



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

SB9 RESIDENTIAL DEVELOPMENT APPLICATION CHECKLIST, OBJECTIVE STANDARDS AND REQUIREMENTS, AND REVIEW PROCESS

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

You are required to have a **Pre-Application** meeting with Planning staff before submittal of a formal application. Visit our website for directions on requesting a virtual counter appointment with a planner via our [PV Connect App](#).

APPLICATION CHECKLIST

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

- Completed SB9 Residential Development Permit Application form
- Completed SB9 Residential Development Application Checklist (this form)
- Completed SB9 Intent to Occupy Affidavit
- Neighbor Notification Certification
- [Statement of Understanding](#)
- Appropriate fee and deposit to the Town and Woodside Fire (2 separate checks)
- Completed [Stormwater Control Requirements 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
- Three (3) 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

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](#) (Word version on [website](#))(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 checklist)

Demolition Plan

- Include all structure and site demolition
- Proposed trees to be removed, identified by size and species

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 (A/C unit, 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 on pages 4-5)
- 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 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 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 1125 lumens
- Include switching on plans
- Provide separate fixture cut sheet for each proposed fixture that include fixture image and lumens

☐ **Build It Green**

- [Checklist](#), on plan sheet
 - Identify Green Building project type and point goal, and points achieved.

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

- Solar Photovoltaic and Solar Thermal Ready Infrastructure
- Electric Vehicle Ready Infrastructure
- Greywater Ready Infrastructure
- Reduction of Potable Water Use on Turf

❖ **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 1/2" 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	

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

OBJECTIVE STANDARDS AND REQUIREMENTS

1. **Number of Units.** A lot may contain no more than four total residential dwelling units. These units shall be limited to the following:
 - a. On a lot that is not split pursuant to Government Code Section 66411.7 and Chapter 17.13 (SB 9 Lot Splits) and for which an existing primary residential dwelling unit is retained: one existing primary residential dwelling unit, one new primary residential dwelling unit, one accessory dwelling unit, and one junior accessory dwelling unit, for four units in total.
 - b. On a lot that is not split pursuant to Government Code Section 66411.7 and Chapter 17.13 (SB 9 Lot Splits) and for which an existing primary dwelling unit does not exist or is demolished or reconstructed: two new primary residential dwelling units, one accessory dwelling unit, and one junior accessory dwelling unit, for four units in total.
 - c. On a resultant lot that was split pursuant to Government Code Section 66411.7 and Chapter 17.13 (SB 9 Lot Splits): not more than two SB 9 units per lot for a total of four residential dwelling units on the two new lots. Such SB 9 units may consist of existing units, but in no event may the number of units exceed two units per lot for a maximum of four total. In lieu of two new primary residential dwelling units, an applicant may propose one new primary residential dwelling unit together with either a new accessory dwelling unit or a new junior accessory dwelling unit, provided that the applicant submits a written statement with the application for the housing development project indicating the applicant's understanding that providing the accessory dwelling unit or junior accessory dwelling unit will prevent the applicant from constructing a second primary residential dwelling unit in the future.
 - d. It is the intent of this provision that not more than four units may be constructed per original lot.
2. **Floor Area.** The maximum floor area of an SB 9 unit shall be:
 - a. Eight hundred and fifty square feet for SB 9 units with up to one bedroom or one thousand square feet for SB 9 units with more than one bedroom where the SB 9 unit does not comply with the setbacks of the base zoning district and special setbacks applicable to the parcel.
 - b. Twelve hundred square feet for SB 9 units that comply with the setbacks of the base zoning district and special setbacks applicable to the parcel, on parcels smaller than 3.5 acres in size. The parcel owner utilizing this incentive shall record a deed restriction in a form approved by the town attorney stipulating that no further subdivision of the parcel is permitted.
 - c. Fifteen hundred square feet for SB 9 units that comply with the setbacks of the base zoning district and special setbacks applicable to the parcel on resulting SB 9 parcels 3.5 acres or larger in size. The parcel owner utilizing this incentive shall record a deed restriction in a form approved by the town attorney stipulating that no further subdivision of the parcel is permitted.
 - d. Any development or design standards that physically precludes an SB 9 dwelling unit from being eight hundred square feet in floor area shall be waived or modified by the planning and building director upon applicant's submittal of a feasibility study demonstrating that application of such standard does not allow for an eight hundred square foot SB 9 unit. This shall not include standards which would result in adverse impacts to public health or safety or the physical environment.

