



ASRB/PC Submittal Requirements – Formal Design

Town of Woodside

2955 Woodside Road

Woodside, CA 94062

650.851.6790

www.woodsideca.gov

If there are any questions about the submittal requirements below, or to determine if certain requirements do not apply to a project with a limited scope, please contact the Planning Department at 650-851-6796.

The submittal requirements for Formal 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.
- The Woodside Fire Protection District requires direct submittal of application documents and fees via its online portal. Please contact the Fire District at (650) 851-1594 for more information. <https://aca-prod.accela.com/WFPD/customization/common/home.aspx>. For Record Type, select “ASRB / ASCC Planning – Design Review or Pre-app Design Review.”**
 - Please include verification of your submittal to Woodside Fire Protection District with your submittal package to Town of Woodside.**
- 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. If the project completed Conceptual Design Review, the brief narrative shall include responses to recommendations made by the Architectural and Site Review Board (ASRB) during Conceptual Design Review Design hearing.
- 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 (defines items included and excluded in gross lot area).
 - Heights of proposed buildings, as measured from the existing grade or the finished grade, whichever is lowest.
 - Number of existing and proposed parking spaces.
 - Total Paved Area and Surface Coverage, existing and proposed.
 - Floor Area of each structure, existing and proposed.
 - Total Floor Area of all structures combined, allowed and proposed.
- All Site Plans** (topographic survey, Site Plan, Landscape Plan, Paved Area and Surface Coverage Plan, Grading and Drainage Plan, etc.) 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.
 - All proposed improvements distinguished from existing improvements by a darker color, including but not limited to, structures, driveways, walkways, trails, etc.
 - 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% highlighted, 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.
 - Areas to be retained in Natural State, if applicable (see how to calculate under the Topographic Survey requirements).
 - 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 plan overlaying the proposed demolition with the proposed footprint of new structures.

- Show the location of all existing and proposed utility connection locations from the road and/or adjacent easements, and all meter, waterline backflow preventer device, and mechanical/pool equipment locations. Please ensure that all proposed meter and backflow preventer device locations comply with required setbacks.
- A Topographic Survey**, prepared and certified by licensed civil engineer or land surveyor, shall show:
 - Highlighted areas of all slopes in excess of 35%.
 - The average slope of the properties that are undeveloped, or developed and exceed one acre, using the formula outlined in WMC Section 153.415(B)(Natural State), as follows:
 - Subtract all of the slopes that are in excess of 35% (Net Lot Area).
 - Calculate the average slope of the Net Lot Area using the formula in WMC Section 153.415(B). Provide the average slope on the survey.
 - If the average slope of the Net Lot Area is 12.5% or greater on properties that, exceed one acre in Lot Area pursuant to WMC Section 153.415(B)(1), or on undeveloped properties, provide a Natural State Plan as described below. If the average slope of the Net Lot Area is less than 12.5% on a property that exceeds one acre, or on a developed property that is one acre or less, the Natural State Plan described below is not required.
- A Natural State Plan** including (if required):
 - Highlighted areas to remain in Natural State and stating the square footage and percentage of Natural State (percentage shall include the area proposed to remain in Natural State divided by the Net Lot Area) that will remain on the property after project completion. The proposed project shall comply with the minimum Natural State requirements outlined in WMC Section 153.415(B).
 - Area to remain in Natural State shall not include any recorded easements for future development by a third party (not property owner) or developed areas, including but not limited to, all existing and proposed buildings, structures, graded areas, pasture areas, septic system areas (leach fields, tanks, tight lines, etc.), all underground and above grade utilities/drainage facilities/patios, landscaped areas, etc. Contact Planning Department staff to ensure all areas proposed to remain in Natural State qualify as Natural State. Please make sure the Natural State Plan does not count any areas that will be disturbed for construction. Also, make sure the plan is consistent with all improvements shown on all other sheets.

Note: A Natural State Plan is not required if the applicant can clearly demonstrate that all development (structures, hardscape, landscaping, drainage facilities, septic systems, etc.) will occur in an area of the lot that is already developed.

- A Boundary, and Building Location and/or Height Survey** prepared and certified by a licensed land surveyor (required if a project proposes to modify or replace a nonconforming portion of a structure), including:
 - The existing setbacks (i.e., walls, bay windows, decks, roof overhangs, etc.) for all nonconforming structures proposed for modification or rebuilding.
 - The existing elevations of all plate heights and ridge heights for all nonconforming structures proposed for modification or rebuilding.
- A Paved Area and Surface Coverage Plan** shall show:

