



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

ARCHITECTURAL & SITE CONTROL COMMISSION (ASCC)
APPLICATION CHECKLIST

Note: If your project is a new residence or will result in significant changes to the existing site conditions, you are required to have a **pre-application meeting** with Planning staff. Contact Assistant Planner to arrange (650) 851-1700 x. 211.

❖ **Applicants must submit the following (incomplete applications will not be accepted):**

- Completed ASCC application form
- Completed ASCC application checklist
- Appropriate fee and deposit
- Signed Statement of Understanding form
- Ten (10) sets of required plans - two (2) full size (24 x 36) sets, seven (7) reduced, and (1) 8 ½ x 11. Additionally, you must provide a .pdf copy.
- Two (2) 8 ½" x 11" colors/materials boards
- Two (2) sets of exterior lighting cut sheets
- Two copies of arborist report (if applicable)
- Completed Outdoor Water Use Efficiency Checklist
- Completed Water Budget (if applicable/proposing sod lawn)
- Completed Stormwater Control Requirements Checklist
- Completed Build-It-Green Green Building Checklist form (either for new residence or addition/remodel, as applicable) that meets at least the minimum required points under the Town's Green Building Ordinance. Please visit www.builditgreen.org

❖ **Plans shall be to scale and include:**

- Site Plan
 - Note existing, proposed, and allowed square footages for floor area & impervious surface
 - Full parcel dimensions – partial site plans will not be accepted
 - All existing and proposed buildings/structures
 - Yards (setbacks) and open spaces
 - Walls and fences
 - Recycling and trash enclosures
 - Off-street parking
 - Access (pedestrian/vehicular/equestrian/internal circulation)
 - Easements for public utilities, public and private trails, and access
 - Existing grades and proposed finished grades and drainage plan certified by a registered civil engineer or licensed land surveyor
 - *Engineers/surveyors must use official Town benchmarks (see Town Hall for info)

- ❑ Floor Plans (existing and proposed)
- ❑ Demolition Plan
- ❑ Roof Plan (including any proposed skylights or solar photovoltaics)
- ❑ Building Sections
- ❑ Building Elevations (existing and proposed)
 - Plans must call out all proposed colors and materials for all structures

- ❑ Landscape/Planting/Irrigation Plans
 - Consistent with Town’s landscaping guidelines and Outdoor Water Ordinance
 - Utilization of Town’s native plant list
 - Does not include Town’s “discouraged plants” or other non-native, invasive vegetation
 - If project includes any proposed fencing , enclosures, arbors, walls or other landscape structures, you must also include colors/materials and elevation details for these features

- ❑ Exterior & Landscape Lighting Plans
 - Consistent with Town’s lighting regulations & Design Guidelines
 - As per Building Code, one light at each door leading to grade is permitted
 - Identify proposed light fixture by type, location, and illumination intensity
 - Provide fixture cut sheet for each proposed fixture

- ❖ **Colors and materials boards shall include:**
 - Roofing, building/window/railing/site colors, materials (use small chips/samples on board)
 - 2 copies, no greater than 8 ½” x 11”
 - If colors/materials will match existing, provide color photos
 - Please note that all colors and materials must meet the Town’s light reflectivity requirements as described in the Town’s Design Guidelines

- ❖ If project is located within a **Homeowner’s Association (HOA)**, you must also complete the HOA design review prior to ASCC action on your application. 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
 - Oak Forest Court

- ❖ If project is a **new residence, a major addition/remodel, accessory building, or any addition of a 2nd story**, then **story poles** must be erected at least 10 days prior (however, installation as soon as possible is preferred) to the ASCC meeting that the project will be reviewed. Your story poles must be verified in the field and 9 copies of the story pole plan submitted for ASCC review. If you are uncertain whether your project requires story poles, contact the Assistant Planner at (650) 851-1700 ex. 211. Please refer to the Town’s Story Pole Requirements.