road_12-24-2022_Plan Set

First submittal_ 26379 Fremont Road_12-24-2022_Documents (Application and other materials)

Try to combine multiple documents into one PDF and ensure that file size is less than 10 MB. For Planning projects, provide the drawings as included in the checklist.

Step 4: Enter Applicant, Owner, and Deposit Return Information. Please ensure that information is most current and accurate.

Application for a ZONING Project

Applicant Information

Name	<input type="text"/>	Phone	<input type="text"/>
Address	26379 Fremont Road	Email Address	<input type="text"/>
City	Los Altos Hills		
State	CA	Zip	9402 - <input type="text"/>

Owner Information

Name	<input type="text"/>	Phone	<input type="text"/>
Address	<input type="text"/>	Email Address	<input type="text"/>
City	LOS ALTOS HILLS		
State	CA	Zip	9402 - 3554

Deposit Return Information

Name	<input type="text"/>	Phone	<input type="text"/>
Address	<input type="text"/>	Email Address	<input type="text"/>
City	<input type="text"/>		
State	<input type="text"/>	Zip	<input type="text"/> - <input type="text"/>

Step 5: Review all the information on the screen and hot "Submit".

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: SOFIA MANGALAM

My Dashboard

- Permits
 - Apply / New Permit
 - Search Permit
 - Pay Fees
 - Issued Permits Report
- Planning Projects
 - Apply for New Project
 - Search Projects
 - Pay Fees
- Contractors
 - Search Contractors
- Properties
 - Search Property
- Shopping Cart
 - Pay All Fees
 - Paid Items
- Contact
 - Contact us

Project Application

STEP 1 → STEP 2 → **STEP 3 REVIEW AND SUBMIT** → STEP 4

Application for a ZONING Project

Review the information below prior to submitting the application

Project Information EDIT	Location EDIT
Type: ZONING	13420 FREMONT ROAD
Subtype: TREE REMOVAL	LOS ALTOS HILLS, CA
Description:	

Contacts EDIT	Fee Information								
Applicant Information 26379 Fremont Road Los Altos Hills, CA 94022	<table><thead><tr><th>Type</th><th>Amount</th></tr></thead><tbody><tr><td>SITE DEVELOPMENT FEES</td><td>\$250.00</td></tr><tr><td>TREE REMOVAL PERMIT</td><td>250.00</td></tr><tr><td>Total Fees</td><td>\$250.00</td></tr></tbody></table>	Type	Amount	SITE DEVELOPMENT FEES	\$250.00	TREE REMOVAL PERMIT	250.00	Total Fees	\$250.00
Type	Amount								
SITE DEVELOPMENT FEES	\$250.00								
TREE REMOVAL PERMIT	250.00								
Total Fees	\$250.00								
Owner Information LOS ALTOS HILLS, CA 94022 - 3554									
Deposit Return Information									

Attachments

To upload additional attachments click [Here](#)

[CANCEL](#) [PREVIOUS STEP](#) [SUBMIT](#)

The Administrative Clerk/Technician working with a planner will review all your attachments and assign the appropriate fees in TRAKiT. **Your application will be only valid if you have provided all the drawings/documents included in the checklist.** **DO NOT PAY FEES UNLESS YOU HAVE RECEIVED AN EMAIL FROM TOWN STAFF WITH YOUR INVOICE.**