- All areas that have been included in the Paved Area and Surface Coverage calculations highlighted and labeled.
 - A total calculation in addition to the individual square footage calculation of each highlighted and labeled area. Paved Area and Surface Coverage shall include, but not be limited to, features described in WMC Sections 153.005 and 153.209. Check with Planning Department staff if there are any questions about which features can be excluded and/or which features shall be included. The existing and proposed calculations shall note all required exclusions outlined in Municipal Code Section 153.209(B)(2). Note: Most gravel/rock areas and artificial grass count towards the maximum permitted Paved Area and Surface Coverage Area.
 - All permitted Paved Area and Surface Coverage, existing and proposed (All unpermitted paved area and surface coverage should be shown for removal).
 - Any changes to permitted nonconforming Paved Area and Surface Coverage shall be clearly shown to comply with Municipal Code Section 153.236.
- (Surface Coverage Plans shall clearly highlight which areas are approved to be installed onsite upon final inspection of a project)**
- A Preliminary Grading and Drainage Plan** shall include the following:
 - All existing and proposed drainage facilities and natural drainage patterns.
 - All proposed grading contours and the limit(s) of grading/disturbance/staging areas.
 - A statement indicating if any of the grading outside of the footprint of buildings or pools includes any single cuts or fills that exceed 8 feet in height or not.
 - The elevations of the tops and bottoms of all proposed retaining or landscape walls.
 - The completed **Tables below** showing the different cut and fill grading quantities in cubic yards:

NOTE: If the plan is not prepared by a licensed Civil Engineer, Architect, or Landscape Architect, one of these three professionals will need to prepare a Final Grading and Drainage Plan that is submitted with a Building Permit application as required by Municipal Code Chapter 151. If the Preliminary Grading and Drainage Plan includes information that does not match that of the Final Grading and Drainage Plan, the project may need to be revised or obtain approval of additional Development Entitlements at a subsequent public hearing.

Table 1- Grading Table (cubic yards)

No.	Grading Type	Cut	Fill	Notes
1	Site Grading			Count All Cut and Fill (Definition of <u>Grading, Site</u> in Municipal Code Section 151.05)
2	Cisterns, Tanks, & Septic Systems			Count All Cut and Fill
3	Swimming Pool(s) and Spa(s)			Count All Cut and Fill
4	Building Footprint w/o Basement <i>(Includes Crawl Space Areas)</i>			Count All Cut and Fill
5 Basement Grading				
5a	Existing: Total graded area for exiting Basement Grading <i>(Includes Daylighted Basement) (Does Not Include Crawl Space)</i>		N/A	Use Formula in Municipal Code Section 151.22(C)(1) (Definition of <u>Grading, Basement and Daylighted Basement</u> in Municipal Code Section 151.05)
	- (E) Light Well/Below Grade Patio		N/A	Existing and Proposed cannot exceed 15% of the maximum allowable Basement Grading
	- (E) Tunnels		N/A	Existing and Proposed cannot exceed 15% of the maximum allowable Basement Grading
	- (E) Outside of Building Footprint		N/A	Existing and Proposed cannot exceed 50% of the maximum allowable Basement Grading
5b	Proposed: Total Basement Grading <i>(Includes Daylighted Basement) (Does Not Include Crawl Space)</i>			Count All Cut and Fill Pursuant to Municipal Code Section 151.22(C)(1) (Definition of <u>Grading, Basement and Daylighted Basement</u> in Municipal Code Section 151.05)
	- (P) Light Well/Below Grade Patio			Existing and Proposed cannot exceed 15% of the maximum allowable Basement Grading
	- (P) Tunnels			Existing and Proposed cannot exceed 15% of the maximum allowable Basement Grading
	- (P) Outside of Building Footprint			Existing and Proposed cannot exceed 50% of the maximum allowable Basement Grading
6	Total Basement Grading (5a + 5b)			Do not include 1, 2, 3, and 4
7	Total Project Grading (1 + 2 + 3 + 4 + 5b)			Do not include 5a

Table 2 - Grading Quantities Requiring a Grading Exception if >1,500 cubic yards

No.	Grading Type	Cut	Fill	Notes
10	Building Footprint w/o Basement <i>(Includes Crawl Space Areas)</i>	N/A		Input Fill from <u>Line 4</u>
11	Site Grading			Input Cut and Fill from <u>Line 1</u>
12	Cisterns, Tanks, & Septic Systems if cut plus fill exceeds 1,500 c.y.			Input Cut and Fill from <u>Line 2</u> , only if the Cut + Fill = >1,500 cubic yards
13	Swimming Pool(s) and Spa(s) if cut plus fill exceeds 1,500 c.y.			Input Cut and Fill from <u>Line 3</u> , only if the Cut + Fill = >1,500 cubic yards
Total (10 + 11 + 12 + 13)				

- A Preliminary Septic Plan** including the following:
 - The location of the septic tank, drainfield, connecting lines, and 100% expansion area.
 - A statement identifying the number of bedrooms that the septic system can serve. Please check with the Planning Department with any questions about what may qualify as a bedroom.
- NOTE:** Planning Entitlement applications are not reviewed by the County Department of Environmental Health, unless requested and paid for by the applicant. It is the applicant's responsibility to ensure the proposed project and Septic Plan meets all County requirements to avoid problems with the issuance of a Building Permit.
- A Floor Area Plan** including the following:
 - Calculation tables and diagrams for all existing and proposed structures similar to the example shown in the Town of Woodside Floor Area Calculation Worksheet (WMC Section 153.206).
 - A diagram showing all floor area sections with dimensions and plate heights.
- 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.
 - The location of all existing and proposed exterior building light fixtures.
- A Demolition Plan** indicating all structures, or portions thereof, proposed for demolition and all proposed to remain.
- 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 and show existing and finished grades (call out the actual elevation of existing and finished grades).
 - Call out the plate height (as defined in the zoning code, not building code) dimensions as measured from existing or finished grade, whichever is lower. Also,

call out the proposed elevation number of the plate height as measured from the lower grade.

