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

LANDSCAPING/SITE PLAN CHECKLIST

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

- ❑ Site Plan/Landscape Plan
  - Note existing, proposed, and allowed impervious surface calculations
  - Parcel dimensions
  - All existing and proposed buildings/structures/decks/pool & equipment shed
  - Yards (setbacks) and open spaces
  - Walls and fences (existing and proposed, also refer to Town Fence Ordinance)
    - Detail elevation including height, material, color for proposed items
  - Arbors, trellises, and other ornamental structures (existing and proposed)
    - Detail elevation including height, material, color for proposed items
  - Steps, patios/BBQ areas, terraces, walkways, paths (denote material)
  - Water features and fire pits
  - Recycling and trash enclosures (do not place in setbacks)
    - Detail elevation including height, material, color
  - Access (pedestrian/vehicular/equestrian/internal circulation)
  - Easements for public utilities, public and private trails
  - 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)
  - 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
  - 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 Green Circle Subdivision
  - Portola Valley Ranch Subdivision
  - Blue Oaks Subdivision
  - Hayfields Subdivision