- e. Any applicant desiring to build more than the maximum size specified in this section shall be subject to the town's regular zoning and design review process.
3. **Adjusted Maximum Floor Area or AMFA.** The maximum allowed floor area for a SB 9 parcel created under Chapter 17.13 shall be calculated as provided by this Zoning Code using the resulting parcel's size, slope, mapped ground movement potential, and mapped flooding potential. If there is an existing residential unit on a resulting parcel that exceeds the AMFA or if the calculated AMFA cannot accommodate two SB 9 units of eight hundred square feet each, the Director of Planning and Building may increase the AMFA for that parcel accordingly.
4. **Front Yard Setback.** Any new SB 9 dwelling unit shall comply with underlying front yard zoning code setback applicable to the parcel. However, no setback is required for a new SB 9 dwelling unit constructed in the same location as an existing structure on the parcel.
5. **Side and Rear Setbacks.** The minimum side and rear setback for any new SB 9 dwelling unit shall be four feet from the side and rear parcel lines. However, no setback is required for a new SB 9 dwelling unit constructed in the same location as an existing structure on the parcel.
6. **Additional Restrictions for SB 9 Units not Complying with Local Setbacks:**
 - a. Fire Safety Checklist. Any new SB 9 dwelling unit which does not comply with the setbacks of the base zoning district governing the parcel shall comply with the Town of Portola Valley Fire Safety Checklist adopted by resolution of the town council on August 11, 2021, and as updated from time to time. The checklist shall contain requirements for SB 9 construction methods and materials, defensible space and vegetation management. Such checklist requirements shall be additive to other applicable building and safety requirements.
 - b. Development Restrictions. Any new SB 9 dwelling unit that does not comply with the underlying local zoning setbacks governing the parcel is subject to the following additional restrictions: i) on sides of the structure within the required setback(s) there may be no exterior lighting, no egress windows or doors, and no portion of the windows and/or skylights shall be above nine feet in height ii) windows in required setbacks must consist of obscured glass to promote privacy between neighbors; iii) the SB 9 unit may not have a second driveway; iv) the SB 9 unit may not have any associated improvements/amenities such as a patio, deck, pool, fire pit, trellis, or sauna; v) no basement shall be permitted; vi) fire safe landscape screening must be planted and maintained to minimize the visual impact to the neighbors. These restrictions shall not apply to any new SB 9 dwelling unit which complies with the local zoning setbacks governing the parcel.
7. **Height.** The maximum height for any type of SB 9 unit shall be:
 - a. Sixteen feet vertical height and sixteen feet maximum height for a SB 9 unit where the setbacks are less than those of the base zoning district.
 - b. Eighteen feet vertical height and twenty-four feet maximum height where the setbacks comply with those of the base zoning district. This includes daylight planes, where applicable.
8. **Parking.** One off-street parking space is required for each SB 9 unit, except that no parking requirement is required in either of the following instances:
 - a. The parcel is located within one-half mile walking distance of either a high-quality transit corridor, as defined in subdivision (b) of Section 21155 of the Public Resources Code, or a major transit stop, as defined in Section 21064.3 of the Public Resources Code.
 - b. There is a car share vehicle located within one block of the parcel.
9. **Driveway Access.** Driveway access to all new units shall be compliant with the Woodside Fire Protection District standard details and specifications for driveways and turnarounds.

10. Basements. Space which meets the definition of a basement (Section 18.04.065) shall not be included in AMFA calculations. However, basements shall be included in floor area maximums set forth in Section 18.27.050(b). Basements located under an SB 9 unit that do not have internal access to the SB 9 unit are discouraged and shall be counted towards AMFA calculations.

11. Other Development Standards. All objective standards of the underlying zoning district shall apply. If such zoning district standards conflict with the standards in this chapter, the standards in this chapter shall control.

12. Utilities.

- a. All newly created dwelling units shall be connected to public sewer or provide a private wastewater system that is fully contained within the parcel boundaries.
- b. Utilities shall be required to be placed underground, as described in Section 18.36.010.B of the Code.

13. Rental Restrictions.

- a. Any rental of a SB 9 dwelling unit shall be for a term longer than thirty days.
- b. An SB 9 dwelling unit may be rented separately from the primary dwelling unit.

14. Land Use. Land uses of any units created under this chapter are limited to residential uses.

15. Impact Fees. Development projects pursuant to this section shall be subject to all impact or development fees related to the development of a new dwelling unit.

16. Objective Requirements. Any new SB 9 unit shall comply with the following objective requirements:

- a. SB 9 units must comply with applicable building code requirements, including fire sprinkler requirements, unless a modification or waiver of the fire sprinkler requirement is approved by the fire marshal.
- b. SB 9 units must comply with the town's home hardening ordinance codified in Chapter 15.04 of the Code.
- c. SB 9 units must comply with the town's SB 9 objective standards checklist as adopted by resolution by the town council and amended from time to time.

PERMIT REVIEW PROCESS

1. Upon receipt of a SB 9 residential development application using the provisions of this chapter, the town shall notify all owners within a three-hundred-foot radius from the subject parcel that an application has been filed with the town.
2. All applications for SB 9 residential development shall be ministerially acted on by the planning and building director or designee without public hearings or discretionary review.
3. If the application complies with all applicable objective requirements, the planning and building director shall approve the application.
4. An application for an SB 9 residential development may be denied if:
 - a. The planning and building director determines the application does not comply with all applicable objective requirements.
 - b. The building official makes written findings, based upon a preponderance of the evidence, that the proposed project would have a specific, adverse impact, as defined in California Government Code Section 65589.5(d)(2), upon public health and safety or the physical environment and for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact.