



Town of Woodside, Building Division
2955 Woodside Rd.
Woodside, Ca. 94062
(650) 851-6796
www.woodsideca.gov

Site Development Permit Guidelines

Site Development Permit submittal requirements are listed below, please submit the applicable items listed below and include this checklist with your submittal. If a Site Development Permit is required for site work proposed with a construction project, the Site Development Permit should be applied for in conjunction with the Building Permit.

What is a Site Development Permit?

Site development is any alteration of terrain or removal of vegetation for the purpose or preparing land for any use (reference Chapter 151).

The goal of the Ordinance is to protect public and private lands from erosion, earth movement, flooding and degradation of water quality, to ensure the maximum preservation of the natural and scenic character of the Town, and to ensure that the site work on each site harmoniously relates to adjacent lands and minimizes physical problems which could result in safety hazards and increased maintenance costs.

The project will be reviewed by the Town Engineer and the Planning Department staff for conformance with Woodside's Zoning and Municipal Code Chapter 151. Applicant may be required to submit plans for review to affected utility company (PG&E, Cal Water, Fair Oaks Sewer Maintenance District, AT&T Cable Service Providers and other public agencies having jurisdiction (US Fish and Wildlife, CA Fish and Wildlife, US Army Corps, Regional Water Quality Control Board) for the Town of Woodside to approve and issue a site development permit. Sometimes the Fire District will need to review the plans (if a driveway is proposed or any changes to an existing driveway are proposed) and the Geology Department may review the proposal based upon the proximity to a known or inferred fault trace. Section 151.23 lists the Municipal Code Chapter 151 review criteria. Review may involve one or more site visits.

When is a Site Development Permit required?

Per Municipal Code Chapter 151 Section 151.20(A), a site development permit is required when any of the following applies to a development project:

- Excavations, Fills, Stockpiling, or any combination thereof exceeding 100 cubic yards (includes both Cut and Fill quantities);
- Fills exceeding three feet in vertical depth at their deepest point, measured from the natural ground surface;
- Excavations exceeding four feet in vertical depth at their deepest point;
- Excavations, Fills, Stockpiling, vegetation removal, or any combination thereof exceeding an area of 10,000 square feet or 25% of the area of the Site, whichever is less;
- New Driveway construction, not including Driveway repair/resurfacing or maintenance.
- New swimming pool or pools construction which cumulatively exceeds 1,500 cubic yards;

- New septic tanks, septic leach fields, and/or Underground Tank installations which cumulatively exceed 1,500 cubic yards;
- Where Erosion, sedimentation, or surface runoff will affect water quality as determined by the Town or the Regional Water Quality Control Board;
- Where, as determined by the Town Engineer, existing drainage patterns will be altered.
- Trenching or Excavations for geologic studies or percolation testing; and
- Excavations for Basements exceeding 25% of the maximum allowable Basement Grading pursuant to §[151.22](#)(C).

When is a Site Development Permit Not Required?

A site development permit is not required in the following cases (the exceptions shall not apply in areas of soil instability, flooding, stream corridors, or earthquake fault zones as determined by the Town Engineer):

- For Excavations below the Finished Grade for building foundations and footings, Foundation Piers, or utility trenches and Vaults;
- For Backfill of natural on-site material;
- For Trenching in recorded public utility easements and public rights-of-way performed by public utility companies for the purpose of installing or maintaining underground utilities;
- For tilling of soil for agricultural or fire protection purposes;
- For the repair or resurfacing of a Driveway where the gradient or drainage is not materially changed;
- For municipal corporations performing a governmental function;
- For emergency work as authorized by the Town;
- For swimming pool or pools which cumulatively total up to 1,500 cubic yards;
- For septic tanks, septic leach fields and underground tanks which cumulatively total up to 1,500 cubic yards; or
- For Basement Grading below an Above Grade Structure and up to 25% of the maximum allowable Basement Grading pursuant to § [151.22](#)(C).

