



**TOWN OF PORTOLA VALLEY
PLANNING DEPARTMENT**
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**ACCESSORY DWELLING UNIT (ADU) APPLICATION
DISCRETIONARY ARCHITECTURAL REVIEW**

****Information on this document is a public record; any file maintained for this project is subject to public review****

NAME OF PROPERTY OWNER: _____

PROJECT ADDRESS: _____

MAILING ADDRESS IF DIFFERENT: _____

TELEPHONE: CELL: _____ DAYTIME: _____ EMAIL: _____

ARCHITECT, DESIGNER OR ENGINEER: _____

MAILING ADDRESS: _____ CITY/ZIP: _____

TELEPHONE: CELL: _____ OFFICE: _____ EMAIL: _____

PROJECT DESCRIPTION: _____

PROPERTY

PARCEL SIZE: _____ ZONING DISTRICT: _____ SECOND ADDRESS APPLICATION

HOA: _____ PUD: _____ SEPTIC / SEWER

GEOLOGY: _____ FLOOD: _____ APPLIED TO WEST BAY _____

ADU SF: _____ EXTERNAL INTERNAL DETACHED ATTACHED

ASCC REVIEW

- NON-RESIDENTIAL ZONE
- SECOND DRIVEWAY
- HISTORIC PROPERTY
- GATE

SITE DEVELOPMENT PERMIT

- SIGNIFICANT TREE REMOVAL
- GRADING CY: _____
 - 51-99: STAFF
 - 100-999: ASCC
 - 1,000 + : PC

STAFF DISCRETIONARY REVIEW

- ON A SCENIC CORRIDOR
- ARCHITECTURAL STYLE DIFF. FROM HOUSE
- HEIGHT ABOVE 18' VERTICAL/24' MAXIMUM
- LIGHT WELL > THAN BUILDING CODE REQS.
- ATTACHED: OVER 85% MASSING
- INTERNAL ADU OVER 1,200 SF

- LANDSCAPING/PLANTING _____ SF
- > 500 SF NEW/1,000 REHAB: CONSERVATION
- TRAIL EASEMENT: TRAILS

Owner Signature: _____ Date: _____