

# TOWN OF PORTOLA VALLEY

## APPLICATION FOR ARCHITECTURAL & SITE CONTROL COMMISSION (ASCC) APPROVAL

PROPERTY OWNER: \_\_\_\_\_

ADDRESS OF PROJECT: \_\_\_\_\_ APN: \_\_\_\_\_

MAILING ADDRESS IF DIFFERENT: \_\_\_\_\_

OWNER CONTACT: PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ARCHITECT, DESIGNER OR ENGINEER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DETAILED PROJECT DESCRIPTION: \_\_\_\_\_

IS PROPERTY LOCATED WITHIN THE FLOOD PLAIN? \_\_\_\_\_

TOTAL NEW (ADDITION) SQ. FT.: \_\_\_\_\_

TOTAL OVERALL SQ. FT.: \_\_\_\_\_ TOTAL BASEMENT SQ. FT.: \_\_\_\_\_

### 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. If this cut+fill exceeds 50 cubic yards, you are subject to a site development permit in addition to ASCC review.

- **PRE-APPLICATION MEETINGS WITH PLANNING STAFF ARE REQUIRED FOR ALL NEW HOUSES OR PROJECTS THAT WILL RESULT IN SIGNIFICANT CHANGES TO THE EXISTING SITE CONDITIONS**
- **THE ASCC APPLICATION CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH THIS APPLICATION.**
- **APPLICATIONS THAT ARE INCOMPLETE WILL NOT BE ACCEPTED.**
- **STORY POLES MUST BE ERECTED AND CERTIFIED FOR ALL NEW RESIDENCES, 2<sup>ND</sup> STORY ADDITIONS, AND ACCESSORY BUILDINGS**

\*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.

### PLEASE NOTE

To facilitate processing and ASCC review of your project, all plans must be complete and prepared in conformity with Portola Valley Zoning and Site Development Ordinances and Design Guidelines. Copies of these documents are available for reference at Town Hall and on our website at [www.portolavalley.net](http://www.portolavalley.net). If you need help in understanding the ordinances or guidelines please contact Planning staff at (650) 851-1700 Monday through Friday between 8:00 a.m. and 12:00 p.m. and 1:00 p.m. and 3:00 p.m.

PROPERTY OWNER SIGNATURE: \_\_\_\_\_



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

## **ARCHITECTURAL & SITE CONTROL COMMISSION (ASCC) APPLICATION CHECKLIST**

**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
- Septic & Sewer Connection

If your project is a new residence or involves significant changes to existing site conditions, you are required to have a **Pre-Application** meeting with Planning staff. Visit our website for directions on requesting a virtual counter appointment with a planner via our [PV Connect App](#).

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

- Completed ASCC Permit Application form
- Completed ASCC Application Checklist (this form)
- Separate, detailed narrative on the proposed project
- Topographic Survey
- Title Report
- Neighbor Notification Certification
- [Statement of Understanding](#)
- Appropriate fee and deposit to the Town (separate fees may be due to Woodside Fire or San Mateo County)
- Completed [Stormwater Control Requirements Checklist](#)
- Completed [CALGreen Verification Guidelines Mandatory Measures 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
- Two (2) 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, or confirmation that applicant is actively working with their HOA for approval.

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](#) (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 this checklist)

- Demolition Plan**

- Include all structure and site demolition
- Proposed trees to be removed, identified by size species, and corresponding tree number provided by the project arborist.

- 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 (heat pump, 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 at end of checklist)
- 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 noting Wildland Urban Interface (WUI) compliant 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 this 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 1,125 lumens
- Include switching on plans
- Provide separate fixture cut sheet for each proposed fixture that include fixture image and lumens

**❑ Story Pole Plan**

- Include a plan showing where story poles will be installed.
- Story poles must be installed per the Town’s Story Pole Policy and certified by an architect, engineer or surveyor.
- Story poles must be installed in order to be added to a meeting agenda. Provide certification letter once story poles are in place.

