



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

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

**Note:** If your project is a new residence or will result in significant changes to the existing site conditions, you are required to have a **pre-application meeting** with staff and a representative of the Town Planner's office. Contact Planning Technician to arrange (650) 851-1700 x.11.

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

- Completed ASCC application form
- Appropriate fee and deposit
- Signed Statement of Understanding form
- Nine (9) sets of required plans
- Two (2) 8 ½" x 11" colors/materials boards
- Two (2) sets of exterior lighting cut sheets
- Completed Green Building Checklist form

❖ **Plans shall be to scale and include:**

- Site Plan
  - Note existing, proposed, and allowed square footages for floor area & impervious surface
  - Parcel dimensions
  - All existing and proposed buildings/structures
  - Yards (setbacks) and open spaces
  - Walls and fences
  - Recycling and trash enclosures
  - Off-street parking
  - Access (pedestrian/vehicular/equestrian/internal circulation)
  - Easements for public utilities, public and private trails
  - 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 (see Town Hall for info)
- Floor Plans
- Building Elevations
- Landscape/Planting Plan(s)
  - Consistent with Town's landscaping guidelines
  - Utilization of Town's native plant list
  - Does not include Town's "discouraged plants" or other non-native, invasive vegetation
- Exterior & Landscape Lighting Plans
  - Consistent with Town's lighting regulations & guidelines
  - Identify proposed light fixture by type, location, and illumination intensity
  - Provide fixture cut sheet for each proposed fixture

❖ **Colors and materials boards shall include:**

- Roofing, building colors, materials (use small chips/samples on board)
- 2 copies, no greater than 8 ½" x 11"
- If colors/materials will match existing, provide color photos

❖ 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

❖ If project is a **new residence, a major addition/remodel, or any addition of a 2<sup>nd</sup> story**, then **story poles** must be erected at least 10 days prior to the ASCC meeting that the project will be reviewed. If you are uncertain whether your project requires story poles, contact the Planning Technician at (650) 851-1700 ex.11. Please refer to the Design Guidelines for the Town's Story Pole Requirements.