



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

ARCHITECTURAL & SITE CONTROL COMMISSION (ASCC) APPLICATION CHECKLIST

Properties in Portola Valley vary significantly and may have specific regulations. Please contact staff prior to applying to discuss your property, including the following site characteristics:

- Soils & Grading
- Creeks & Flood Zone
- Easements & Setbacks
- Septic & Sewer Connection

If your project is a new residence or involves significant changes to existing site conditions, you are required to have a **Pre-Application** meeting with Planning staff. Visit our website for directions on requesting a virtual counter appointment with a planner via our [PV Connect App](#).

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

- Completed ASCC Permit Application form
- Completed ASCC Application Checklist (this form)
- Separate, detailed narrative on the proposed project
- Topographic Survey
- Title Report
- Neighbor Notification Certification
- [Statement of Understanding](#)
- Appropriate fee and deposit to the Town (separate fees may be due to Woodside Fire or San Mateo County)
- Completed [Stormwater Control Requirements Checklist](#)
- Completed [CALGreen Verification Guidelines Mandatory Measures Checklist](#)
- One (1) 8 ½" x 11" colors/materials board (see below)
- One (1) set of exterior lighting cut sheets that include fixture image and lumens
- Letter from Architect, Engineer or Surveyor stating that [story poles](#) have been installed correctly
- Two (2) sets of required plans, full sized
- Full set of all plans, combined as one PDF document

If project is within an HOA or PUD:

- One (1) copy of HOA or PUD approval letter, or confirmation that applicant is actively working with their HOA for approval.

If [significant trees](#) could/will be impacted by construction:

- One copy of arborist report

If project includes any landscaping:

- Completed [Outdoor Water Use Efficiency \(WELO\) Checklist](#) (if proposing planting/irrigation)
- Completed [Water Efficient Landscape Worksheet](#) (if planting/irrigation)

If any portion of the property is designated as a flood zone:

- Elevation Certificate

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

- Cover Sheet** (include information from Data Tables at end of this checklist)

- Demolition Plan**

- Include all structure and site demolition
- Proposed trees to be removed, identified by size species, and corresponding tree number provided by the project arborist.

- Site Plan**

- Full parcel dimensions/property lines – partial site plans will not be accepted
- Property line setbacks, yards and open spaces
- All existing and proposed buildings/structures and improvements
- Existing and proposed walls, fences and gates, and trash enclosures
- Proposed exterior mechanical equipment (heat pump, generator, pool equipment, etc.)
- Existing and proposed access (driveway/pathways)
 - Please note that Fire requires the unit to be within 150' of the street or existing driveway
- Identify all required off-street parking dimensionally (10' x 20' covered/9' x 18' uncovered)
 - Required parking may not be located within a fire truck turnaround
- Easements for public utilities, public and private trails, open space, and access
- Existing grades and proposed finished grades and drainage plan certified by a registered civil engineer or licensed land surveyor
- *Engineers/surveyors must use official Town benchmarks (contact Town Hall for info)
- Existing trees 6" diameter and greater, identified by size and species, located in or adjacent to construction and staging/access areas

- Construction Staging, Construction Access, and Tree Protection Plans** (see [Town checklist](#))

- Tree Protection shall incorporate all recommendations of the project arborist
- All potentially impacted trees shall be identified by size and species
- Include outlines of tree driplines and show fencing at or beyond driplines
- Include fencing detail (5' chain link minimum; orange mesh not permitted)

- Grading/Drainage/Utility Plans**

- Provide Total Soil Movement table (see Data Tables at end of checklist)
- Show locations of all proposed utilities. If utilities will be installed at the street, they must be grouped with any other existing utilities at the street.
- Include location of septic system and leach fields (if on septic)
- Is there over 50 cubic yards of site grading? If so, a [Site Development Permit](#) is required and is a separate application.
- Is there over 1,000 cubic yards of grading? If so, a grading exhibit is required.

- Floor Plan** (existing, if applicable, and proposed)

- Roof Plan** (including any proposed skylights or solar photovoltaics)

- Building Sections**

- Show compliance with [vertical and maximum height limits](#)

❑ Building Elevations

- Plans must call out **all** proposed colors and materials for all proposed structures
 - Including noting Wildland Urban Interface (WUI) compliant roof, siding, all architectural trim, fascia, soffits, windows, railing, trellis, etc.
- Ensure that colors/materials noted on plans coordinate with the submitted color board

❑ Landscape/Planting/Irrigation Plans (if applicable)

- Consistent with Town's landscaping [Design Guidelines](#) and [Outdoor Water Ordinance](#)
- Plants proposed are solely from the Town's [native plant list](#)
- Does not include Town's "[discouraged plants](#)" or other non-native, invasive vegetation
- If project includes any proposed fencing, enclosures, arbors, walls or other landscape structures, include colors/materials and elevation details for these features