**❑ [CALGreen Requirements including Local Amendments](#)**

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

- All-electric building
- Location of photovoltaic cells and infrastructure
- Location of the heat pump condensing unit
- Battery Energy Storage System Ready infrastructure
- Electric Vehicle Ready Infrastructure
- Greywater Ready Infrastructure
- Reduction of Potable Water Use on Turf

If project is an alteration, addition, or alteration and addition to an existing building:

- Diagram indicating project threshold under Town’s 50 Percent Rule
  - (see [50 Percent Rule handout](#) for more information)

If project is an addition that includes the relocation of an existing AC condensing unit or the replacement, or installation of a new AC condensing unit, plans must show:

- A heat pump condensing unit will be installed
- The location of the heat pump condensing unit

If project is an addition that includes the replacement or upgrade of the existing main electrical panel, plans must note:

- The new panel will have the electrical capacity and reservation of breaker space to meet the Town's requirement for future electrification
- The installation of a dedicated 240-volt branch circuit shall be installed within three (3) feet from the existing water heater location

**Note:** Third-party verification of compliance for applicable CALGreen building measures is required and shall be provided by a Green Building Specialist as defined in the Town’s amended Building Code.

❖ **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 ½” 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)

<b>Project Description</b>		<b>Second Address</b> <input type="checkbox"/>				
PUD? Yes <input type="checkbox"/> No <input type="checkbox"/> Name:						
<b>Square Footage</b>	<b>Zoning District</b>	<b>Parcel Size</b>	<b>Parcel Slope</b>	<b>Septic or Sewer?</b>	<b>Flood Zone*</b>	<b>Geology/ Soil Type</b>
		Acres	%			

<b>Easements On Property*</b>	Trail <input type="checkbox"/>	Access <input type="checkbox"/>	Open Space <input type="checkbox"/>	Conservation <input type="checkbox"/>	Other
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### 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)

<b>Total Soil Movement (CY)</b>			
	<b>Cut</b>	<b>Fill</b>	<b>Total</b>
<b>Building Pad</b>			
<b>Pool</b>			
<b>Site Work &amp; Landscaping</b>			
<b>Site Total</b>			

**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)

<b>Plan Symbol ID</b>	<b>Fixture Name/ Model</b>	<b>Image</b>	<b>Quantity</b>	<b>Lumens</b>	<b>Dark Sky Compliant</b>

**Also Include Within Plan Sets:**

Water Use Calculations for Landscaping & Irrigation



**TOWN OF PORTOLA VALLEY**  
**PLANNING DEPARTMENT**  
**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: \_\_\_\_\_

# OUTDOOR WATER USE EFFICIENCY CHECKLIST

## RESIDENTIAL OUTDOOR WATER USE EFFICIENCY CHECKLIST

### To Be Completed by Applicant

I certify that the subject project meets the specified requirements of the Water Conservation in Landscaping Ordinance.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Project Information

New Construction  Rehabilitated  Other:

Single Family  Multi-Family  Commercial  Institutional  Irrigation only  Industrial  Other:

Applicant Name (print): \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Project Site Address: \_\_\_\_\_

Project Area (sq.ft. or acre): \_\_\_\_\_

# of Units: \_\_\_\_\_

# of Meters: \_\_\_\_\_

**Agency Review**

(Pass) (Fail)

For a single-family project, or a single-family development project, enter this information on an average, per unit basis. For all other projects, input an aggregate value for the entire project.

Total Landscape Area (sq.ft.): \_\_\_\_\_

Turf Irrigated Area (sq.ft.): \_\_\_\_\_

Non-Turf Irrigated Area (sq.ft.): \_\_\_\_\_

Irrigated Special Landscape Area (SLA) (sq.ft.): \_\_\_\_\_

Water Feature Surface Area (sq.ft.): \_\_\_\_\_

### Landscape Parameter

### Requirements

### Project Compliance

#### Plant Material

Low water using plants are installed for at least 80% of plant area

Yes  
 No, See Special Landscape Area and/or Recycled Water Area

#### Turf

No turf proposed

Yes  
 No, See Water Budget

There is no turf in parkways < 10 feet wide

Yes  
 No, if adjacent to a parking strip

All turf is planted on slopes ≤ 25%

Yes

#### Hydrozones

Plants are grouped by Hydrozones

Yes

#### Compost

At least 4 cubic yards per 1,000 sq ft to a depth of 6 inches

Yes  
 No, See Soil Test

#### Mulch

At least 3-inches of mulch on exposed soil surfaces

Yes

#### Irrigation System

Use of automatic irrigation controllers that use evapotranspiration or soil moisture sensor data and utilize a rain sensor

