

**PORTOLA VALLEY RANCH
DESIGN COMMITTEE**

**PROCEDURES
MANUAL**

Board adopted 4/21/2021



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Note: All forms as well as a fee calculator and current versions of the Design Guidelines and CC&Rs are on the web at: <http://www.pvranch.org> and at the Ranch Office.



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Design Committee Procedures Manual

1.0 Scope of this Manual

1.1 Purpose

The purpose of this manual is to describe the procedures of the Design Committee as it interacts with the Portola Valley Ranch (PVR) Board of Directors, Ranch Office, and the PVR membership at large. With its emphasis on "procedures" it complements the "Design Guidelines" to define a complete framework for dealing with the external upkeep of and modifications to PVR structures and some aspects of the landscaping, as discussed in the Design Guidelines.

1.2 Sources

This document is based on a variety of sources, with a hierarchy of documents as follows:

- "Planned Unit Development" (PUD) statements.
- The PVR CC&Rs
- Association rules adopted by the Board
- The Design Guidelines

1.3 Maintaining Design Concept

Design Guidelines have been in existence at the Ranch since its inception. Adherence to these Design Guidelines assures that the Ranch continues to meet the objectives stated in the PUD statements and the PVR CC&Rs.

2.0 Design Committee

2.1 Definition

The Design Committee is a group of 3 or more homeowners appointed by the PVR Board of Directors. The Board may approve a non-Owner to be a member of the Design Committee and may designate voting or non-voting status to such non-Owner. A quorum comprised of a majority of the members is required for a meeting. In addition to the regular members of the committee, there is an architectural consultant and a liaison member of the PVR Board present, neither of whom is a voting member. If necessary, to satisfy a quorum, the Board liaison may serve as a voting member. The responsibility of the committee is to ensure the appropriate application of the Design Guidelines to all projects.

2.2 Quorum

A quorum shall consist of a majority of the voting members of the Design Committee. If a quorum is not present, the Committee meeting shall be rescheduled. An absent member may submit written comments on any agenda item but shall not be eligible to vote. A quorum is not lost because a Committee member must abstain from voting on that issue since the member may remain in attendance to maintain a quorum. At least 3 voting members is the minimum required for any Design Committee action.

2.3 Membership Selection Process

Any qualified homeowner can apply for membership by completing an application. A candidate may be nominated by the Design Committee after a review of his or her application and an interview (Board Liaison to be invited to interview). All candidates' applications will be forwarded to the PVR Board for consideration, with a recommendation from the Design Committee. The PVR Board may also initiate an appointment to the Design Committee.

2.4 Qualifications

- An understanding and appreciation of design aesthetics and a willingness to express and apply them in a manner consistent with the Design Guidelines.
- Time available to ensure adequate preparation and participation.
- The ability to work effectively with committee members in decision-making, and to uphold and interpret PVR Design Guidelines.
- Training, experience, or familiarity in architecture, landscape, or construction is a plus.
- Willingness to adhere to and enforce PVR Design Guidelines.

2.5 Terms of Service

Members of the Design Committee will be expected to serve a 4-year term beginning from the date of appointment. After the 4 years the PVR Board may reappoint a member again for additional 1-year terms, based on the recommendation of the Design Committee. This will allow for retention of members with knowledge and experience, while training new members.

The term of office for Chairs and Vice-Chairs is 2 years, with no more than two consecutive terms. However, a majority of committee members may elect to petition to the Board for a waiver of this limitation.

2.6 Conflicts of Interest

- If a Design Committee member is submitting an application, he or she must move away from the committee table during discussion of this project. A committee member may not vote on applications regarding his or her own property, but may participate in the presentation as an applicant.
- If a Design Committee member is a notified homeowner or is directly affected by the application or has a conflict of interest as defined by PVR Association Policy, that member must recuse him or herself, move away from the committee table, and may not vote on the application, though the member may give an opinion as a member of the audience. The Design Committee member may ask for a vote to waive the recusal.
- An alternate architectural consultant is necessary if the Design Committee's architectural consultant is representing an applicant. The architectural consultant or alternate architectural consultant may not participate in committee discussions on projects on which he or she is employed in any capacity, except to act on the applicant's behalf.

2.7 Design Committee Chairperson and Vice-Chairperson

The Design Committee Chairperson and Vice-Chairperson will be proposed by the Design Committee and approved by the PVR Board of Directors

3.0 Categories of Applications to the Design Committee

The application categories are:

- Notification Application
- Emergency Situations
- Fast Track Application
- Standard Application, including mid-construction changes

Note: Maintenance Items as described in [Section 3.3.5](#) are exempted from the Design Committee process by the CC&Rs.

