



TOWN of PORTOLA VALLEY

Town Hall: 765 Portola Road, Portola Valley, CA 94028 - Tel: (650) 851-1700

August 21, 2019

John Donahoe
Stanford University
415 Broadway, 3rd Floor
Redwood City, CA 94063-3133

Re: **Pre-Application Review – Planned Unit Development, Stanford Wedge, 3532 Alpine Road, File # PLN-PAR0006-2019**

Dear Mr. Donahoe,

Thank you for submitting a Pre-Application on July 17, 2019 for a proposed planned unit development project with 27 single family homes, three lots for Below Market Rate (BMR) housing, and associated site improvements. We have reviewed the preliminary plans and materials you submitted and would like to offer the comments below and attached to assist you in preparing a formal application. Please note that all comments are preliminary in nature. Additional comments will be forthcoming upon submittal of a formal application and a completeness check performed by staff.

Planning Comments

1. **Development Standards and Unit Count:** With the formal application, please demonstrate compliance with all development standards in the Portola Valley Municipal Code or indicate the proposed mechanism for an exception (for example, planned unit development allowance, other Code provision, or State law).
2. **Vehicle Parking:** Recognizing that the July 17th submittal was preliminary in nature, staff was not able to confirm how the required parking was calculated and accommodated. Please review PVMC Sections 18.60.030.A and 18.60.110. The formal application shall demonstrate compliance with base parking requirements, guest parking, and size requirements or detail a proposed exception. Please note whether the units will have EV charging capabilities.
3. **Bicycle Parking:** Please show proposed bicycle parking for the single family units and BMR units. This should include both short-term (racks) and long-term (secure areas) for bicycles.
4. **Geologic Conditions:** Include an exhibit that demonstrates that the proposed development area is located outside the Ps soil type as shown on the Ground Movement Potential Map. (This exhibit can be separate from the plan set.)

5. **Scenic Corridor:** Care should be taken in designing the area along Alpine Road. With the formal application, include renderings and plan materials that show tree removal and proposed screening. The stormwater treatment measures are proposed in the scenic corridor setback. Staff would like to discuss this further to ensure the unique qualities of the corridor are maintained.
6. **Grading:** In the plans, show both total grading and the grading subject to a Site Development Permit.
7. **Fire Safety:** Staff recommends including a separate sheet of the plan set that includes elements of fire safety including road width, turning movements, hydrant location, defensible space, etc. In addition, staff recommends an exhibit that highlights design choices and exterior materials selections that reduce fire danger.
8. **Unit Design:** Six of the units are designed to be attached single family units, while the project narrative describes detached homes. Staff would like to discuss this further.
9. **Specific Comments on Plan Sheets:**
 - a. Sheet C-3.0 shows a “25’ Setback” on the right side of the development between the property line and rear lot line of the proposed lots. The “setback” terminology is not clear to staff; setbacks are typically from property lines to buildings, not property lines to property lines. Please clarify or adjust labeling.
 - b. Sheet C-3.0- The front yards of the units include a 5’ PUE. How would the PUE impact that area for landscaping or driveway parking? What would the limitations of the PUE be?
 - c. Sheet C-5.0 shows a vegetative swale across the back of the properties on the left side. It is not clear how that is consistent with the retaining wall and individual fenced yards. Please clarify.
 - d. Sheet C-7.0 does not appear to show patios as part of the impervious area but Sheet C-5.0 does appear to show patios or porches. With the formal submittal, ensure all impervious areas are shown consistently in the plans. Also please note, there may be differences between the Town’s definition of Impervious Surface for zoning purposes and the definition for C.3 purposes.

Interdepartmental Review

Comments have been received from Public Works and the Town Geologist; please see attachments. The comments from Woodside Fire Protection District are forthcoming and will be forwarded upon completion. Comments from the Building Official are as follows:

- Ensure the project meets accessibility requirements.
- The project Plans and structural details shall be prepared using the California Building Code in effect at time of submittal to the Building Department.

- The soils report (Geotechnical report) shall be updated to the Code used at time of submittal to the Building Department.

Response to Applicant Questions

1. The Town has not engaged an environmental consultant as of the writing of this letter. The Town will issue an RFP for an environmental consultant prior to formal submittal for the application. However, the Town will not execute the contract with the selected consultant until after the formal application is received.
2. Regarding the San Mateo County Alpine Road corridor study, the Town had Bicycle, Pedestrian & Traffic Safety Committee Members and staff attend the County's outreach meetings at the time. The majority of comments came from Ladera residents. The Town has also been undertaking a Pedestrian Safety Study, which was considered by Town Council on August 14, 2019. We can arrange a meeting with the Public Works Director to discuss these topics further.
3. The project would undergo preliminary review by the ASCC and Planning Commission early in the process to capture preliminary feedback. Please see the attached project review flowchart for additional information.
4. Staff is open to establishing regular meetings for coordination and communication.
5. We have reviewed your calculations and agree that 20 units are allowed. However, we calculated a slightly different number of units allowed in the unstable areas. The difference is very small and does not change the total number of units. However, we would like to review those calculations with you so that they can be included with the formal application.
6. Staff is available to meet to discuss trails and paths.

