

TOWN OF PORTOLA VALLEY



SITE DEVELOPMENT PERMIT APPLICATION

FEE _____ DEPOSIT _____

APPLICATION NO. _____

PROPERTY OWNER: _____

ADDRESS OF PROJECT: _____ APN: _____

MAILING ADDRESS IF DIFFERENT: _____

OWNER CONTACT: PHONE: _____ EMAIL: _____

ARCHITECT OR ENGINEER: _____

MAILING ADDRESS: _____

PHONE: _____ EMAIL: _____

DETAILED PROJECT DESCRIPTION: _____

IS PROPERTY ON SEPTIC? _____ **If YES**, you are required to submit an additional review fee to the County of San Mateo, a hardcopy set of the plans, and the **Land Use Review Application**

This application must also include payment to **Woodside Fire Protection District** via their website

TOTAL EXCAVATION AND FILL (except excavation below grade for septic tanks and drainfields, tanks, vaults, tunnels, basements, retaining walls, swimming pools, footings of buildings) _____ cubic yards.

- **THE SITE DEVELOPMENT PERMIT CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH THIS APPLICATION.**
- **PLEASE CONTACT PLANNING STAFF FOR THE NUMBER OF PLANS AND GEOTECHNICAL REPORTS REQUIRED**

*Engineers/Surveyors must use town monuments as official benchmarks. All maps and plans submitted for review shall indicate which monument was used as the benchmark. After completion of the project, an AutoCAD (ver. 2011) file of the plan must be submitted to the Town prior to final sign off. Town monument maps are available at Town Hall. All Site Development Permits are subject to the **Public Works Standard Guidelines** – see website or Town Hall for Guidelines list.

- Site Development Permit is required to be reviewed by Planning Commission when vegetation is to be removed from an area exceeding 5,000 sf on a vacant parcel or on a parcel of land that is greater than 10 acres in size
- Site Development Permits for grading work in excess of 100 CY require ASCC review; work in excess of 1,000 CY require Planning Commission review.

PROPERTY OWNER SIGNATURE: _____



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

**SITE DEVELOPMENT PERMIT (SDP)
APPLICATION CHECKLIST**

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

- 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 & Land Use Review Application
- Appropriate fee payable to Woodside Fire Protection District
- Appropriate sets of plans and geotechnical reports
- Completed Outdoor Water Use Efficiency Checklist

*NOTE: Total excavation and fill DOES NOT include: excavation below grade for septic tanks and drainfields, tanks, vaults, tunnels, basements, retaining walls, swimming pools, and footings/foundations of buildings.

❖ **Plan Submittal Requirements and Approving Body**

- 51 – 99 Cubic Yards 3 sets of plans, 2 geotechnical reports. Reviewed at staff level.
- 100 – 1,000 Cubic Yards Plans*, 2 geotechnical reports. Reviewed by ASCC.
- 1,000+ Cubic Yards Plans*, 2 geotechnical reports. Reviewed by Planning Commission
*Contact Planning Staff for number of plan sets required.

If your project involves any of the following items, you may be subject to a Site Development Permit. Please check those items that apply and verify submittal requirements with Planning staff at (650) 851-1700 ex. 211.

- Fill will exceed three (3) feet in vertical depth at its deepest point measured from natural ground surface
- An excavation will exceed (4) feet in vertical depth at its deepest point
- An excavation, fill, or combination thereof will exceed an area of five thousand (5,000) square feet
- Vegetation is to be removed from an area exceeding five thousand (5,000) square feet on any vacant parcel of land or any parcel of land in excess of ten (10) acres
- An existing specimen tree will be removed, or cut or fill operations will take place within such tree's drip line. (A SPECIMEN TREE varies by tree type and size and is defined in the Site Development Ordinance)
- Proposed repair, restoration, or improvement within a creek or creek bank
- Drilling for water wells