Yes

Irrigation controllers do not lose programming data when power source is interrupted

Yes

Irrigation system includes pressure regulators

Yes

Manual shut-off valves are installed near the connection to the water supply

Yes

All sprinkler heads installed in the landscape must document a distribution uniformity low quarter of 0.65 or higher

Yes

Areas < 10 feet shall be irrigated with subsurface irrigation

Yes  
 No, but there is no runoff or overspray

## OUTDOOR WATER USE EFFICIENCY CHECKLIST

<b>Metering</b>	Separate irrigation meter	<input type="checkbox"/> Yes <input type="checkbox"/> No, not required if < 5,000 sq ft	<input type="checkbox"/>	<input type="checkbox"/>
<b>Swimming Pools / Spas</b>	Cover highly recommended	<input type="checkbox"/> Yes <input type="checkbox"/> No, not required	<input type="checkbox"/>	<input type="checkbox"/>
<b>Water Features</b>	Recirculating	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
<b>Documentation</b> (per section 492.3)	Project Information	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
	Water Efficient Landscape Worksheet (optional if no turf and 80% native, low water use plants)	<input type="checkbox"/> Prepared by professional	<input type="checkbox"/>	<input type="checkbox"/>
	Soil Management Report (optional if < 2,500 sq ft of landscape area)	<input type="checkbox"/> Prepared by professional	<input type="checkbox"/>	<input type="checkbox"/>
	Landscape Design Plan (optional if < 2,500 sq ft of landscape area)	<input type="checkbox"/> Prepared by professional	<input type="checkbox"/>	<input type="checkbox"/>
	Irrigation Design Plan (optional if < 2,500 sq ft of landscape area)	<input type="checkbox"/> Prepared by professional	<input type="checkbox"/>	<input type="checkbox"/>
	Grading Design Plan (optional if < 2,500 sq ft of landscape area)	<input type="checkbox"/> Prepared by professional	<input type="checkbox"/>	<input type="checkbox"/>
<b>Audit</b>	Post-installation audit completed	<input type="checkbox"/> Completed by professional	<input type="checkbox"/>	<input type="checkbox"/>



<p><b>Auditor:</b></p> <p><b>Materials Received and Reviewed:</b></p> <p><input type="checkbox"/> Project Information</p> <p><input type="checkbox"/> Water Efficient Landscape Worksheet</p> <p><input type="checkbox"/> Residential Outdoor Water Use Efficiency Checklist</p> <p><input type="checkbox"/> Post-Installation Audit</p> <p><input type="checkbox"/> Landscape Design Plan</p> <p><input type="checkbox"/> Soil Management Report</p> <p><input type="checkbox"/> Irrigation Design Plan</p> <p><input type="checkbox"/> Grading Design Plan</p> <p><b>Date Reviewed:</b></p> <p><input type="checkbox"/> Follow up required (explain):</p> <p><b>Date Resubmitted:</b></p> <p><b>Date Approved:</b></p> <p><b>Dedicated Irrigation Meter Required:</b></p> <p><b>Meter sizing:</b></p>	<p style="text-align: center; background-color: #cccccc;"><b>Material Distributed to Applicant</b></p> <p><input type="checkbox"/> Regional Water Efficient Landscape Ordinance</p> <p><input type="checkbox"/> Residential Outdoor Water Use Efficiency Checklist</p> <p><input type="checkbox"/> Water Efficient Landscape Worksheet</p> <p><input type="checkbox"/> Plant List</p> <p><input type="checkbox"/> Other:</p> <hr/> <p style="text-align: center; background-color: #cccccc;"><b>Measures Recommended to Applicant</b></p> <p><input type="checkbox"/> Drip irrigation</p> <p><input type="checkbox"/> Plant palate</p> <p><input type="checkbox"/> Grading</p> <p><input type="checkbox"/> Pool and/or spa cover</p> <p><input type="checkbox"/> Dedicated irrigation meter</p> <p><input type="checkbox"/> Other:</p>
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**Comments:**

