



PLANNING DEPARTMENT ENTRY FEATURE SUBMITTAL REQUIREMENTS

Town of Woodside

2955 Woodside Road
Woodside, California 94062
650 851.6790
www.woodsidetown.org

Entry Feature - Structures within 50 feet (30 feet in the R-1 Zone) of the front property line, such as vehicular gates, pedestrian gates, pylons, lighting, wing walls, mechanical equipment, entry key pads, and call boxes.

All Entry Features are subject to Design Review with Planning Department staff, unless review by the Architectural and Site Review Board (ASRB) or Planning Commission is required for the overall project. The submittal requirements for this review include:

- An application signed by the owner.
- Applicable fees per the Town Fee Schedule.
- \$180 check made out to the Woodside Fire Protection District.
- 3 full size sets of plans to scale.
 - Include a Site Plan of the entire property showing the following:
 - Location, extent, and type of all existing and proposed fencing, pylons and gates.
 - Property lines, easements, stream corridors, trails, driplines of Significant Trees in the project area, and other relevant features.
 - Show gate swing or slide direction.
 - Call out the dimension between the driving surface of the adjacent roadway and the gate in the open position. Gates must be setback 25 feet from the road in the open position.
Location of all ancillary items, such as mechanical equipment, call box, and fire department Knox box. All items must be on the subject property and not in the right-of-way.
 - Provide an Elevation calling out the height and materials.
 - The plans shall call out the model number and show the location of all proposed light fixtures. Also provide cut sheets for all light fixtures attached to the plans.
 - Provide the percentage and square footage of the openness of the gate. All gate surfaces must be at least 40% open in design.
 - Identify wildlife passage features (periodic breaks in fencing, raised/lowered sections).

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

Please contact the Woodside Building and Engineering Departments, and Woodside Fire Protection District for all additional submittal requirements.

Contact Planning staff (650 851-6790) at the Planning Department should you have any questions.

Form # P-10

Rev. 04-07-2020