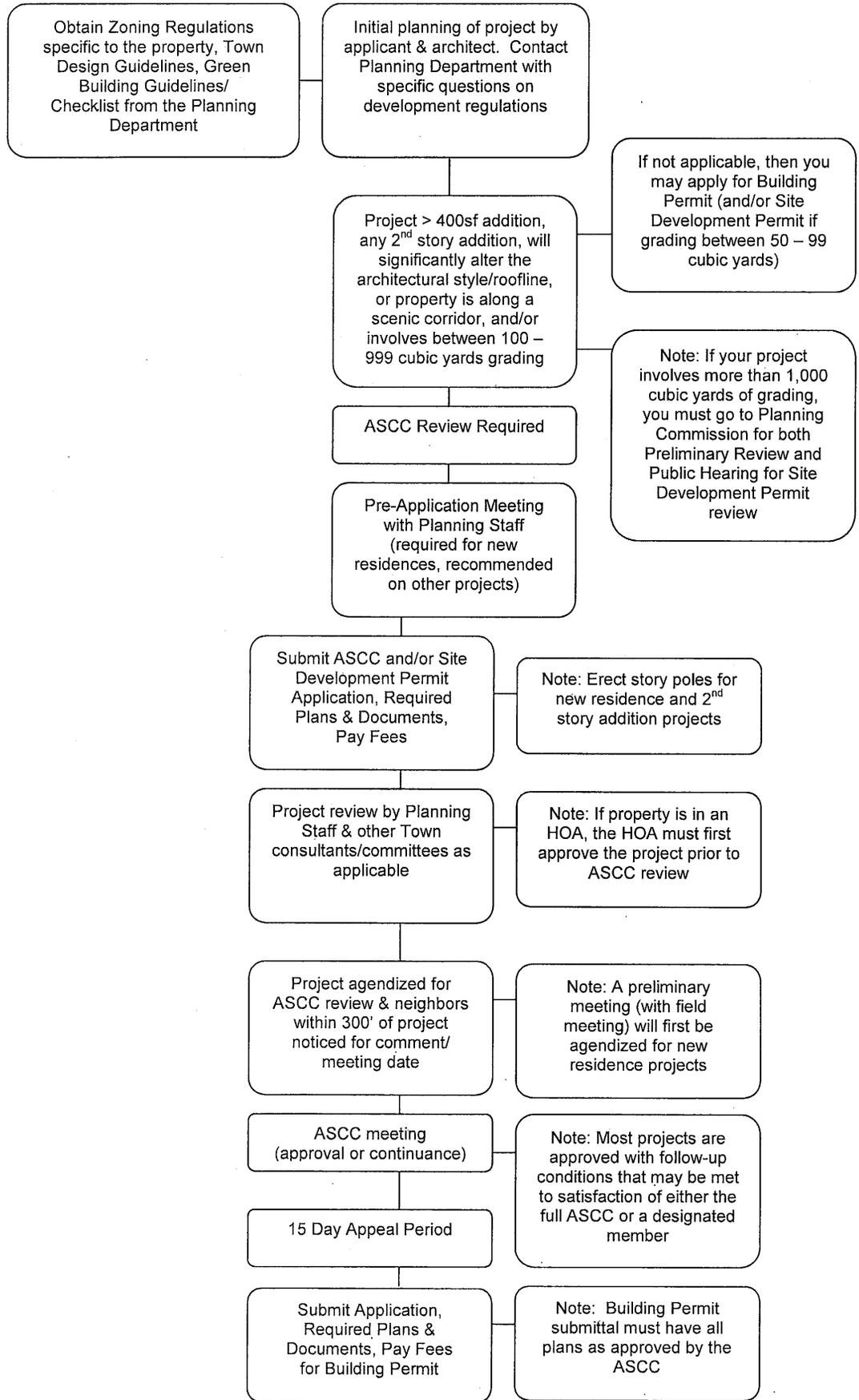


ASCC REVIEW PROCESS



I. What do I need to know?

A. Compliance with Zoning

The Zoning Code, Title 18, is used to determine the allowable size and type of structures and the way they may be situated on a lot with the following:

Zoning District & Regulations*

Adjusted Maximum Floor Area &
Allowed Impervious Surface Area

Review Required: Staff versus ASCC

Setbacks

Building Height

Covered & Off-Street/Guest Parking

Fences, Walls, & Entry Way Features

B. Design Guidelines

The Town of Portola Valley also requires that projects comply with design guidelines used to evaluate the project's compatibility with the site and the surrounding neighborhood/natural environment. These guide- lines address the following:

Scale & Context of Design

Bulk & Mass

Sensitivity to View Preservation

Colors & Materials

Landscaping/Native Plants

Exterior Lighting

*Please contact the Planning Department to confirm your Zoning District.

II. Helpful Hints for the Review Process

Hire a qualified architect or designer experienced with Portola Valley Zoning, Building Codes, and Design Guidelines.

Meet with Planning staff early in project planning to ask questions, obtain feedback on your proposals, and understand the review process for your project.

If you are located within a Homeowner's Association, inform them of your upcoming project and submit plans to them as early as possible for review and approval prior to your formal application with the Town.

Share your preliminary plans with your neighbors, hear concerns, consider your design.

Consider design alternatives which may mitigate any potential issues.

Criterion for Review by the Architectural & Site Control Commission (ASCC):

New Residence

Addition >400sf or any portion of a second story

Significant alteration of architectural style and/or roof line

Project proposes to exceed 85% floor area concentration in the main residence and required covered parking

Project involves 100 – 999 cubic yards of grading

Project involves an entry way feature (e.g., entry gate)

Project involves exterior improvements on property located along a scenic corridor.

ASCC meeting will include a presentation by Planning staff & applicant as well as offer public comment and questions and a vote by the five-member ASCC.

Approval or Denial can be appealed with 15 days of the date of decision.