Submittal Guidance

Staff has reviewed the preliminary drawing list you provided and has the following comments:

- Submit the C.3 Checklist and ensure it is consistent with relevant plan sheets.
- Include a construction staging plan.
- Include the Outdoor Water Use Efficiency Checklist and Water Efficient Landscape Worksheet, both available [here](#).

Plan quantities:

- 5 sets of full size plans
- 4 sets of half size plans
- 2 sets of all reports/documents
- PDF of all materials, link available the day of submittal

Ensure that all architectural, landscape, and civil plans coordinate and are internally consistent.

Entitlements and Fees

Based on our preliminary understanding of the project, the entitlements listed below are necessary for the proposed project. The actual staff/consultant time of processing the project will be charged against deposits. Additional deposit funds may be requested as necessary. Any unused deposit funds will be refunded upon completion of the project.

Entitlement	Fee	Deposit
Architectural Review	\$1,165	\$15,000
Site Development Permit	\$2,960	
Conditional Use Permit	\$6,230	
Tentative Map	\$4,865	
Planned Unit Development	-	
State Density Bonus	-	
Development Agreement (TBD)	-	
Environmental Review	\$1,040	\$50,000
Subtotal	\$16,260	\$65,000
Departmental Review		
		Deposit
Town Attorney		\$8,000
Engineering- NV5		\$10,000
Engineering – Staff		\$2,000
Town Geologist – Cotton Shires		\$4,000
Building		\$1,000
Total	\$16,260	\$90,000

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Plan quantities:

- 5 sets of full size plans
- 4 sets of half size plans
- 2 sets of all reports/documents
- PDF of all materials, link available the day of submittal

Ensure that all architectural, landscape, and civil plans coordinate and are internally consistent.

We would be happy to schedule a meeting to discuss these comments, please contact me at (650) 851-1700 x218 or lrussell@portolavalley.net.

Thank you,

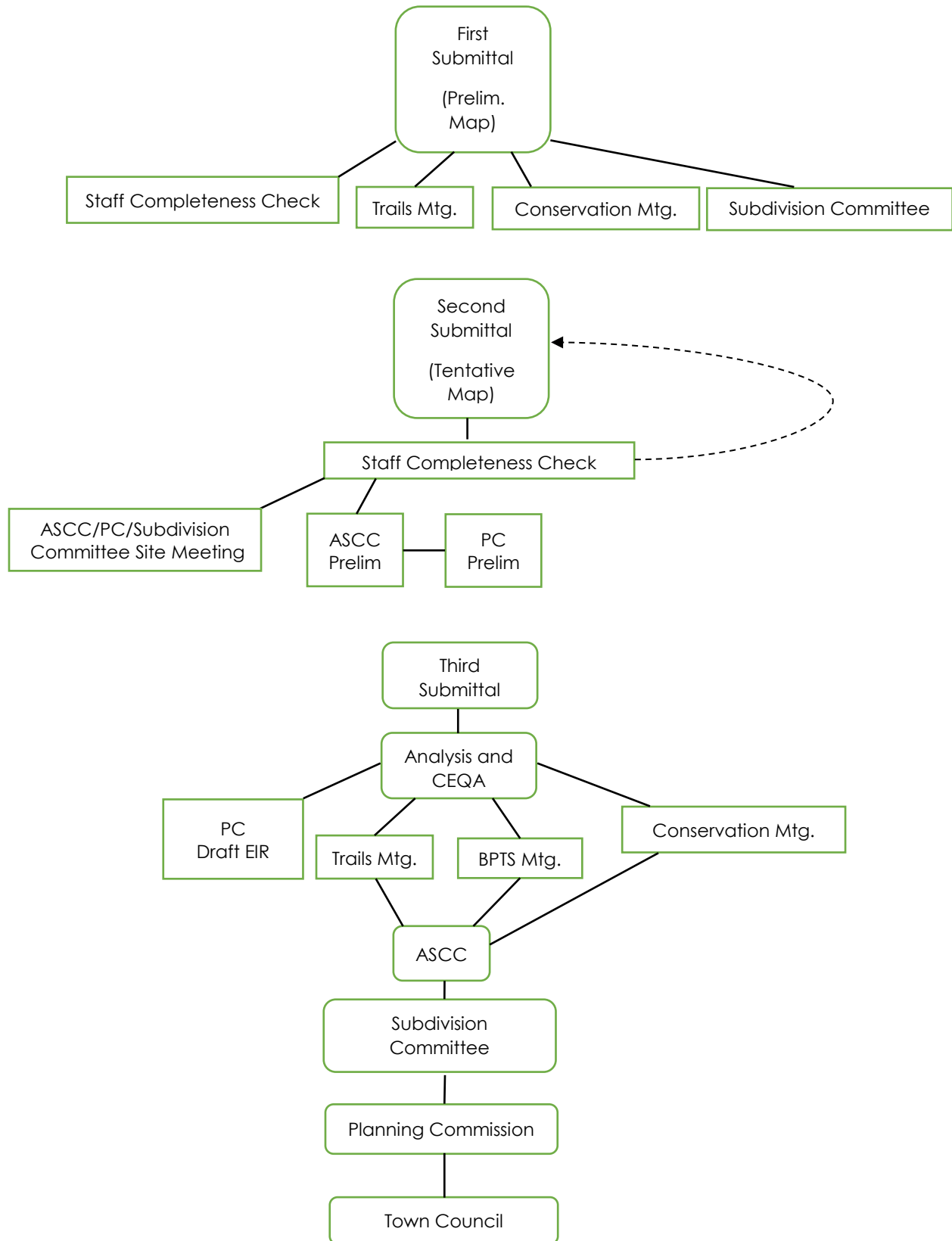
A handwritten signature in blue ink that reads "Laura Russell". The signature is fluid and cursive, with the first name "Laura" being more prominent than the last name "Russell".