- 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.
- Label each elevation using the cardinal direction (north, south, east, west)
- Call out **all** existing and proposed exterior materials.
- For simple remodels, show the locations of all windows, doors, and other features proposed for removal. For more complex remodels, the application shall include separate existing and proposed elevations.
- Label the location of the existing or proposed exterior utility panels and/or meters.
- Label existing and proposed light fixture locations.
- Provide pictures of all existing light fixtures to remain.
- Roof Plans** of all structures, including the following:
 - All existing and proposed roof pitches (for significant changes to the roof, please provide separate existing and proposed roof plans).
 - Slope/drainage directions.
- A Lighting Plan** including:
 - The location of all existing and proposed light fixtures proposed onsite and on all structures.
 - Photographs of all existing light fixtures to remain.
 - The manufacturer's model number for each proposed light fixture (may use a legend for easy reference).
 - The manufacturer's specifications (attached to the plans) for all exterior light fixtures. The bulbs on all fixtures shall only be visible from the bottom of the lights; bulbs shall be located behind a non-translucent surface.
- A Landscape Plan** showing:
 - The quantity, location, type, and size of existing and proposed landscaping.
 - All** trees proposed for removal.
 - Existing and proposed hardscape materials.
 - The square footage of "new" landscaping and the square footage of "rehabilitated" landscaping using the definitions from the California Water Efficient Landscape Ordinance (WELO).
- 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.
- Barns and Stables**: Submit verification of all requirements in WMC Code Section 115.12.
- Colors and Materials Board(s)** including the following:
 - Physical samples, not pictures, of all proposed exterior materials for all proposed buildings and gates.
 - Manufacturer's paint samples or painted samples of the exterior materials.

- Color elevations of proposed or modified buildings.
- Color elevation of proposed gates and pylons.
- 'Work on Slopes in Excess of 35%:** Submit a stamped and signed report from a duly authorized Geotechnical or Civil Engineer determining all slopes in excess of 35% where development (grading structures, utilities, etc.) is proposed are manmade, and prior to being manmade were 35% or less. The report shall include a site plan clearly labeling all slopes that are identified in the report.
- Town Geologist Determination for Preliminary Review:** Projects in areas with known or potentially unstable geologic conditions shall submit a Geotechnical Investigation (Soils Report) and the necessary fee and deposit for review by the Town Geologist.
- A Historical and Site Evaluation Report or Historical Primary Record** prepared by a qualified professional, if deemed necessary by Town staff for significant remodels to potentially historic structures, or for the proposed removal of any structure, or potentially historical site element. Typically, this requires either a Primary Record (for less impactful projects), or a full Historical and Site Evaluation Report (for more impactful projects).
- A Biological Report**, if deemed necessary by staff for projects that include work within environmentally sensitive areas (in Woodside this is typically required for projects located within a Stream Corridor), shall include the following:
 - Descriptions of habitat requirements for rare, unique, and endangered species, and species of special concern that may occur in the area.
 - Identification of any known occurrence of rare, unique, and endangered species within five miles of the project site.
 - Description of site visit.
 - Evaluation of the project proposal.
 - Identification of any potential impacts to rare, unique, and endangered species, and species of special concern, from the project proposal.
 - Recommendation of feasible mitigation measures to reduce any potential impacts to a less than significant level. The measures may include, but shall not be limited to, changes in development intensity, siting of structures, grading, or paving, limitations on the location and timing of construction activities.
 - A recommended monitoring and reporting program.
 - Maps of all potential biological resources and habitats and required buffer zones.
- Stakes:** Stake the location of any proposed vehicular gates and/or pylons 10 days prior to the ASRB or Planning Commission meeting.
- Story poles:** Install story poles of proposed project improvements 10 days prior to the ASRB or Planning Commission meeting.
- 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.

All projects will be evaluated to determine if they are exempt or subject to the California Environmental Quality Act (CEQA). If the project is not exempt from CEQA, it is likely the Town will need additional information related to potential environmental impacts.

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.woodsideca.gov).

Item may be deferred to the Building Permit Application submittal, but in doing so the applicant acknowledges that the deferred submittal may include information that indicates that the project does not comply with the requirements of the Municipal Code which could require a redesigned project, further public hearing review and approval of additional development entitlements, or lead to the denial of a Building Permit application.

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.