



## ASRB Submittal Requirements – Conceptual Design Review

### Town of Woodside

2955 Woodside Road

Woodside, CA 94062

650.851.6790

www.woodsideca.gov

### Conceptual Design Review

During Conceptual Design Review, the ASRB provides the applicant with an early evaluation of the project's consistency with the Town's General Plan policies, Zoning Code Design Evaluation Criteria, Specific or Area Plans, and the Residential Design Guidelines. The ASRB makes recommendations for approval/denial to the Planning Director for projects that only require Conceptual Design Review; and makes suggestions to refine the project for the required Formal Design Review application that will be reviewed by ASRB, staff, and/or the Planning Commission.

### The submittal requirements for Conceptual Design Review include:

- An application form signed by the property owner, or authorized agent if accompanied by a letter signed by the property owner authorizing the agent to act on their behalf.
- Application fees and deposits per the Town Fee Schedule.
- A copy of a recent Title Report or Condition of Title Guarantee. If there are any easements or restrictions on the property identified in the title report, please provide the easement/restriction documentation.
- A brief Architectural Design Statement/Project Narrative explaining the architectural style/inspiration of the project. The brief narrative may highlight how the project is reflective of select Municipal Code Design Evaluation Criteria (Section 153.911) or the Residential Design Guidelines. The narrative may also include any proposed sustainable construction methods/materials that may be used for the project.
- 2 full sets of plans and 7 half size sets, or 9 full size sets if the half size sets are difficult to read, and 1 PDF electronic copy of the plans. 2 additional half size sets are required for projects that require Planning Commission Review.

**NOTE: Upon initial application submittal you may submit two full size sets of plans and two reduced sets of plans to avoid the reprinting of all required sets of plans in the event changes are required by staff after the application review is completed.**

- An Adjacent Building Study that shows the subject property lines, and all adjacent properties, including those across the street. The Study shall show the building footprints of the subject site with the proposed project, and all adjacent properties, with approximate distances between the existing/proposed building and the buildings on the adjacent sites. The Adjacent Building Study could be drawn out on the plans, or as simple as an aerial photo with all the requested information overlaid on the aerial photo.
- Project information** (may be included on a Title Sheet):
  - Sheet index.

- Names, addresses, telephone numbers, and email addresses of all professionals preparing each plan.
- Site Address.
- Assessor's Parcel Number (APN).
- General Plan and Zoning Designations.
- Gross Lot Area pursuant to the requirements of Woodside Municipal Code Section 153.205(B), which defines items included and excluded in gross lot area.
- All Site Plans** shall show:
  - Trees*: The surveyed location, circumference/diameter of the trunk, as measured four (4) feet above grade, the species of all trees, and the field-determined outline of the dripline of all Significant Trees, as defined by Woodside Municipal Code (WMC) Section 153.005. This applies to any trees that have a dripline over any proposed improvements, including but not limited to, structures, cuts or fills, roadways, driveways, pathways, patios, decks, tennis courts, swimming pools, walls, fences, septic systems, utility trenches, drainage swales, and basements and other underground facilities, etc.
  - Call out required, existing, and proposed setbacks of all structures and mechanical equipment to property lines and any ingress/egress easements.
  - All existing structures indicating what will remain and what will be removed.
  - Streams and stream corridors, as measured from the top of bank and centerline pursuant to Municipal Code Section 153.442.
  - Existing and proposed contour lines and all slopes in excess of 35%, based upon a topographic survey that is prepared and certified by a licensed engineer or land surveyor (see requirements for Topographic Survey below).
  - All easements.
  - Dimensioned property lines.
  - Edge of adjacent road surface.
  - North arrow and scale.
  - Clearly indicate the location, height, and type of all existing and proposed gates, fences, and walls. Call out the distance between all gates, fences, and walls, and the driving surface of any adjacent roads. Identify all existing and proposed wildlife passage features (periodic breaks in fencing, raised/lowered sections, etc.).
- A **Topographic Survey**, prepared and certified by licensed civil engineer or land surveyor, shall show:
  - Highlighted areas of all slopes in excess of 35%.
- Floor Plans of every floor** including the following:
  - Exterior dimensions
  - Existing and proposed use of each room (check with Planning Department staff for bedroom determinations).
  - All door and window locations.
- Elevations of all structures** (significant alterations to the exterior elevations should include

existing elevations, separate from the proposed elevations) (staff may require elevations of existing buildings that are not proposed for modification to determine if proposed buildings are similar in character) including the following:

- Label existing and finished grades (call out the actual elevation of existing and finished grades).
- Call out the overall structure height dimension as measured from existing or finished grade, whichever is lower. Also call out the proposed elevation number of the overall height as measured from the lower grade.
- Call out **all** existing and proposed exterior materials.
- Elevations of all proposed gates, fences and walls**, calling out the heights, colors and materials, and including the following:
  - The location of all items, including mechanical equipment, call box, and fire department Knox box. All items must be on the subject property and not in the right-of-way.
  - The percentage and square footage of the openness of the gate. All gate surfaces must be at least 40% open in design.
- Story poles:** Installation of story poles of proposed project improvements is optional. If the applicant decides to install story poles, they shall be installed 10 days prior to the ASRB.
- Additional requirements** may be required upon Town review of the project application.

The Planning Department will review the application to determine if it is complete or if more information is required based on the submitted materials.

Contact Planning staff at the Planning Department (650) 851-6796 should you have any questions. Any referenced Woodside Municipal Code (WMC) sections can be searched/found by clicking on the "How Do I" pull down menu and selecting "View the Municipal Code" on the Town's website ([www.woodsidetown.org](http://www.woodsidetown.org)).

# **Warning**

**The Town of Woodside has received notification of a nationwide zoning and planning scam targeting State, Local, Tribal, and Territorial government entities (SLTTs). Threat actors have been masquerading as local and county planning and zoning departments to extract illegitimate land use application renewal payments from local businesses and residents.**

**These emails appear to originate from a non-government address ending in "usa.com".**

**Real messages from the Town of Woodside will be sent from emails ending in our official domain: @woodsideca.gov.**

## **How to protect yourself**

**Do not click links or open attachments in any Planning & Zoning email if the sender address does not end in "@woodsideca.gov." If you receive a message requesting payment or personal information and are unsure whether it is real, contact the Planning Department at 650-851-6796.**

**You may find examples of this scam across the country, by running a simple search engine query including the terms "scam zoning and planning email" to find a volume of direct agency notices.**

**Note: If you are an applicant acting on behalf of a property owner, please inform the property owner.**