Laura Russell, AICP
Planning & Building Director

Attachments:

- Preliminary Project Review Flow Chart
- Geologic and Geotechnical Comments - Cotton Shires Memo
- Public Works Comments- NV5 Memo
- Public Works Site Development Standards
- Public Works Pre-Construction Checklist

Stanford Wedge Housing Project
Preliminary – Subject to Change
August 21, 2019





August 13, 2019
V5189

TO: Laura Russell
Planning and Building Director
TOWN OF PORTOLA VALLEY
765 Portola Road
Portola Valley, California 94028

SUBJECT: **Geologic and Geotechnical Peer Review**
RE: Stanford Wedge, New Residential Development
Alpine Road, APN #077-281-020
PLN-PAR 0006-2019

At your request, we have completed a geologic and geotechnical peer review of the Pre-application submittal for the proposed new residential development using the following documents:

- Civil Engineering Plans for Pre-Application Submission, including: Grading and Drainage, Utility, and Stormwater Management Plans, Details and Notes (10-sheets, 40-scale), prepared by Sandis Civil Engineers, Planners, Surveyors, dated July 17, 2019;
- Preliminary Geotechnical and Geologic Hazard Investigation (report), prepared by Cornerstone Earth Group, Inc., dated September 18, 2017;
- Biological Resources Report, prepared by H.T. Harvey and Associates, dated May 24, 2019;
- Pre-App Meeting Agenda, prepared by Stanford Real Estate, dated July 17, 2019; and
- Tree Inventory Data and Maps, prepared by Hort Science, dated September 5, 2017.

In addition, we reviewed pertinent technical documents from our office files and performed a recent site inspection.

DISCUSSION

Based on our review of the referenced documents, we understand that the applicant proposes to develop an approximate 6-acre portion of the 75-acre 'Stanford Wedge' with a new residential development consisting of approximately 27 single-family, two-story detached homes. The development would be accessed via a private loop road with two separate ingress/egress points along Alpine Road. In addition, 3 Below Market Rate (BMR) lots will be created; however, the number of BMR units has not been specified at this time. Anticipated grading quantities include 5,060 cubic yards of cut and 5,050 cubic yards of fill. Retaining walls are proposed for the upslope portion of the development, with maximum retained heights of approximately 4 feet. Two bio-retention basins are planned for the far northeastern portion of the development. We understand that septic effluent from the development will be discharged into the existing West Bay Sanitary Sewer District's sanitary sewer facilities in Alpine Road.

SITE CONDITIONS

The proposed residential development area is characterized, in general, by a relatively level to gently inclined, alluvial flood plain associated with ancestral Los Trancos Creek. A moderately steep to steep (up to 25-degree inclinations), east-facing hillside is upslope from the proposed residential area. Slope debris shed from this hillside locally blankets the alluvial deposits. A prominent drainage channel captures runoff along the east-facing hillside and conveys it eastward along the northern boundary of the proposed residential subdivision. This drainage channel is incised from 5 to approximately 8 feet. Drainage within the proposed residential area is generally characterized by infiltration and sheetflow directed to the east.

The Town Geologic Map reveals that the site is underlain, at depth, by bedrock materials of the Whiskey Hill Formation (i.e., interbedded sandstone and siltstone). These materials are locally overlain by unconsolidated alluvium in the vicinity of the proposed residential area. The Project Geotechnical Consultant completed a geotechnical and geologic hazard investigation including the drilling and logging of 5 exploratory borings and 3 CPT probes. Exploratory borings were drilled to depths of up to 30 feet and encountered 7 to 18 feet of alluvium overlying resistant bedrock materials of the Whiskey Hill Formation. The Town Movement Potential Map shows that the proposed residential development area is located within a 'Sun' zone, which is defined as: *"Unconsolidated granular material (alluvium, slope wash, and thick soil) on level ground and gentle slopes; subject to settlement and soil creep; liquefaction possible at valley floor sites during strong earthquakes.* The slope areas upslope (northwest) from the proposed residential area have been mapped as 'Ps' and 'Sbr' zones. A 'Ps' zone is defined as: *"Unstable, unconsolidated material, commonly less than 10 feet in thickness, on gentle to moderately steep slopes subject to shallow landsliding, slumping, settlement, and soil creep."* An 'Sbr' zone is

defined as: *“Level ground to moderately steep slopes underlain by bedrock within approximately three feet of the ground surface or less; relatively thin soil mantle may be subject to shallow landsliding, settlement, and soil creep.* The closest trace of the active San Andreas fault is mapped approximately 2 miles southwest of the property.