# OUTDOOR WATER USE EFFICIENCY CHECKLIST

## Selected Definitions:

ET <sub>o</sub>	Reference evapotranspiration means the quantity of water evaporated from a large field of four- to seven-inch tall, cool-season grass that is well watered. Reference evapotranspiration is used as the basis of estimating water budgets so that regional differences in climate can be accommodated.
SLA	Special Landscaped Area. Includes edible plants, areas irrigated with recycled water, surface water features using recycled water and areas dedicated to active play such as parks, sports fields, golf courses, and where turf provides a playing surface.
Professional	Professional is a "certified professional" or "authorized professional" that is a certified irrigation designer, a certified landscape irrigation auditor, a licensed landscape architect, a licensed landscape contractor, a licensed professional engineer, or any other person authorized by the state to design a landscape, an irrigation system, or authorized to complete a water budget, irrigation survey or irrigation audit.
Water Feature	A design element where open water performs an aesthetic or recreational function. Water features include ponds, lakes, waterfalls, fountains, artificial streams, spas, and swimming pools (where water is artificially supplied).

**Stormwater Requirements Checklist**

**For Small Projects**  
Municipal Regional Stormwater Permit (MRP)  
Order No. R2-2009-0074 ; Order No. R2-2011-0083  
NPDES No. CAS612008

**Complete this form for stand-alone single family home projects that create and/or replace 2,500 square feet or more of impervious surface.** (*Impervious Surface: A surface covering or pavement of a developed parcel of land that prevents the land's natural ability to absorb and infiltrate rainfall/stormwater. Impervious surfaces include, but are not limited to, roof tops; walkways; patios; driveways; parking lots; storage areas; impervious concrete and asphalt; and any other continuous watertight pavement or covering.*)

**Project Information**

Project Name: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
Project APN: \_\_\_\_\_

**Select Appropriate Site Design Measures**

Does the project create and/or replace 2,500 square feet or more of impervious surface<sup>1</sup>?  Yes  No

- *If yes, and the project will receive final discretionary approval on or after December 1, 2012, the project **must include one** of Site Design Measures a through f.<sup>2</sup> Fact sheets regarding site design measures a through f may be downloaded at [http://www.flowstobay.org/bs\\_new\\_development.php#flyers](http://www.flowstobay.org/bs_new_development.php#flyers).*
- *If no, or the project will receive final discretionary approval before December 1, 2012, the project is encouraged to implement site design measures<sup>3</sup>, which may be required at municipality discretion. Consult with municipal staff about requirements for your project.*

Is the site design measure included in the project plans?

Yes	No	Plan Sheet No.
<input type="checkbox"/>	<input type="checkbox"/>	a. Direct roof runoff into cisterns or rain barrels and use rainwater for irrigation or other non-potable use.
<input type="checkbox"/>	<input type="checkbox"/>	b. Direct roof runoff onto vegetated areas.
<input type="checkbox"/>	<input type="checkbox"/>	c. Direct runoff from sidewalks, walkways, and/or patios onto vegetated areas.
<input type="checkbox"/>	<input type="checkbox"/>	d. Direct runoff from driveways and/or uncovered parking lots onto vegetated areas.
<input type="checkbox"/>	<input type="checkbox"/>	e. Construct sidewalks, walkways, and/or patios with permeable surfaces.
<input type="checkbox"/>	<input type="checkbox"/>	f. Construct bike lanes, driveways, and/or uncovered parking lots with permeable surfaces.

