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

APPLICATION SUBMITTAL CHECKLIST

(this checklist must accompany all applications)

❖ ASCC

- ❑ Completed ASCC application form
- ❑ Appropriate fee and deposit to the Town of Portola Valley
- ❑ Signed Statement of Understanding form
- ❑ Ten (10) sets of required plans as follows:
  (2) full size, 24 x 36 sets, (7) reduced (half-size) and (1) 8 ½ x 11
- ❑ One .pdf copy of the proposed plans
- ❑ 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 Stormwater Control Requirements Checklist
- ❑ Completed Build-It-Green Green Building Checklist form (either for new residence or existing home, as applicable) that meets at least the minimum required points under the Town's Green Building Ordinance. Please visit www.builditgreen.org

❖ Site Development Permit

- ❑ 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
- ❑ Completed Outdoor Water Use Efficiency Checklist
- ❑ Appropriate sets of plans (completed by a civil engineer) and soil reports as follows*:

❑ 50 – 99 Cubic Yards	3 sets of full-size plans, 2 soils reports
❑ 100 – 999 Cubic Yards	16 sets of plans (3 full-size, 12 half-size, (1) 8 ½ x 11), 2 soils reports)
❑ 1,000+ Cubic Yards	16 sets of plans (3 full-size, 12 half-size, (1) 8 ½ x 11), 2 soils reports

*Please note that if you are applying for BOTH ASCC AND A SITE DEVELOPMENT PERMIT at the same time that ALL submitted plan sets must include both architectural and civil drawings. Please contact the Planning Department to discuss as fewer overall plan sets may be required.

❖ Lot Line Adjustment

- ❑ Completed Lot Line Adjustment application form
- ❑ Appropriate fee and deposit to the Town of Portola Valley
- ❑ Signed Statement of Understanding form
- ❑ A copy of current Title Report for each affected property
- ❑ A Record of Survey where necessary to comply with the Land Surveyor's Act
- ❑ Four (4) copies of a survey map
- ❑ Four (4) copies of a written legal description and plat of the parcels as reconfigured
- ❑ Verification of conformance of the reconfigured parcels to the Town of Portola Valley Zoning Ordinance for: Floor Area Ratio, Lot Coverage, Setbacks, Frontage, Slope Density

❖ Variance

- ❑ Completed Variance application form
- ❑ Appropriate fee and deposit to the Town of Portola Valley
- ❑ Signed Statement of Understanding form
- ❑ All plans and materials as listed and applicable under ASCC application

❖ Geologic Map Modification

- ❑ Completed Map Modification application form
- ❑ Appropriate fee and deposit to the Town of Portola Valley
- ❑ Signed Statement of Understanding form
- ❑ 2 copies of the soils report/recommendations for the map modification and proposed modified Geologic Movement Potential Maps

❖ Deviation to Resolution 2506-2010 (Reso-500)

- ❑ Completed Deviation application form
- ❑ Appropriate fee and deposit to the Town of Portola Valley
- ❑ Signed Statement of Understanding form
- ❑ 2 copies of the soils report
- ❑ Eleven (11) sets of required plans as follows:
  (2) full size, 24 x 36 sets, and (8) reduced (half-size) and (1) 8 ½ x 11

❖ Conditional Use Permit/Amendment

- ❑ Completed CUP application form
- ❑ Appropriate fee and deposit to the Town of Portola Valley
- ❑ Signed Statement of Understanding form
- ❑ All plans and materials as listed and applicable under ASCC application

❖ Subdivision

- ❑ Completed Subdivision application form

- ❑ Appropriate fee and deposit to the Town of Portola Valley
- ❑ Signed Statement of Understanding form
- ❑ Maps, Statements, and Materials as required under the Subdivision Ordinance, Municipal Code Section 17- discuss requirements and numbers of plans with Planning Department prior to submittal

❖ Zoning Permit

- ❑ Completed Zoning Permit application form
- ❑ Appropriate fee and deposit to the Town of Portola Valley
- ❑ Signed Statement of Understanding form
- ❑ 3 copies of site plan/floor plan
- ❑ Narrative that includes: Detailed description of how business can serve the "frequently recurring needs" of Portola Valley residents, addresses the Town requirement that at least 50% of your business is derived from area residents, and a detailed description of the nature of your business

Building Permit Submittals

	Additions less than 400 sq. ft. and remodels	**Over 400 sq. ft.**	**New Residence**	**Swimming Pools**
Architectural and Structural **Plans** (all sheets wet signed)	3	5	6	4
Wet signed copies of **Structural Calculations**	2	3	3	3
Wet signed **Title 24** Energy Calculations	2	2	2	-
Soils Reports (if addition over 500 sq. ft. or detached accessory building any size*)	*	2	2	2
Copies of soils report **Plan Review Letter** acknowledging design is in cooperation with soils report recommendations	*	1	1	1
R327 (WUI) Checklist	1	1	1	0
Indoor Water Conservation Checklist	1	1	1	0
Build It Green Checklist	1 (self-certification okay)	Incorporate in plan sheets – self-certification	Incorporate in plan sheets – must be certified	N/A
Letter from **Home Owner Association** (if applicable)	1	1	1	1
Building Permit **Fees**	Yes	Yes	Yes	Yes
ASCC approval	-	Yes	Yes	-
Check for County of San Mateo if on **septic**	Yes - Show Septic Tank & Drain Fields on Site Plan -			
Check for Woodside Fire for plan review	As applicable	As applicable	Yes	-
Receipt from Sequoia High School District (if addition over 500 sq. ft.) for **School Impact Fees** prior to permit issuance	-	Yes	Yes	-