CONCLUSIONS AND RECOMMENDED ACTION

The proposed new residential development is potentially constrained by expansive surficial soil and bedrock materials, surficial soil creep, shallow sloughing of soil materials, the potential for liquefaction and differential settlement of alluvial soil materials, and the susceptibility of the site to very strong seismic ground shaking. The Project Geotechnical Consultant performed a preliminary investigation of the development site and provided general geotechnical design recommendations for the proposed residential subdivision that are in conformance with prevailing professional standards. These recommendations include supporting the proposed residential structures and retaining walls on conventional spread footings.

We do not have objections to the general layout or recommended design parameters for the proposed project and agree with the Project Geotechnical Consultant that the project is geotechnically feasible provided their recommendations are followed. Thus, we recommend preliminary approval of the conceptual design from a geotechnical standpoint. A Design-Level Geotechnical Investigation should be performed once the final development layout and final grading and drainage plans have been generated, and prior to approval of building or grading permits:

1. **Geotechnical Review of Grading and Drainage Plan /Tentative Map** – The Project Geotechnical Consultant should review and approve the Grading and Drainage Plan/Tentative Map prior to approval to assure that their recommendations have been incorporated into the plans. Specifically, setbacks from the northern drainage channel, and retaining wall freeboard along the upslope side of the development should be considered.

The geotechnical review of the Grading and Drainage Plans/Tentative Map should be submitted to the Town for review and approval by the Town Geotechnical Consultant and Town Staff prior to Tentative Map approval. The following should be performed prior to issuance of grading and/or building permits:

2. **Design-Level Geotechnical Investigation** – The Project Geotechnical Consultant should perform a Design-Level Geotechnical Investigation once the development plans have been finalized. Further investigation of the potential for expansive earth materials to adversely impact the

development should be performed. Additionally, since the previous subsurface exploration was performed in the summer of 2017, the potential for shallow, perched groundwater should be anticipated, and recommendations provided to assure that excessive moisture conditions are accounted for.

3. **Structural Plans** – Structural plans should be developed that incorporate the recommendations of the Project Geotechnical Consultant.

The Design-Level Geotechnical Investigation and Structural Plans should be submitted to the Town for review and approval by the Town Geotechnical Consultant and Town Staff prior to approval of building permits.

LIMITATIONS

This geologic and geotechnical peer review has been performed to provide technical advice to assist the Town in its discretionary permit decisions. Our services have been limited to review of the documents previously identified, and a visual review of the property. Our opinions and conclusions are made in accordance with generally accepted principles and practices of the geotechnical profession. This warranty is in lieu of all other warranties, either expressed or implied.

Respectfully submitted,

COTTON, SHIRES AND ASSOCIATES, INC.
TOWN GEOTECHNICAL CONSULTANT



John M. Wallace
Principal Engineering Geologist
CEG 1923



Patrick O. Shires
Senior Principal Geotechnical Engineer
GE 770

JMW:POS:st

COTTON, SHIRES AND ASSOCIATES, INC.

