



Planning Department Submittal Requirements for Building Permits and Site Development Permits

Town of Woodside

2955 Woodside Road

Woodside, CA 94062

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www.woodsideca.gov

If there are any questions regarding Planning Department submittal requirements, 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. Additional submittal requirements from the Town Engineering, Public Works, Geology, and Building Departments; and, Woodside Fire Protection District (WFPD), and San Mateo County will be required.

The submittal requirements for Building Permit and Site Development Applications include:

- An applicable application form provided by the Building Department.
- 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.**
- For new main dwellings, a copy of a recent Title Report. If there are any easements or restrictions on the property identified in the Title Report, provide the easement/restriction documentation.
- For projects other than new main dwellings, provide any easement/restriction documentation recorded on the property.
- For new main dwellings, 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.
- For new main dwellings, "Will Serve" letters from all utility companies/agencies required to serve the proposed project. For new main dwellings that cannot connect to public sewer, approval of an onsite septic system to serve the project shall be approved by the Town and San Mateo County Department of Environmental Health as part of the permit review process.
- 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 (WMC) 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, using Woodside's Floor Area Method in WMC Section 153.206.
 - Total Floor Area of all structures combined, allowed and proposed, using Woodside's Floor Area Method in WMC Section 153.206.
- All Site Plans** (Topographic Survey, Site Plan, Landscape Plan, Paved Area and Surface Coverage Plan, Grading and Drainage Plan, Septic Plan, Utility Plan, etc.) shall show and label:
- 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 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.
 - All required, existing, and proposed setbacks of all structures and mechanical equipment (above ground utility structures and meters, generators, pool equipment, HVAC units, etc.) 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 and other recorded restrictions calling out the recorded document number.
 - 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).
 - 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% from the Lot Area as defined in WMC Section 153.205, which provides the 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), 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, ensure 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 **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: Please check with Engineering Department to determine which type of professional may prepare the Grading and Drainage Plan for the specific project.

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 (Includes Crawl Space Areas)	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)				

If the project exceeds 1,500 cubic yards in Table 2, if any single cut or fill exceeds 8 feet tall, Planning Commission Approval of a Grading Exception is required pursuant to WMC Section 151.22(B).

- A **Septic Plan** if the project cannot be served by public sewer 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.
 - All requirements from other Departments and Agencies necessary for approval of a septic system.

- A **Floor Area Calculation Plan** including the following:
 - Calculation tables and diagrams for all existing and proposed structures pursuant to the requirements of WMC Section 153.206.
 - A diagram showing all floor area sections with dimensions and plate heights similar to the example shown in the Town of Woodside Floor Area Calculation Worksheet. ([Woodside Floor Area Calculation Example](#))

- 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 Woodside 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.
- The location (show and label) of the existing or proposed exterior utility panels and/or meters, and other mechanical equipment located on or immediately adjacent to a structure. Provide separate elevations of all utility panels and/or meters, and other mechanical equipment not attached to the building with all elevation details provided in this checklist.
- The location (show and label) of existing and proposed exterior light fixture locations.
- 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, provide separate existing and proposed roof plans.
 - Materials and colors of roofing called out.
 - 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/light source on all fixtures shall only be visible from the bottom of the light fixtures; bulbs/light sources shall be located behind a non-translucent surface.

- A Landscape Plan** showing:
 - The quantity, location, type, and size of existing and proposed plants.
 - 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).
 - The square footage of turf area and the percentage of the entire landscaped area that

includes turf area.

- California Water Efficient Landscape Ordinance (WELO)** submittal requirements:
 - Review all elements required for a complete Landscape Document Package (LDP), as identified in WELO Section 492.3 in the following web-link: [California WELO](#)
 - Provide all details required for all six elements of the LDP, including but not limited to, a written checklist that identifies the location of the six elements of the LDP, and the required statements/signatures on the Grading, Irrigation, and Landscape Plans.
 - Electronic copies of the LDP.

- 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 public or private road 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 Plans meeting requirements above and additional written documentation necessary that identifies compliance all requirements in WMC 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 elevations 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.

- 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 over 50 years old, or removals or modifications to potentially historical site elements. Typically, this requires either a Primary Record, or a full Historical and Site Evaluation Report depending on the scope of work to determine if the project can be exempt from further "environmental" review under the California Environmental Quality Act (CEQA). If a project cannot be exempt from CEQA, further CEQA analysis and Planning Commission/Town Council review may be required.

- 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 significant impacts to a less than significant level under CEQA. 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.
- Determination if Federal, State, or Regional Agency review and approval is necessary based on the scope of the project.

NOTE: Projects within Stream Corridors or other environmentally sensitive areas that are deemed to be an emergency shall provide a Biological Report and copies of any necessary Federal, State, and Regional agency approvals. If review and/or approvals are not required from outside agencies, the applicant shall provide all necessary correspondence/documentation from outside agencies identifying why the project is exempt from each agency review.

- Additional requirements** may be necessary upon Town review of the project application.
- SB9/SB450 Housing Project** applications shall include all details required in this checklist and details required by the Building Department, Engineering Department, Public Works Department, Woodside Fire Protection District, San Mateo County, and other applicable agencies as may be required by the scope of the project. Additional submittal requirements include:
 - A written statement requesting that the submitted Building Permit Application be reviewed by the Town using the requirements in WMC 153.980 - 153.989 as may be modified by California Senate Bill 450.
 - Pursuant to WMC Section 153.986(B), if a ministerial exception to underlining objective zoning standards is required for one or both main dwelling units that do not exceed 800 square feet, provide all necessary information outlined in this checklist to demonstrate that it is infeasible to construct one or both of the main dwellings while complying with all applicable development standards. Any exception and/or variance to underlining zoning standards not included in WMC Section 153.986(B) cannot be considered, and such project shall be subject to the standard review processes outlined in the WMC.

The Planning Department will review the application to determine if it is complete for processing, or if more information to verify WMC compliance 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 Department staff at (650) 851-6790 should you have any questions. Any referenced WMC sections can be searched/found on the Town's website (www.woodsideca.gov).