

AIR CONDITIONER/GENERATOR/HEAT PUMP REPLACEMENT: FAST TRACK APPLICATION

Applicant Name _____ Log Number _____

Property Address _____ Date _____

☐ \$50.00 Application fee paid. Check number _____

1. REQUIRED DOCUMENTATION—*Application will not be accepted without documentation*

Your application requires that you provide plans that include the following:

- ☐ An aerial sketch, elevation sketches, or photos showing the location of the unit
- ☐ The manufacturer's specification sheet for your new unit (must include decibel rating)

2. DETAILS OF PROJECT—*All details below are required for a Fast Track Application*

	YES	N/A
Are you applying to replace an existing air conditioning unit/generator/heat pump? *		
Will the replacement be installed in the exact same location as your existing unit? *		
For Air Conditioning units:** ☐ Does the replacement unit meet the required decibel rating? <i>≤78 decibels for a 2-stage or variable speed unit or ≤72 decibels for a single-stage (speed) unit</i> Specify decibel rating: _____		
For Generator units: ☐ Does the replacement unit meet the Town's required decibel rating (not to exceed 65 dBA Sound Pressure measured at 22 feet from the unit)? Specify decibel rating: _____		
For Heat Pumps: ☐ Does the unit meet the required decibel rating of 64 dBA Sound Pressure or 72 dBA Sound Power? Specify decibel rating: _____		
Is the unit appropriately screened if visible by neighbors or public areas or to reduce noise? Describe any screening: _____		

* **NOTE:** If you are adding a new generator/heat pump or changing the location of an existing unit, you must use a Standard Application

** **NOTE:** The Design Guidelines state that the Town requires that heat pumps be used when an AC unit needs to be replaced, however, enforcement of this requirement was temporarily paused in November 2024.

☐ I understand that this project requires a permit from the Town of Portola Valley before work begins.

Applicant Agreement

I/We agree that this project is in compliance with all of the above requirements. I/We agree to the Acknowledgements on page two of this application and to relevant specifications as outlined in the Design Guidelines. I/We understand that, upon completion of this project, a final inspection will be performed by the Design Committee to ensure that the project was completed as outlined in the approved plan. I/We understand that it will be my/our responsibility to correct any elements that are found to be nonconforming. I/We understand that it is my/our obligation to notify the Office of completion of the project. However, if no notification is made, I/We understand that a final inspection will be conducted 24 months after approval of this application. I/We have provided my/our contractor/consultant with pertinent sections of the Guidelines and a copy of the Rules for Contractors.

Signature of Homeowner

Date

NOTES: This Fast Track approval is subject to the expiration of a ten-day neighbor notification period. If commentary is received, your application will be subject to full Design Committee review and will be placed on the agenda for the next meeting. If no comments or objections are received from your neighbors and any and all conditions have been cleared, then the Ranch Office will send out your formal approval letter, you can apply for your Over-the-Counter permit, and you can begin your project.

Acknowledgments

- I/We have read the Conditions, Covenants & Restrictions and the Design Committee Rules and Design Guidelines of the Portola Valley Ranch. I/We agree to complete the proposed improvements, if approved, strictly in accordance with the CC&Rs, the Design Committee Rules and the Design Guidelines and any conditions of approval.
- I/We agree not to commence any of the proposed improvements unless the Design Committee has informed me/us of its approval and approval of the Town of Portola Valley has been obtained, if applicable.
- I/We understand that the Design Committee review will start when the application and the exhibits are complete to the satisfaction of the Design Committee Administrator and the applicable fees have been paid.
- I/We realize that the Design Committee will issue a letter of approval/disapproval only after the Design Committee review is complete and all the fees including additional Design Committee costs have been paid.
- I/We agree to return the site to its natural condition, free of all construction debris and plant damage, prior to the acceptance by the Association.
- I/We agree that no deviations will be made to the approved design without Design Committee approval.
- I/We understand that approved projects must start construction within 12 months from the Design Committee approval date and should be completed within 24 months of this approval date.
- I/We will inform the Design Committee when the approved improvements are complete so that the Design Committee can schedule an inspection. I/We understand that if no notification is made to the Ranch Office, a final inspection will be conducted approximately 24 months after the approval date and a letter issued noting either approval of the project or any changes necessary to bring the project into compliance. I/We understand that it will be my/our responsibility to correct any elements that are found to be nonconforming.
- I/We also understand and agree that the drawings and information provided to the Design Committee by the applicant are assumed to be accurate. Acceptance and action by the Design Committee based on this information does not imply verification by the Committee of existing conditions and locations shown on the plans.
- I/We agree to furnish to all contractors and subcontractors a copy of the Contractor Rules and ensure compliance therewith.
- I/We agree to indemnify and hold harmless the Portola Ranch Association for any damage or liability caused to or on Association property or any property the Association has responsibility to maintain as a result of this project or as a result of my/our agents, employees or contractors. Each homeowner is responsible to ensure all projects meet current code.
- I/We understand that members of the Design Committee or the Manager have permission to ingress and egress on our E1 and/or E2 without prior written notice for the purposes of evaluating, monitoring the progress of, and conducting a final inspection on this application.
- I/We understand that members of the Landscape Committee and Land Manager may also enter the property to review landscaping applications with prior notice to resident.

Applicant's Signature

Date