The design standards and requirements for site development are explained in the Municipal Code, Chapter 151 Site Development, Sections 151.40 (Grading), 151.41 (Basements), 151.42 (Sports Courts and Swimming Pools), 151.43 (Drainage), 151.44 (Driveways) and 151.45 (Winterization and Erosion Control). A copy of the Municipal Code Chapter 151 is available online at www.woodsideca.gov.

When is vegetation removal and grading by power equipment prohibited?

Prior to the establishment of a principal use or conditional use on any lot, existing vegetation shall not be removed, nor shall any grading by power equipment be undertaken, except as permitted by Municipal Code Section 153.059(B).

What if the grading quantities (cut and fill quantities added together) are less than 1,500 cubic yards?

Such grading is required to be reviewed by the Town Engineer and the Planning Director, pursuant to Municipal Code Section 151.22 (A). Town staff may refer the application to the Planning Commission for review of any project, even if it entails grading quantities of more than 1,500 cubic yards.

What if the grading quantities (cut and fill quantities added together) are greater than 1,500 cubic yards or cuts or fills are greater than 8 feet in depth?

Such grading is required to be reviewed by the Planning Commission, pursuant to Municipal Code Section 151.22 (B). Town staff may refer the application to the Planning Commission for review of any project, even if it entails grading quantities equal to or less than 1,500 cubic yards.

What if I want to propose a second driveway?

Pursuant to Municipal Code Section 151.44(A), all residential lots shall have only one driveway with only one opening, which shall be from only one public or private serving road. Exceptions may be granted by the Planning Commission if the following findings can be made:

- The proposed additional ingress and egress point meets Town standards for the line of sight, case of public identification, and any other traffic safety consideration; and
- The proposed additional ingress and egress point does not detract from the scenic and rural quality of the Town.
- The proposed additional ingress and egress point cannot be accommodated off of the primary driveway.

What if the site work does not conform to the Municipal Code Chapter 151?

Proposed site development which does not meet the design standards and requirements of the Municipal Code Chapter 151 normally requires Planning Commission review and approval of an exception. The Commission must make 5 findings in order to grant an exception. Those findings are similar to Zoning Ordinance Variance findings. Determination on whether or not design standards are met can often be made by counter staff reviewing preliminary plans or by the Town Engineer or Planning Director reviewing the detailed information after submittal. Cuts and Fills pursuant to §§ 151.20(A)(1) through 151.20(A)(10) shall be balanced on Site, unless an exception is granted by the Town Engineer and Planning Director. Basement Grading is exempt from this requirement.

Submittal Process Guidelines:

- Contact the Planning Department to determine if the proposed project requires discretionary review from the Planning Department at (650) 851-6796.
- Apply for Permit via email projectmanagers@woodsideca.gov. Provide applications and supporting documents in PDF format.
- Include a complete and accurate scope of work. All elements of the project and proposed work shall be included in the written scope of work on the application and title sheet of the plans.

Plan Requirements: The Town of Woodside is now accepting digital (electronic) plans and documents for the building permit submittal. Some outside agencies do not accept digital plans, so hard copies may be required. Minimum plan size: 18" X 24"; Maximum plan size: 24" X 36".

