



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

**SITE DEVELOPMENT PERMIT (SDP)  
APPLICATION CHECKLIST**

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

- Completed SDP application form
- Appropriate fee and deposit to the Town of Portola Valley
- Signed Statement of Understanding Form
- Signed Public Works Standard Guidelines Checklist
- If property is on septic, appropriate fee payable to County of San Mateo
- Appropriate fee payable to Woodside Fire Protection District
- Appropriate sets of plans and soil reports
- Completed Outdoor Water Use Efficiency Checklist

\*NOTE: Total excavation and fill DOES NOT include: excavation below grade for septic tanks and drainfields, tanks, vaults, tunnels, basements, retaining walls, swimming pools, and footings/foundations of buildings.

❖ **Plan Submittal Requirements and Approving Body**

- 51 – 99 Cubic Yards                      3 sets of plans, 2 soils reports. Reviewed at staff level.
- 100 – 1,000 Cubic Yards                15 sets of plans, 2 soils reports. Reviewed by ASCC.
- 1,000+ Cubic Yards                    15 sets of plans, 2 soils reports, & an 8 ½” x 11” transparency of proposed site plan. Reviewed at Planning Commission Public Hearing.

**If your project involves any of the following items**, you may be subject to a Site Development Permit. Please check those items that apply and verify submittal requirements with the Assistant Planner at (650) 851-1700 ex. 211.

- Fill will exceed three (3) feet in vertical depth at its deepest point measured from natural ground surface
- An excavation will exceed (4) feet in vertical depth at its deepest point
- An excavation, fill, or combination thereof will exceed an area of five thousand (5,000) square feet
- Vegetation is to be removed from an area exceeding five thousand (5,000) square feet on any vacant parcel of land or any parcel of land in excess of ten (10) acres
- An existing specimen tree will be removed, or cut or fill operations will take place within such tree’s drip line. (A SPECIMEN TREE varies by tree type and size and is defined in the Site Development Ordinance)
- Proposed repair, restoration, or improvement within a creek or creek bank
- Drilling for water wells

❖ **Plans shall be to scale, by a registered civil engineer\*, and include:**

- Topographic Survey
- Grading Plan
- Drainage Plan
- Erosion Control Plan

❖ **Plans shall indicate the following:**

- Location of all existing and proposed buildings/structures on applicant's property
- Location of any buildings/structures within 100 feet of applicant's property that are located on lands of adjacent property owners, whose properties share a common boundary line
- Location of all existing and proposed streets, driveways, easements, and rights-of-way
- Location of trail easements and conservation easements
- Existing and proposed contours of the site
- Location of all drainage to, from and across the site
- Total excavation and fill volumes
- Locations of septic tank and drainfields (if applicable)
- Locations of sanitary sewer line (if applicable)
- Locations of all existing single trees having trunk 6" in diameter or greater
- Locations of all existing multiple trunk trees that have one trunk 4" or greater
- Location and design of all temporary construction features including access and storage areas
- Location of any historic resources as identified in the Historic Element of the General Plan
- Erosion control placement and details

\*Engineers/surveyors must use official Town benchmarks (see Town Hall for info)

❖ 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