



Town of Portola Valley
Planning & Building Department
765 Portola Road
Portola Valley, CA 94028
(650) 851-1700
www.portolavalley.net

EARLY ASCC REVIEW OPT-IN PROCESS

PURPOSE:

Provide applicants with an opportunity to receive early feedback from the ASCC outside of the hearing process and attempt to weed out issues with the Design Guidelines prior to a major investment by applicants in design fees from architect, civil engineer, and landscape designer. This process is in addition to the official review and approval of applications done by the ASCC per PVMC Chapter 18.64.

PROCESS:

Applicants will be assigned 2 commissioners to their project. Assigned commissioners will provide a site visit and preliminary review of plans. These 2 commissioners will be a resource for follow-up questions as design progresses and the project moves through Planning Review.

TIMING:

We would recommend having this meeting early in the design process, but after an initial meeting with a Planner to confirm AMFA, AMIS, setback, heights, etc.

DOCUMENTS:

Applicants are encouraged to submit the following. All documents are recommendations, and incomplete applications will still be considered.

any documents noted with a () are highly recommended.

These can be partially-developed sketches, subject to change through project development.

- Narrative of the proposed project (can be brief)
- Topographic Survey*
- Arborist report*
- Indication of whether the project is within an HOA
- Set of plans, combined as one PDF document
 - Site Plan* - this can be a sketch or multiple sketches showing setbacks & easements, building location(s), proposed finish floor levels, approximate hardscape & retaining wall areas and locations. It should also show proposed parking, if fire access is required, and any large trees, especially if any are to be removed.
 - Floor Plan(s)
 - Roof Plan
 - Building Elevations* showing relationship of grade to the house

IDEAL PROJECTS FOR EARLY ASCC REVIEW:

- Complex topography*
- Multiple easements on the property (conservation easement, wildlife corridors, etc)*
- Large amounts of grading*
- New builds, especially of multiple stories*
- Substantial addition/remodel including a change in building height or massing*