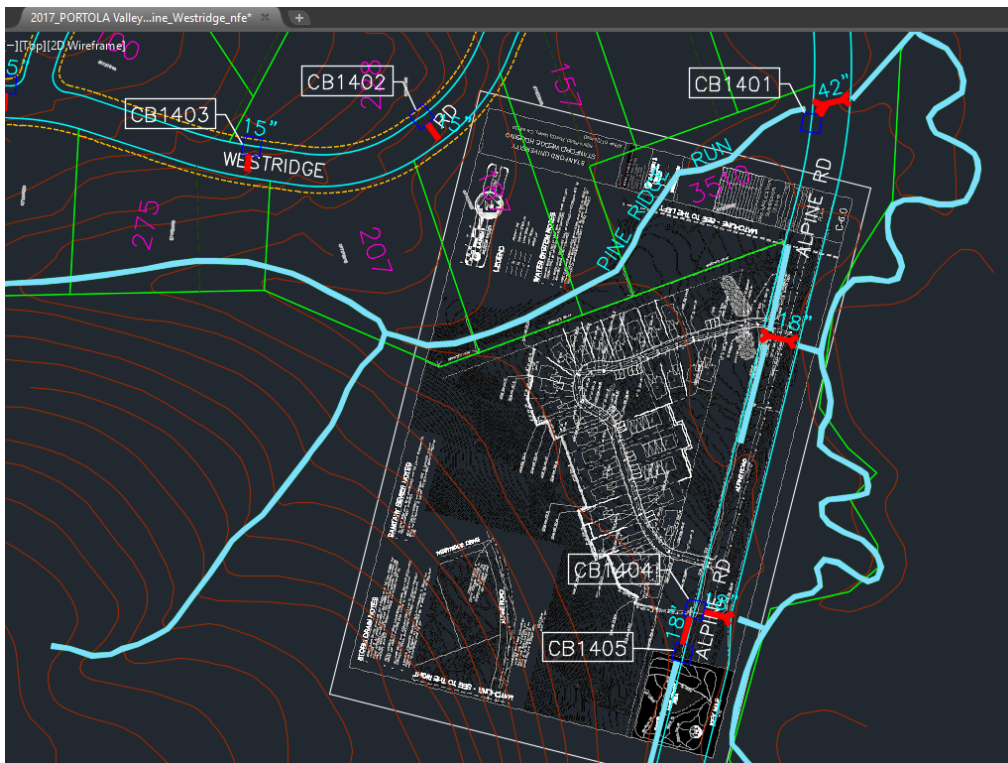
Draft MEMORANDUM

To:	Howard Young & Laura Russell, Town of Portola	Date:	August 9, 2019
From:	Jeff Nelson, Jay Radke & Nona Espinosa, NV5 Inc.	Project:	SJ00717-300 Stanford Wedge Housing – Pre-Application
Subject:	Review comments for the following documents: <ol style="list-style-type: none"> 1. Sandis - Portola Valley Housing - Pre-Application Set FINAL plans dated 7/17/19 2. Cornerstone Earth Group – Preliminary Geotechnical & Geologic Hazard Investigation dated 9/18/17 3. H.T. Harvey & Associates – Biological Resources Report dated 5/24/19 4. HortScience, Inc. - Tree Inventory Data and Maps dated 9/5/17 5. Stanford Real Estate - Preliminary Overview dated 7/17/19 		

NV5 has completed the review of the subject Pre-Application documents and has the following comments:

1. All items listed in the most current “Public Works & Engineering Department Site Development Standard Guidelines and Checklist” shall be reviewed and met. A completed and signed checklist by the project architect or engineer must be submitted with building plans. This checklist document is available on Town website.
2. Per Fire Department requirements, the minimum radius is 40 feet for Hammerhead/Tee and curves. Please ensure the minimum turn radius meets this requirement.
3. Please show and provide the sizes of all existing utilities. The plans do not show the existing storm drainage pipes.
4. Please show the existing 42-inch storm drainage pipe that crosses the proposed water line.
5. It appears that there will be significant runoff from the hillside drainage area (to the west of the development) that will flow along the western retaining walls of the proposed site. Please provide more detail as to how the proposed storm drainage system along the retaining walls is sized and how the runoff from the site impacts the existing storm drainage system along and crossing Alpine Road and ultimately discharge into Los Trancos Creek. Please confirm the condition and size of the Town’s storm drains that cross Alpine are sufficient to handle site runoff and upgrade these crossings, if necessary.

6. For maintenance purposes, the proposed 8-inch storm drain that crosses under Alpine Road on the south side of the development showed be increased to 18 inches in diameter, similar to the other existing storm drain crossings.
7. The plans show a proposed detention or bioretention system to address stormwater management for the development. Please provide more detail as to how this system will meet the Town's hydromodification and stormwater treatment requirements. There appears to be storm drain inlets that are proposed to be located down gradient of the proposed bioretention/detention basins, near Alpine Road and the proposed northern entrance to the development. Please provide more details as to how the stormwater captured by these inlets will be diverted into the bio-retention/detention basins. The bioretention/detention basins should be designed to not impact Alpine Road (e.g., under-seepage and boiling up in the roadway) and minimize vector/mosquito issues.
8. The north side of the development is adjacent to the Pine Ridge Run. Please evaluate the potential for flooding issues along this area and if the setback is sufficient. The proposed structure at lot 16 is 90 feet from the centerline (roughly 60 feet from top of bank) of Pine Ridge Run.



9. Please show the location of the proposed fire hydrants.
10. The retaining wall between lots 15 and 16 is not on the property line and cuts across both properties. Please adjust orientation of retaining wall.

11. The proposed retaining walls between lots 15 and 16, and lots 16 and 17 extend roughly halfway into the setback area. The retaining walls between lots 17 and 18, and lots 20 and 21 extend partially into the setback area. Please adjust length of retaining walls accordingly.
12. The Town of Portola Valley has horse trails and hiking paths that may be impacted by the development. Please coordinate with the Town regarding potential mitigation measures, including relocating or improving (including widening and the paths, for impacts to the paths.
13. The Fire Department may require a fire road be constructed along uphill perimeter of the development site. Please coordinate with the Town and Fire Department regarding the fire road.
14. How the development will impact traffic flow on Alpine Road will need to be evaluated, including whether a dedicated turn lane or other measures will be required.
15. The connection to SDCB1401 is not clearly shown on drawing C-6.0. Please add more detail to clearly show this connection.