Name of applicant completing the form: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Notes/Comments (for municipal staff use only):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup> Complete the C.3/C.6 Development Review Checklist if the project is not an individual single family home, and it creates and/or replaces 10,000 square feet or more of impervious surface; or if it is a restaurant, retail gasoline outlet, auto service facility, or parking lot project that creates and/or replaces 5,000 square feet or more of impervious surface.

<sup>2</sup> See MRP Provision C.3.i.

<sup>3</sup> See MRP Provision C.3.a.i.(6).

# Story Poles

## Requirements and Guidelines

The placement of story poles is extremely helpful and important during the course of Town architectural review of applications for new development. Proper and accurate placement of story poles provides a demonstration of the planned rooflines and heights and some indication of the potential massing of the proposed structure. Story poles enhance understanding of the project and potential impacts not only for the Town's Architectural and Site Control Commission (ASCC) and staff, but also for the residents of neighboring properties and home owner association committees that may be involved in review of the project. The statements that follow set forth the Town's ordinance requirements and guidelines associated with the placement and removal of story poles.

Municipal Code Section 18.64.040.D. requires that the perimeter of all proposed structures are to be clearly staked and labeled on the site at the time of submittal of an application for ASCC review. The staking is to be maintained throughout the time period the application is under review by the Town. Pursuant to this ordinance section, the ASCC may also require that the actual bulk of the structure be demonstrated through story poles and ridgeline taping.

Staff will inform an applicant and/or his or her designer during the pre-application meeting if story poles will be required for the proposed project. If it is determined story poles are to be placed on the project site, a site plan depicting the proposed location of the story poles shall be provided for staff review at the time application is made for architectural review. The above notwithstanding, pursuant to the policy of the ASCC story poles ***must*** be installed as part of the application review process for all proposals for new residences.

The story poles should be in place for review at least 10 days prior to the scheduled hearing date with the ASCC. Staff will inform an applicant and/or designer of the anticipated hearing date in order to provide adequate time for placement of the story poles. Once the application has been reviewed and acted on by the ASCC (i.e., to approve, conditionally approve or deny the project), the story poles shall remain in place during the 15 day architectural review appeal period, and removed no later than 10 days after the appeal period has expired. If an application has been appealed, the poles shall remain in place during the appeal process and then be removed within 10 days of completion of action on the appeal.

The key factors in the placement of story poles are that the poles accurately show locations and proposed heights and remain "accurately" in place during the course of project review. *If poles are not installed accurately, the ASCC may continue project review until such time that the pole placement has been corrected.*

In addition to the above, the following story pole guidelines should be followed:

- The story pole site plan shall clearly identify where the story poles have been placed, what they model and the heights of the story poles relative to existing ground elevation. The tops of the story poles should accurately match the heights of the features they are modeling and the heights of the poles should be clearly recorded on the site plan. The story pole plan and the actual placement of the story poles shall be certified by the project surveyor, engineer or architect.
- The story poles should model the proposed ridgeline heights and should outline the locations where the roofs meet the planned wall planes and not the roof eave extensions.
- The tape used to outline the ridges and tops of walls should be tightly strung and have sufficient size and color to be readily identifiable from reasonable distances. Further, the story poles should be of sufficient size, 2"x4" or heavier boards, and placed with sufficient support to stand for two weeks without leaning so that taping can be as stable as possible during the project review process.
- If, during the course of project review, a design change is made or required by the ASCC that changes the planned heights, the story poles shall be modified if required by the ASCC. If the story poles are required to be modified, they shall be in place in the modified condition at least 10 days prior to final ASCC action.

If the application requires public hearing review by the Planning Commission, the story poles shall remain in place until the Commission has completed its review. Once the application has been reviewed and acted on by the Planning Commission, the story poles shall remain in place during the appeal period, which will be 15 or 30 days after the action depending on the nature of the specific application. The poles shall be removed within 10 days of the expiration of the appeal period. If an application has been appealed, the poles shall remain in place during the appeal process and removed within 10 days of completion of the action on the appeal.

Timely removal of story poles maintains the visual quality of the Town and is respectful of relationships with neighbors.