



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

## **ACCESSORY DWELLING UNIT (ADU) APPLICATION CHECKLIST MINISTERIAL 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
- PUD

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

- Completed Building Permit Application form
- Completed ADU Application Checklist (this form)
- Separate, detailed narrative on the proposed project
- [Statement of Understanding](#)
- Appropriate fee and deposit to the Town and Woodside Fire (2 separate checks)
- Completed [Land Use Review Application](#) and fee to San Mateo County (if on septic)
- Completed [Build It Green Checklist](#) with appropriate points provided
- Six (6) sets of required plans (wet-signed/stamped)
- Three (3) sets of structural calculations (wet-signed/stamped)
- One (1) copy of completed [R327 Checklist](#) (WUI)
- One (1) copy of completed [Indoor Water Use Efficiency Checklist](#)
- Two (2) copies of Title-24 documents (if applicable)
- Two (2) copies of soils report (for external ADUs over 499 sf and all detached units)

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 (if applicable)**

- 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
- Location of septic tank and leach fields (if on septic)

**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 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

#### ☐ 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 1/2" 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

## 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:						
Is ADU: Internal <input type="checkbox"/> External Attached <input type="checkbox"/> External Detached <input type="checkbox"/>						
<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	

### Project Data Table

(provide on cover sheet)

	<b>Code Requirements</b>	<b>Existing</b>	<b>Proposed</b>	<b>Remaining</b>
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:**

Build It Green Checklist

Water Use Calculations for Landscaping & Irrigation