



Pool Decommission Site Development Permit Review Process

For swimming pool decommission applications, the following is required for Town review:

- Site Development Permit application
- Statement of Understanding
- Digital (pdf) demolition site plan describing the full scope of work and showing the location of the pool to be demolished
- Digital (pdf) plan of the area post-decommission (e.g., will the area simply be mulched? Or is a new landscaping project proposed where planting and/or building permit plans will be required?)
- Digital (pdf) construction staging, tree protection, erosion control, and access plan
- Letter from a geotechnical consultant providing recommendations regarding the pool decommission and re-compaction
- Check for \$1,000 payable to the Town of Portola Valley

Review and Approval:

- The Town Geologist will conduct a peer review of the proposed pool decommission recommendations
- Planning staff will review the proposed staging, tree protection, and post-decommission plans
- *Note that an approved pool decommission permit does NOT include any other permits for proposed improvements in the decommissioned area. If the property owner intends to re-develop the area in any way, they must discuss the proposal with staff for direction on permitting.