❖ **Plans shall be to scale, by a registered civil engineer*, and include:**

- Topographic Survey
- Grading Plan
- Drainage Plan
- Erosion Control Plan

❖ **Plans shall indicate the following:**

- Location of all existing and proposed buildings/structures on applicant's property
- Location of any buildings/structures within 100 feet of applicant's property that are located on lands of adjacent property owners, whose properties share a common boundary line
- Location of all existing and proposed streets, driveways, easements, and rights-of-way
- Location of easements (including access, trail, and conservation easements)
- Existing and proposed contours of the site
- Location of all drainage to, from and across the site
- Total excavation and fill volumes
- Locations of septic tank and drainfields (if applicable)
- Locations of sanitary sewer line (if applicable)
- Locations of all existing single trunk trees having trunk 6" in diameter or greater
- Locations of all existing multiple trunk trees that have one trunk 4" or greater
- Location and design of all temporary construction features including access and storage areas
- Location of any historic resources as identified in the Historic Element of the General Plan
- Erosion control placement and details

*Engineers/surveyors must use official Town benchmarks (see Town Hall for info)

❖ If project is located within a **Homeowner's Association (HOA)**, you must also complete the HOA design review prior to ASCC action on your application. 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 Valley Ranch Subdivision
- Blue Oaks Subdivision
- Portola Green Circle Subdivision



TOWN OF PORTOLA VALLEY

Public Works - 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 5,000 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: _____



TOWN OF PORTOLA VALLEY

Statement of Understanding

PLEASE COMPLETE, SIGN AND RETURN WITH YOUR APPLICATION

The person responsible for payment of application charges must sign.

In signing this Statement of Understanding in conjunction with the attached application of the

Town of Portola Valley for _____
(location of property)

I understand that charges for Town professional staff and consultant time spent processing this application will be based on an hourly rate and that costs necessary to process the application will be billed to me. Consultant charges are based on actual costs. Further, I understand that, in addition to an application fee, there is an initial deposit that these charges will be billed against. If my deposit is reduced to less than 30 percent of the original deposit, I understand I will be asked to increase the deposit to its initial amount. If the final costs are less than the deposit, the unused portion will be returned to me at the conclusion of the process.

I understand that if my deposit remains at or below 30 percent of the original deposit more than 10 calendar days after receipt of notice from the Town to increase the deposit, the Town will stop all processing of the application and will withhold any permits, except as necessary to meet statutory deadlines for action on the project.

If on-going costs ever exceed the deposit, I understand I will be billed for the additional charges at actual cost. I understand that payment is due upon receipt of billing.

I understand that money remaining in the deposit account will be returned to me, upon approval of the warrant list, following completion of the project. The account will remain open until all payment of invoices have been received from applicants; and:

- a. *Subdivisions* – when final maintenance bond is released by the Town or when all conditions of approval are fulfilled, whichever is later (the deposit may be reduced for subdivisions when a maintenance surety is placed with the Town).
- b. *All other applications* – when the Town issues final building inspection clearance, or when work for which the permit was issued is satisfactorily completed.
- c. *If application is denied* – after the appeal period has ended or processing of the appeal is completed.

- d. *If application is withdrawn* – following completion of any remaining staff work on the application.

I assume full responsibility for all costs incurred by the Town in processing this application including, but not limited to charges by the Town Engineer and outside consultants including, but not limited to, the Town Geologist, the Town Planner, and the Town Attorney. I understand that I am responsible for payment of the costs involved with this application even though the property or project may be sold or assigned to other parties. It is my responsibility to have this agreement replaced by a new agreement if payment responsibility is to be transferred to another party.

The following are **examples** of billable tasks performed by various staff or consultant personnel. This list is not intended to be complete.

- informal meetings
- formal meetings
- posting
- neighbor inquiries
- report preparation
- noticing
- permit issuance
- referral inquiries
- plan check
- scheduling
- action letters
- counter or telephone explanations
- consultant review of issues and documents
- consultant preparation of documents
- condition enforcement
- site visits
- actions related to violations
- building inspections

NAME AND CURRENT MAILING ADDRESS OF PERSON TO BE BILLED:

DATE: _____

PRINT NAME: _____

SIGNATURE: _____

ADDRESS: _____

PHONE: _____