OFFICES NATIONWIDE



TOWN OF PORTOLA VALLEY

Public Works/Engineering - Site Development

Standard Guidelines and Conditions Checklist

1. A Grading and Drainage Plan shall be submitted with the Site Development and Building Permit Application plans and shall be prepared by a California licensed civil engineer and submitted to Public Works for review. Drainage plan should encourage on-site water dissipation when applicable, maintain natural water flow and be in compliance with all applicable federal, state, and local drainage laws. All proposed and existing drainage structures shall be shown on the grading and drainage plan. Follow all recommendations as outlined in the projects soils and civil engineer report including construction observation and testing. Required drainage inspections prior to back fill should be documented with field memorandums with a copy to the Town. Horse stable or barns shall meet all Town ordinances, local, State, County Health Department, and Water Board requirements.
2. Plans should depict accurate property boundaries, right of way, adjacent roadways, all public facilities, location of existing and proposed buildings and structures, a scale, topography, limits of cut and fill, easements, utilities, trails, open space, major natural features, major drainage features, and details of surface and subsurface drainage improvements. The boundaries of the site plan shall extend a minimum of 10' outside the property line and to the centerline of all adjacent streets and channels. Surveyors must use official Town benchmarks, these maps are available at Town Hall. Note in plans that all drainage installations are required to be inspected by the Town prior to backfill.
3. Post-development peak flow (runoff) and velocity must be less than or equal to pre-development peak flow and velocity. In areas where there are existing storm drain systems, those systems must be of adequate size to accept the increased runoff, or, mitigation procedures must be taken. Flow should be spread consistent with pre-development release from the site and away from structures. This includes downspouts when applicable. Avoid concentrating dissipation. Mitigation procedures may include on-site storm drain detention or off-site storm drain improvements. Use most current San Mateo County Rainfall Runoff Data. All storm drainage facilities shall have sufficient capacity to carry the anticipated peak flows. Hydrologic documentation signed by a licensed civil engineer shall be provided to Town upon request. Refer to Town Master Storm Drainage Report for design guidelines for 5, 10, 25 year frequency.
4. Follow current Federal, State, and local drainage laws, local building codes, and Town ordinances. Conform to Chapter 15 "Buildings and Construction" of the Town's Municipal Code. Storm drain facilities, manholes, and appurtenances shall meet current CalTrans Standard Plans and Specifications and APWA Greenbook Specifications. Determine if downstream drainage facilities will be able to accommodate added drainage from project. Do not disturb natural streams channels and drainage ditches. Projects with disturbed land area over 1 acre will need to obtain a Notice of Intent (NOI) with the State Water Resource Control Board and must prepare a Stormwater Pollution Prevention Plan and Stormwater Management Plan. Demonstrate coverage of SWPPP. Basement construction shall not impact groundwater within the Town. Construction shall not release contaminants into the groundwater.

5. Where feasible, encourage in drainage design on-site water dissipation of down spouts and area drains to landscaped or open areas. Avoid concentrating dissipation. Where feasible, landscaping shall be designed and operated to treat storm water runoff by incorporating elements that collect, detain, and infiltrate runoff. In an effort to reduce storm drain pollution, no storm drain shall be directly emptied into the Towns public storm drain system. Recommended reference material: Bay Area Storm water Management Agencies Associations publication of “Start at the Source, Residential Site Planning and Design Guidance Manual for Storm water Quality Protection”. Stormwater detention is required for projects that create or replace greater than 10,000 square feet impervious surface. These facilities shall have an annual maintenance plan developed by the designer and provided to the resident. Storm or sub drain flows shall not undermine, cause algae growth, or deteriorate public road in any way.

6. No improvements shall be planned, designed, or constructed that would interfere with the Towns right-of-way or public facilities, its function, interests, integrity, and maintenance. Examples, but not limited to: the entire road, shoulders, parking areas, property, easements, open areas, scenic corridors, parks, fences, bridges, pipes, monuments, curbs, trails, signs, drainage facilities, and all types of public traffic. If discovered at a later date, modifications to plans and removal will be required at developer’s expense. Any utility or paving work in the Towns right-of-way requires the application and approval of a Town revocable encroachment permit. Utilities shall be per utility company plans. Wells, Geotech Drilling, and Septic are regulated by San Mateo County Environmental Health Dept.

7. No installation of landscaping, plantings, and irrigation within or that would eventually protrude into the Town right of way, trail easements, and roadway. Landscaping may be considered through Encroachment permit process. No planting that would block road signage, site visibility, pedestrians, and vehicles. For driveway site visibility and applicable traffic analysis, use current Caltrans guidelines highway design manual. Note on plans that any existing landscaping in the right of way shall be maintained by the homeowner. Cut back tree limbs and brush protruding into the roadway that could be struck by any vehicles or pedestrians (14’8” vertical clearance and 3’ horizontal clearance for vehicles traveling in roadway). Do not use right of way for screen planting. Refer to PG&E website for requirements concerning planting under power lines.

8. Erosion and Sediment Control Plan shall be submitted with the Site Development and Building Permit Application plans for review. Plan should be prepared per Regional Water Quality Control Board’s Erosion and Sediment Control Field Manual and the San Mateo Storm Water Pollution Prevention Program BMP’s and applicable C.3 Requirements. The plan should include pre and post construction controls. Applicant shall control dust resulting from construction and shall take all necessary measures for dust control as required by Public Works. Applicant shall control and prevent the discharge of all potential pollutants, including solid wastes, paints, concrete, petroleum products, chemicals, wash water or sediment and non-stormwater discharges to storm drains and watercourses. All excavations shall be covered during rainfall. All existing on-site erosion issues should be addressed and swales cleaned prior to project final. As mandated by the State, Town inspections occur October 1 – April 30. Note in

plans referring to San Mateo County Storm water Pollution Prevention Program requirements. Include plan sheet located at <http://www.flowstobay.org/documents/business/construction/SWPPP.pdf>.

9. Best Management Practices for Treatment of site runoff that will be implemented as a part of the project will be in compliance with the current San Mateo Countywide National Pollution Discharge Elimination System (NPDES). A monitoring and maintenance program for treatment measures. Review handout for requirements for Architectural Cooper available from Planning.
10. Determine if the property is within a floodplain using current FEMA Insurance Rate Maps and follow all applicable FEMA guidelines. Submit FEMA elevation certificate to the Town if required. Maps and forms can be obtained at www.fema.gov
11. All asphalt curbing that is adjacent to the road in front of the property shall be considered for replacement per Town or Caltrans standard at the end of the project (4" or 6"). All driveways shall be asphalt or standard brushed concrete at least 20' back from edge of road. No pavers or colored concrete within Towns right of way. Attention shall be directed so that street drainage does not enter driveway (elevation of approach entrance should be higher than center of street). If there is a horse trail that crosses the driveway, a 4' wide section of the asphalt surface will be roughened or grinded ¼" to provide a non-slip surface so that horses shall not slip. Other non-slip surface can be presented to Town for approval. Driveways shall conform with the Towns site development ordinance. Provide adequate site visibility.
12. If applicable, any Town trail along the property shall be improved and renovated with 4" of class 2 base rock rolled and compacted per Town standards. An encroachment permit must be filed at the Town prior to start of work with in the Towns right of way.
13. Any underground culverts and drainage facilities along the property line will be inspected and repaired as needed. An encroachment permit must be filed at the Town prior to start of any work with in the Towns right of way. Proposed storm drain facilities in the right of way shall meet product and installation requirements listed in the most current Caltrans Standard Specifications and Standard Plans.
14. At the end of project, all wood and construction debris removed, swales defined, culverts cleaned, and all potential erosion areas addressed. New drainage system to be maintained by homeowner.
15. Any plan revisions will be hi-lighted and accompanied by a letter listing each change. There shall be no deviation from the approved plans with out submitted plan revisions.
16. Review Public Works Pre-Construction and Geotechnical inspection checklist
17. All work shall be performed by the appropriate California State licensed contractor.

18. Prior to calling in Public Works for final project sign-off, wet stamped letters and as-builts (AutoCAD 2010 or older) are required to be submitted to the Town from the project Soil and Civil engineer of record indicating all work associated with surveying, grading and drainage has been inspected and completed per the Town approved plans.

19. Applicant shall notify the Building Department at least two full working days in advance of the following inspections: initial inspection of grade staking, rough grading inspection, storm/sub drainage inspection, final inspection and approval. Inspections shall be requested by calling (650) 851-1700, Extension 216.

The above is intended only to provide the applicant and the applicant's design team with minimum guidelines when preparing a grading, drainage, and erosion control plan. The Town does not specify the design method that the applicant's design team uses to prepare the plan. It is incumbent on the design team to select a design method that is appropriate for the specific project and site accepting responsibility for the design. The Town's review does not include checking the calculations for accuracy nor making assumptions regarding the analysis. The Town has the right to comment on both site development and building permit plan submittals and can reject plans at anytime if guideline and conditions are found not met. Submit signed checklist with each plan submittal.

