

SKYLIGHT: FAST TRACK APPLICATION

Applicant Name _____

Log Number _____

Property Address _____

Date _____

\$50.00 Application fee paid.

Check number _____

1. SCOPE OF PROJECT	YES	NO
Are you replacing ALL of your skylights?		
Are you replacing your roof ? <i>If yes, submit a separate Fast Track application for roofing, but no additional fee is required.</i>		

2. REQUIRED DOCUMENTATION— <i>Application will not be accepted without documentation</i>
<p>Your application requires that you provide plans that include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> An aerial sketch or photos showing the location, dimensions, and number of existing and any new proposed skylights <input type="checkbox"/> The manufacturer’s specification sheet for the new skylights (<i>The specification sheet should include information that demonstrates compliance with Section 3.2.9.1 of the Design Guidelines – see below</i>)
<input type="checkbox"/> I confirm that the new skylights will be tempered glass as now required by the Town of Portola Valley
<input type="checkbox"/> I confirm that the glass will be non-reflective as required by the Design Guidelines
<input type="checkbox"/> I confirm that the glass will be compliant with Section 3.2.9.1 of the Design Guidelines <i>3.2.3 Glass – Glass may not be mirrored. Exterior daylight reflectance may not exceed 26% for clear glass or 16% for tinted glass. If glass is tinted, it may only be tinted gray or bronze. If a protective film is applied to any glass surface, the film may not have a daylight reflectance greater than 26%.</i>

3. DETAILS ON SKYLIGHTS	NEW SKYLIGHTS	EXISTING SKYLIGHTS
	<i>You MUST fill out this column</i>	<i>You must also complete this column if replacing only some of your skylights</i>
Shape of skylights <i>Only pyramid or flat is allowed for new skylights; flat may be combined with existing pyramids or domes</i>		
Color of skylights <i>Only clear or bronze is allowed for new skylights; color must match existing if partial replacement, except if you have grandfathered white skylights</i>		
Color of skylight frames <i>Only anodized bronze or painted to match roofing material is allowed; color must match existing if partial replacement</i>		
Will new skylights use the exact same footprint as existing? (Y/N) <i>If you are adding new skylights or changing footprint, you must use a Standard Application</i>		

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