



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

## **SB9 RESIDENTIAL DEVELOPMENT APPLICATION FORM**

**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](#). **This application form should be completed prior to meeting.**

### **1. Property Owner**

- a. Name: \_\_\_\_\_
- b. Mailing Address: \_\_\_\_\_
- c. Telephone Number: \_\_\_\_\_
- d. Email: \_\_\_\_\_

### **2. Applicant's Representative (Architect, Designer, or Engineer)**

- a. Name: \_\_\_\_\_
- b. Business Name: \_\_\_\_\_
- c. Address: \_\_\_\_\_
- d. Telephone Number: \_\_\_\_\_

### **3. Property Information:**

- a. Address or APN: \_\_\_\_\_
- b. Size (in acres): \_\_\_\_\_
- c. Zoning District: \_\_\_\_\_
- d. Parcel Slope: \_\_\_\_\_
- e. Flood Zone: \_\_\_\_\_
- f. Geology / Soil Type: \_\_\_\_\_
- g. Easements (list all): \_\_\_\_\_

### **4. Parcel Eligibility Questions:**

- a. Is parcel located in a single family residential zone (R-E, R-1, M-R)?  YES  NO
- b. Does parcel have any geotechnical constraints (see Reso. 2746-2017)?  YES  NO
- c. Is lot less than 1-acre in size?  YES  NO
- d. Is this lot on a cul-de-sac?  YES  NO

- e. Is this lot served by a road less than eighteen (18) feet in width and with only a single point of egress/ingress?  **YES**  **NO**
- f. Is the parcel wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993)?  **YES**  **NO**
- g. Is this parcel within a very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178, or within a high or very high fire hazard severity zone as indicated on maps adopted by the Department of Forestry and Fire Protection pursuant to Section 4202 of the Public Resources Code. This subparagraph does not apply to sites excluded from the specified hazard zones by a local agency, pursuant to subdivision (b) of Section 51179, or sites that have adopted fire hazard mitigation measures pursuant to existing building standards or state fire mitigation measures applicable to the development?  **YES**  **NO**
- h. Is the parcel a hazardous waste site that is listed pursuant to Section 65962.5 or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code, unless the State Department of Public Health, State Water Resources Control Board, or Department of Toxic Substances Control has cleared the site for residential use or residential mixed uses?  **YES**  **NO**
- i. Is the parcel within a delineated earthquake fault zone as determined by the state geologist in any official maps published by the state geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law (Part 2.5 (commencing with Section 18901) of Division 13 of the Health and Safety Code), and by the town's building department under Chapter 12.2 (commencing with Section 8875) of Division 1 of Title 2?  **YES**  **NO**
- j. Is this parcel within a special flood hazard area subject to inundation by the one percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency provided:
- i. The site has been subject to a letter of map revision prepared by the Federal Emergency Management Agency and issued to the local jurisdiction.
  - ii. The site meets Federal Emergency Management Agency requirements necessary to meet minimum floodplain management criteria of the National Flood Insurance Program pursuant to Part 59 (commencing with Section 59.1) and Part 60 (commencing with Section 60.1) of Subchapter B of Chapter I of Title 44 of the Code of Federal Regulation  **YES**  **NO**
- k. Is the parcel within a regulatory floodway as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency, unless the development has received a no-rise certification in accordance with Section 60.3(d)(3) of Title 44 of the Code of Federal Regulations?  **YES**  **NO**
- l. Is the parcel identified for conservation in an adopted natural community conservation plan pursuant to the Natural Community Conservation Planning Act (Chapter 10 (commencing with Section 2800) of Division 3 of the Fish and Game Code), habitat conservation plan pursuant to the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), or other adopted natural resource protection plan?  **YES**  **NO**

- m. Does the parcel contain habitat for protected species identified as candidate, sensitive, or species of special status by state or federal agencies, fully protected species, or species protected by the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), the California Endangered Species Act (Chapter 1.5 (commencing with Section 2050) of Division 3 of the Fish and Game Code), or the Native Plant Protection Act (Chapter 10 (commencing with Section 1900) of Division 2 of the Fish and Game Code)?  YES  NO
- n. Is the parcel on lands under conservation easement?  YES  NO
- o. Would the subdivision require the demolition or alteration of any of the following types of housing:
  - i. Housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income?  YES  NO
  - ii. Housing that is subject to any form of rent or price control through a public entity's valid exercise of its police power?  YES  NO
  - iii. A parcel or parcels on which an owner of residential real property has exercised the owner's rights under Government Code section 7060 et seq. to withdraw accommodations from rent or lease within fifteen years before the date that the development proponent submits an application?  YES  NO
  - iv. Housing that has been occupied by a tenant in the last three years?  YES  NO
- p. Is the parcel located within an historic district or included on the state historic resources inventory, as defined in Section 5020.1 of the Public Resources Code, or a parcel within a site that is designated or listed as a Town of Portola Valley or San Mateo County landmark or historic property or district pursuant to a Town of Portola Valley or San Mateo County ordinance?  YES  NO
- q. Was this parcel previously established through a prior exercise of an SB 9 lot split?  YES  NO
- r. Is this parcel adjacent to another parcel where either the owner of the parcel proposing to be subdivided or any person acting in concert with the owner has previously subdivided that adjacent parcel using the SB 9 lot split provisions in this chapter. For the purposes of this article, "any person acting in concert" with the owners includes, but is not limited to, an individual or entity operating on behalf of, acting jointly with, or in partnership or another form of cooperative relationship with, the property owner?

5. **Is this residential development part of a SB9 Lot Split?**  YES  NO

- a. "Yes" response - SB9 Lot Split Permit Applications can be concurrently filed. Please refer to [Chapter 17.13 of Portola Valley Town Code](#) for more information.

**4. Project Description:**

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**A SITE DEVELOPMENT PERMIT MAY BE  
REQUIRED:**

**TOTAL AMOUNT OF EXCAVATION AND FILL** (except excavations below finished grade for basements, footings of buildings, retaining walls, septic tanks, drainfields, and swimming pools. However, fill from such excavations must be counted in the total): \_\_\_\_\_ **cubic yards**. Projects that propose more than 50 cubic yards of grading are additionally subject to the Site Development Permit and its requirements.

- **PRE-APPLICATION MEETINGS WITH PLANNING STAFF ARE REQUIRED FOR ALL NEW SB9 UNITS AND/OR SB9 LOT SPLIT PROPOSALS.**
- **THE SB9 RESIDENTIAL DEVELOPMENT APPLICATION CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH THIS APPLICATION.**
- **APPLICATIONS THAT ARE INCOMPLETE WILL NOT BE ACCEPTED.**

\*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.

We, the undersigned, certify that we are the owners of the property described above and that the foregoing facts and statements herewith submitted are in fact true and correct to the best of our knowledge and belief.

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_  
Typed or printed name and title:  
\_\_\_\_\_

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Typed or printed name and title:  
\_\_\_\_\_

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