Checklist Acknowledged by: _____ Date: _____

1. A Grading, Drainage, and Erosion Control Plan prepared by a California licensed civil engineer
2. Hydrologic report prepared by a California licensed civil engineer
3. Erosion Control Plan
4. FEMA elevation certificate if required



Town of Portola Valley Public Works and Engineering Department

Pre-Construction Meeting for Site Development

General Construction: Please feel free to interrupt anytime and ask questions

1. Work hours are 8 am-5:30 pm Monday – Friday. No work on holidays.
2. Review the “Public Works Site Development Standard Guidelines and Conditions Checklist”. No change in plans without engineer stamped submittal and Town review. Revisions will be hi-lighted and accompanied by a letter listing each change.
3. Verify (mark) Property Lines and staking for rough grade inspection
4. Tree Protection at drip line up prior to any grading. Protect trees per approved plan.
5. Damage and repair to Town facilities must be repaired immediately. Examples asphalt curbs, culverts, and trails.
6. Traffic control when required with use of flagmen and proper safety equipment per Caltrans standards.
7. Clean and clear Public Right-of-Way at all times. Street gutter should have no dirt and debris near worksite. Clean up all lunch debris.
8. No Tracking dirt or tire ruts. Clean up shall be done by contractor immediately. Town can charge for clean-up. Manage wash downs.
9. Town is small and problems become very evident. Notify your neighbors.
10. Any change of General Contractor or Engineer of record should be reported to the Town in writing.
11. Per the California State License Board work shall be performed by the appropriate California State Licensed Contractor. Proof of license will be requested by the Town inspector prior to inspection.

Erosion and Sediment Control

12. Best Management Practices for storm water pollution prevention must be used. All erosion control shall be installed prior to and after any grading. All graded areas will be stabilized. Any silt or erosion into the Town storm drain shall be immediately removed or the project shall be stopped. Contractor is responsible for all silt released from jobsite and subject to applicable fines. This includes responsibility for any silt that has entered the storm drain, public road, and creek. Does the contractor understand NPDES rules?
13. The Town will inspect and re-inspect all erosion control measures between Oct 1- April 30 as mandated by the State.
14. Erosion controls should be inspected after each heavy storm and be renewed if required.
15. Erosion control plan should be reviewed and amended if erosion is occurring between Oct 1 -April 30.
16. Dissipaters and outfalls shall have filtering mechanism (fabric) during construction.

Public Works & Engineering Inspections: (All inspections call **650-851-1700 x 216**)

17. Call for rough grade, tree protection, and erosion control inspections. Erosion control must be adequate.
18. Call for inspection for all storm and sub drainage prior to back-fill. For larger projects, inspections can be performed per section of pipe and documented on the back of the building permit. Do not ask Inspector to assist in design. All grading and drainage work shall be supervised by the appropriate California licensed contractor. Progress and final completion letters from Civil, Geotech, Surveyor prior to sign-off

Parking

19. No parking on Town trails and shoulders. Designated areas only. Any damage shall be repaired by contractor. No Loitering. Advise posting sign.
20. No transfer parking on non-designated areas / public roads, pedestrian, bike areas. Notify suppliers. Designate turn around areas for trucks and obey speed limit.

Public Right-of-Way

21. Encroachment permit for work in Town right-of-way with bond and Insurance naming Town as additional insured. This includes all driveway approach, planting, and utility work beyond the property line.
22. Call Underground Service Alert.
23. Utility connections require proof of permit and inspection by utility company as part of encroachment permit. Structures in right-of-way require Town approval. Sewer, water, gas, electric.
24. Final design and product should address all erosion/drainage problems onto public right-of-way and culverts.
25. No plantings within 4' of the road except for native grass seed
26. Survey tied to Town monuments. Do not disturb Town or County monuments and points.
27. Please take pictures prior to the start of construction so any existing damage to the Town right-of-way can be recorded, and the contractor will not be expected to make repairs to damages not caused by them. Do not interfere with Town's public facilities / right of way
28. All debris and spills from concrete trucks will be promptly cleaned.

Final Inspection

29. Final stamped sign off letters by projects Civil and Soils engineer of record indicating that project was built according to "approved plans dated:". This letter will be for all aspects of the plans and specifications. Any revisions will need to be approved by the project engineer and the Town. Owner/contractor is responsible for compliance with codes and plans. Unapproved installations shall be removed. Also, the Storm water NPDES compliance reporting form completed/signed for all detention and retention facilities. These letters shall be submitted prior to scheduling final inspection.
30. Final inspection assumes that all progress inspections were performed by the Town inspector, no final inspection will be considered if progress inspections were not performed during the life of the project. Contractor will be asked to uncover any work not documented as inspected. For larger projects, sections of drainage pipe can be noted on the back of the building permit.
31. Final inspection will consist of verifying what was built to the copy of Town approved plans. No exceptions. All unapproved installations shall be removed. The building must be habitable.
32. Worksite, right of way, easements, street, trail, creeks, culverts all left clean and in good condition. Dead wood needs to be removed.
33. As-builts (only items required) in AutoCAD format version 2011 or better. 2 copies needed.

34. No Partial finals. It is not the Towns responsibly to make a punch list. It is the contractors and owners responsibility to have the entire project completed according to the approved plans, building codes, and Town permit conditions at the time of requesting the final inspection, therefore review all required documents before calling for final. All permits for the property must be signed off prior to building final.

Please post a copy of this at the jobsite and inform your subcontractors

Site Address: _____

Contractor Co.: _____

Signature: _____ Print: _____

Date: _____

Owner Signature: _____ Print: _____

Date: _____