- Digital plan links shall not be password protected and shall not require an account to be created to access the submittal documents.
- Site plans must be prepared by a registered civil engineer, licensed architect or licensed landscape architect and drawn to a minimum scale of one-inch equals 50 feet. All sheets shall be signed. Digital stamps and signature is acceptable.
- Required block space for Town stamps on plans: The lower right corner of cover sheet shall be a 6" x 6" blank space and on all other plan sheets there shall be a 3" x 3". This space shall be provided at the same location on all sheets.
- Project address and document type shall be the titles for each PDF document.
- Scale, north arrow, location map, name/address of architects, engineers, surveyors, etc.
- The lot area pursuant to Municipal Code Section 153.058(A)(2).
- The location of existing and proposed buildings and structures.
- Accurate property boundaries with adjacent roadways identified.
- Location of all underground existing and proposed utilities including septic tanks and leach fields.
- Location of all existing and proposed drainage devices, including but not limited to, surface and subsurface drainage devices, including walls, cribbing, downspouts, catch basins, culverts, and other protective devices to be constructed. Provide size and type of pipes, invert and grate elevations, and reference construction details.
- Topographic Survey stamped and signed.
- Source and date of topographical information.
- Delineate any areas of slope greater than 35%.
- Provide calculation of average slope of the property (excluding those areas with slopes in excess of 35%) pursuant to Municipal Code Section 153.137.
- If the average slope is 12.5% or greater, provide a plan that delineates all areas to remain in a natural state pursuant to Municipal Code Section 153.139(B). Natural state areas may not include recorded easements, developed areas, areas with septic systems, areas proposed for grading and/or terrain alteration, areas for the keeping of livestock, or areas proposed for the removal of natural vegetation. In addition to the plan, provide the square footage and percentage of the lot area that will remain in a natural state.
- Existing contours shown in dashed lines and the proposed contours shown in solid lines.
- Estimates, in cubic yards, of the quantity of excavations, fills, import, export, and stockpiling. Town's Grading Table template is available at the Planning & Building counter. Electronic versions are available upon request.
- The limits of all cuts and fills (see Site Development if greater than 1,500 cubic yards of total cut and fill).
- The total disturbed area in square feet.
- Total existing impervious area and proposed new impervious area in square feet.
- The width of the public street or road adjacent and contiguous to the property on which the site work is proposed to be performed. Show all existing and proposed utilities within the public street, private road and on the property for which the work is to be performed.
- All existing structures and private utilities, which fall within the public road, must be shown on the plans submitted for a site development permit.
- Easements for ingress/egress, utilities, trails, open space preservation, etc.
- Major natural features: existing trees (indicate any trees to be removed), creeks/streams (identify center line and top of bank), ponds, springs, etc. Stream setbacks are also to be shown (50 ft. from center line or 25 ft. from top of bank, whichever distance is greater).
- Geologic features: landslide areas, earthquake fault traces and fault trace setbacks (50 ft. from known trace for habitable structures; 125 ft. from inferred fault trace for habitable structures).
- A winterization and erosion control plan.
- Cross-sections through all graded areas, building pads, and roadways.

Supporting Documents That May Be Required:

- Drainage Requirements Handout
- Geotechnical/Soils Reports and grading specifications, including a report from a registered soils engineer or engineering geologist. The report shall include, but not be limited to, data regarding the nature, distribution, and strength of existing soils, the type and depth of foundation. The geotechnical report supports the allowable bearing capacity for such supports, and recommendations concerning slope stability as well as recommendations for grading procedures and design criteria for corrective measures necessary.
- SWPPP is required for projects disturbing one acre or more. Please demonstrate coverage under the State Construction Activity Stormwater General Permit, which includes a Notice of Intent, WDID # _____, and SWPPP (required prior to issuance of permit). Drainage calculations based on a 25 year storm event, 1 hour duration are required for new impervious areas and/or concentrated flows. Show that post-development flow does not exceed pre-development flow. Detention/retention system may be required. Drainage calculations shall be prepared by a registered civil engineer. For rainfall intensities visit NOAA Atlas at:
http://hdsc.nws.noaa.gov/hdsc/pfds/pfds_map_cont.html?bkmrk=ca
- If a driveway is proposed – a cross-section showing the proposed materials, thickness and compactions of sub-base materials. Driveway profiles are also required for driveway grade modifications.
- A statement of the estimated starting and completion dates for the proposed grading work and any required landscape work.
- The name, address, and telephone number of the person to have effective control of the work.
- The names, addresses, and telephone numbers of all persons within the Town who will receive excavated material in excess of 100 cubic yards.
- A statement as to the source and type of fill materials if such materials are obtained off the site.
- The route proposed to be followed within the Town coming to and going from the site by equipment used to haul excavation or fill materials.
- The location of the Fire Hydrant may be required to be shown as requested by the Woodside Fire Department.

I have read the above information and have submitted the required information and documents.

SIGNATURE: _____ **DATE:** _____