



**TOWN OF PORTOLA VALLEY**  
**PLANNING DEPARTMENT**  
765 PORTOLA ROAD  
PORTOLA VALLEY, CA 94028  
TEL. (650) 851-1700 • FAX (650) 851-4677

## **SWIMMING POOL APPLICATION CHECKLIST**

- 5 complete wet-signed/stamped sets of plans including:
  - Full site plan (see below)
  - Pool lighting plan and fixture cut sheets
  - Pool drainage plan
  - Elevation of pool equipment enclosure to comply with Town's noise ordinance
  - Construction staging and tree protection plan
  - 3 copies of pool structural calcs
  
- 2 copies of soils report
- Building permit application
- Signed Statement of Understanding
- Fees paid by check made out to the Town of Portola Valley
- Fees to San Mateo County Environmental Health paid by check (if property is on septic)
  
- ❖ **Plans shall be to scale and include (as applicable):**
  
- Site Plan
  - Note existing, proposed, and allowed impervious surface calculations
  - Parcel dimensions
  - All existing and proposed buildings/structures, including pool and equipment shed
  - Yards (setbacks) and open spaces
  - Proposed walls and fences (also refer to Town Fence Ordinance)
    - Detail elevation including height, material, color for proposed items
  - Proposed arbors, trellises, and other ornamental structures
    - Detail elevation including height, material, color for proposed items
  - Proposed steps, patios/BBQ areas, terraces, walkways, paths (denote material)
  - Proposed water features and fire pits
  - Easements for public utilities, public and private trails
  - If property is on septic, show location of tank and leach fields
  - Grading plan including existing grades and proposed finished grades
    - Cut and fill calculations
  - Drainage and Erosion Control plans
  - \*Engineers/surveyors must use official Town benchmarks (see Town Hall for info)
  
- Planting & Irrigation Plan(s) (if applicable)
  - Consistent with Town's landscaping guidelines and Outdoor Water Efficiency Ordinance
  - Utilization of Town's native plant list
  - Does not include Town's "discouraged plants" or other non-native, invasive vegetation
  - Plant key; indicate type, sizes, and quantities

- Identify all trees proposed for removal by species, size, and location
  - Provide an arborist report (if applicable)
  - Planting plan includes the required compliance statement found under PVMC 15.32.080.B.xiii
  - Irrigation plan includes the required compliance statement found under PVMC 15.32.081.B.vi
- ☐ Compliance with Outdoor Water Efficiency Ordinance PVMC 15.32
- Submittal of Outdoor Water Use Efficiency Checklist
  - Submittal of Water Budget (Water Efficient Landscape Worksheet) using ETo of 48.6
  - Submittal of Grading Design Survey (or grading plans)
  - Submittal of Soil Management Survey
- ☐ Exterior & Landscape Lighting Plans (if applicable)
- Consistent with Town’s lighting regulations & guidelines (minimal lighting encouraged)
  - Identify all proposed light fixtures by type, location, and illumination intensity
  - Provide fixture cut sheet for each proposed fixture
- ❖ Refer to the Town’s Design Guidelines for native plant lists, colors/materials reflectivity and exterior lighting requirements.
- ❖ If project is located within a **Homeowner’s Association (HOA)**, you must also complete the HOA design review prior to application with the Town. The following areas have active HOAs with design review requirements, and it is the applicant’s responsibility to work with representatives of the HOA:
- Westridge Subdivision
  - Oak Hills Subdivision
  - Portola Valley Ranch Subdivision
  - Blue Oaks Subdivision
  - Portola Green Circle Subdivision