



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

ACCESSORY DWELLING UNIT (ADU) APPLICATION CHECKLIST DISCRETIONARY REVIEW

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

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

- Completed ADU Permit Application form
- Completed ADU Application Checklist (this form)
- Separate, detailed narrative on the proposed project
- Neighbor Notification Certification
- [Statement of Understanding](#)
- Appropriate fee and deposit to the Town and Woodside Fire (2 separate checks)
- Completed [Build It Green Checklist](#) with appropriate points provided
- Completed [Stormwater Control Requirements Checklist](#)
- Three (3) sets of required plans
- Full set of all plans, combined as one PDF document, on flash drive, CD, or emailed to staff

If project is within an HOA or PUD:

- One (1) copy of HOA or PUD approval letter

If project involves exterior modifications with new/un-matching materials:

- 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

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 project requires story-poles:

- Letter from Architect, Engineer or Surveyor stating that [story poles](#) have been installed correctly

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
- All existing and proposed buildings/structures and improvements
- Existing and proposed walls, fences, and gates
- 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 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 roof, siding, all architectural trim, fascia, soffits, window frames, 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

☐ 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.
 - For Staff Discretionary Review, story poles must be installed at time of application; include certification letter in application.
 - For ASCC review, story poles must be installed in order to be added to a meeting agenda. Provide certification letter once story poles are in place.

☐ Build It Green

- [Cheklist](#), on plan sheet
 - If detached ADU: 75 point minimum with self-certification
 - If attached ADU: 50 point minimum with self-certification
 - If internal conversion: 25 point minimum with self-certification

If ADU has laundry hook-ups

- Call out required diverter valve and outside "stub-out" for greywater, labeled "Laundry to Landscape Capable"

If ADU is detached

- Note on plans stating that Solar Photovoltaic "Ready" Infrastructure is installed

❖ 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"**
- 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).
- For attached ADUs, colors/materials may match existing – provide photo of existing home

❖ 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

Noticing Requirements:

Staff Discretionary and ASCC Review: two forms of noticing is required.

1. Applicant Neighbor Notification. Prior to applying, notify neighbors using template letter provided in this packet. Submit Neighbor Notification Certificate as part of application.
2. Town-Initiated Notice. 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.

Ministerial Review: No noticing requirements. Do not use this checklist. Apply for a Building Permit.

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"/>	
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:

Build It Green Checklist

Water Use Calculations for Landscaping & Irrigation



TOWN of PORTOLA VALLEY

Town Hall: 765 Portola Road, Portola Valley, CA 94028 - Tel: (650) 851-1700

Accessory Dwelling Unit (ADU) Review Neighbor Notification Letter

To be completed by project applicant

Project Address: _____

Dear Neighbor,

I am proposing an Accessory Dwelling Unit (ADU) at the above address and would like to provide you with an opportunity to review the proposal and provide comments. I am contacting my immediately adjacent neighbors before I submit my application to the Town of Portola Valley for review. The Town asks that I distribute this form and invites you to comment early in the review process. If you would like to view the plans and discuss the proposal, please contact me (information below).

I plan to submit my application on _____(date). The plans will be available at Town Hall once my application is submitted. You can visit Town Hall at 765 Portola Road, Portola Valley, CA 94028 between 8 a.m. – 12 p.m. and 1 p.m. – 3 p.m. to view the plans. As part of its review of my application, the Town will send a public notice letting you know how to provide comments and the review schedule moving forward.

Please Note: Until approved, plans are preliminary and may change as a result of project modifications requested by either the applicant or the Town. If you have further questions, concerns or interest, please contact me.

Applicant Name: _____ Date: _____

Signature: _____

Applicant Address: _____

Phone: _____

Email: _____



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ADU Review

Neighbor Notification Certification

To be completed by project applicant

Project Address: _____

- I hereby certify that I sent or delivered this Neighbor Notification Form to all immediately adjacent neighbors, as identified by the Town of Portola Valley, on _____, before I submitted my application for an ADU.

- I hereby certify that I made reasonable efforts to make myself and the project plans available to my neighbors when they expressed interest.

Applicant Name: _____ Date: _____

Signature: _____

Applicant Address: _____

Phone: _____

Email: _____