❑ Exterior & Landscape Lighting Plans

- Provide Lighting Legend on sheet (from Data Tables at end of this checklist)
- Consistent with Town's [outdoor lighting ordinance](#) & [Design Guidelines](#)
- Fixtures shall be Dark Sky Compliant or equivalent
- Only one light at each door is permitted, not to exceed 1,125 lumens
- Include switching on plans
- Provide separate fixture cut sheet for each proposed fixture that include fixture image and lumens

❑ Story Pole Plan

- Include a plan showing where story poles will be installed.
- Story poles must be installed per the Town's Story Pole Policy and certified by an architect, engineer or surveyor.
- Story poles must be installed in order to be added to a meeting agenda. Provide certification letter once story poles are in place.

❑ [CALGreen Requirements including Local Amendments](#)

If project is a new single-family residence or ADU, plans must show or note:

- All-electric building
- Location of photovoltaic cells and infrastructure
- Location of the heat pump condensing unit
- Battery Energy Storage System Ready infrastructure
- Electric Vehicle Ready Infrastructure
- Greywater Ready Infrastructure
- Reduction of Potable Water Use on Turf

If project is an alteration, addition, or alteration and addition to an existing building:

- Diagram indicating project threshold under Town's 50 Percent Rule
 - (see [50 Percent Rule handout](#) for more information)

If project is an addition that includes the relocation of an existing AC condensing unit or the replacement, or installation of a new AC condensing unit, plans must show:

- A heat pump condensing unit will be installed
- The location of the heat pump condensing unit

If project is an addition that includes the replacement or upgrade of the existing main electrical panel, plans must note:

- The new panel will have the electrical capacity and reservation of breaker space to meet the Town's requirement for future electrification
- The installation of a dedicated 240-volt branch circuit shall be installed within three (3) feet from the existing water heater location

Note: Third-party verification of compliance for applicable CALGreen building measures is required and shall be provided by a Green Building Specialist as defined in the Town’s amended Building Code.

❖ **Colors and materials boards shall include:**

- Roofing, building/window/railing/site colors, materials (use small chips/samples on board)
- 1 copy, **no greater than 8 ½” x 11”**
- If colors/materials will match existing, provide color photos
- Please note that all new colors and materials must meet the Town’s color light reflectivity requirements as described in the Town’s [Design Guidelines](#) (40% max LRV for siding and 50% max LRV for roof and all other architectural trim elements).

❖ If project is located within a **Homeowner’s Association (HOA)**, you must also complete the HOA design review prior to submitting for a building permit. 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 |
| ▪ Blue Oaks Subdivision | Portola Green Circle Subdivision |
| ▪ Oak Forest Court | The Hayfields |

Note: Before scheduling review of your project, staff will mail a notice to properties within 300 feet of your property, inviting them to comment on the project and informing them of a meeting, if applicable. No action is required on your part for this notice.

Data Tables That Must Be Included on Your Plans

*If you do not have any of the required zoning information,
please contact the Planning Department at 650-851-1700 ex. 211

Project Proposal & Zoning

(provide on cover sheet)

Project Description		Second Address <input type="checkbox"/>				
PUD? Yes <input type="checkbox"/> No <input type="checkbox"/> Name:						
Square Footage	Zoning District	Parcel Size	Parcel Slope	Septic or Sewer?	Flood Zone*	Geology/ Soil Type
		Acres	%			

Easements On Property*	Trail <input type="checkbox"/>	Access <input type="checkbox"/>	Open Space <input type="checkbox"/>	Conservation <input type="checkbox"/>	Other
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Project Data Table

(provide on cover sheet)

	Code Requirements	Existing	Proposed	Remaining
Max Floor Area				
85% of MFA				
Max Impervious Surface				
Vertical Height				--
Maximum Height				--
Front Setback				--
Side Setbacks				--
Rear Setback				--
Creek Setback*				--
Parking Spaces				--

*Where applicable

Proposed Grading

(provide on grading or landscape plan)

Total Soil Movement (CY)			
	Cut	Fill	Total
Building Pad			
Pool			
Site Work & Landscaping			
Site Total			

Off-Haul: _____

Site Development Permit CY:

Building Pad Fill + Site Work Cut + Site Work Fill = Soil Movement Subject to SDP

_____ + _____ + _____ = _____

Exterior Lighting Legend

(provide on exterior lighting sheet)

Plan Symbol ID	Fixture Name/ Model	Image	Quantity	Lumens	Dark Sky Compliant

Also Include Within Plan Sets:

Water Use Calculations for Landscaping & Irrigation