3.1 Timeline for Filing Applications

Applications can be filed at any time. Emergency and Fast Track applications will be processed promptly but may require impacted neighbor notification. Standard applications shall be submitted to the Ranch Office by the 15th of the month prior to the next scheduled Design Committee meeting in order to get onto the next Design Committee meeting agenda (see [Section 3.2](#) for further details). (Design Committee meetings are usually held on the first Wednesday of the month.)

3.2 The Basic Application Process (valid for all categories)

- An application is generally submitted by the owner, however, with written authorization from the owner, the application may be submitted by a tenant or the owner's contractor.
- Application form(s) are deemed "complete" when signed and submitted to the Ranch Office with fee payment, if needed, and all required or requested documentation has been provided.
- Ranch Office determines the decision path for the specific application.
- Homeowner notifications, if needed, are distributed to impacted homeowners per CC&R requirements.
- Selected [Application Process](#) pathway is executed.
- Result is communicated to the applicant and the Town Planning Office, if necessary, and filed in the applicant's file in the Ranch Office.
- Applicant informs Ranch Office of completion of the project. A final inspection is performed by a Design Committee member, and a letter is issued to the applicant at which time the application will be considered closed.

3.3 Definitions of Application Categories

3.3.1 Notification Application

A Notification Application is a change request that requires NO subjective analysis or discussion. Standard examples are listed below. The requirement for notification is to enable the Ranch Office to track changes to a property and enable compliance validation at time of property sale. There is no fee.

Examples:

- Removal of dead trees
- Install hidden/phantom screens
- Baby-proofing of decks without permanent change to railings
- Install dog/cat doors
- Install invisible fence (for pets)

3.3.2 Emergency Situations

This category allows for prompt remediation of situations where there is a significant risk of property damage or a safety condition (pending structural collapse, falling tree, etc.) that cannot wait for standard or Fast Track procedures. These applications are restrictive and require a subsequent retroactive application to maintain compliance with CC&Rs, notification requirements, and provide for final inspection.

Examples:

- Structural damage requiring immediate repair
- Emergency roofing with matching materials
- Fallen live tree removal
- Replace leaking windows with like material, design, and color
- Replace leaking skylights with same style and color of skylight frame and glass (provided compliant with current Design Guideline requirements)
- Wheelchair ramp installation following emergency hospitalization

3.3.3 Fast Track Application

This application category is designed for simple changes that still require some level of design analysis/review and potentially could have adverse impacts on proximate houses. A list is given below. These applications will be reviewed by at least three members of the Design Committee but can be done outside the more extensive full review process that runs on a prescribed monthly schedule. Approvals are confirmed after the 10-day neighbor notification period has expired.

- Roof replacement (tar and gravel, shingle, torch down, foam, PVC)
- Repaint exterior (siding, fascia, trellis, railings, front door)
- Staining new decks or re-staining existing decks with a different stain and/or color
- Replace sliding glass door/window—same footprint, placement, design, size, color, and material.
- Replace skylight—same footprint, location, and size
- Replace air conditioner/generator—same location, required screening, and meets decibel level requirements
- Install external metal or solar screen rolling shades
- Replace existing privacy screen or under-deck enclosure
- Apply gravel/rock in the 0–5' zone around structures

3.3.4 Standard Application, including mid-construction changes

A Standard Application is designed for projects that require review by the Design Committee architectural consultant and the Design Committee. There are two Standard Application forms: one for Architectural projects and one for Landscaping projects. This process also provides for a public hearing for PVR homeowners on the project during the Design Committee meeting. Examples of this would be major additions, large deck additions, or anything having a significant impact on view corridors.

[Appendix B](#) describes in detail the process by which various categories of Design Committee Applications are processed.

Application forms may be found in the [Appendices C through M](#), at the Ranch Office, and on the Ranch website: <http://www.pvranch.org>.

3.3.5 Maintenance Actions (no application required)

Maintenance includes small projects that may require notification to the Ranch Office, but do not require Design Committee review. The key words defining “maintenance” are small, partial, and like-for-like. Thus, the extent of the work may change a project from maintenance to one requiring approval.

Examples—including but not limited to:

- Power wash siding, deck
- Re-staining of existing deck with the same stain color or clear
- Partial siding/fascia replacement, not to exceed 25% linear feet of the involved wall; same material and color
- Replace/repair gutter, flashing, downspout; same color—larger capacity acceptable, if same shape
- Partial repair of roof
- Patch skylight leaks around frames
- Replacement of flat or pyramidal skylight lens inside the frame of an existing skylight if the lens is the same material, shape and color as existing. Replacement of white or domed lenses is not allowed as this shape and color are no longer acceptable (see Design Guidelines Section 3.2.3 and Section 3.4.2.7)
 - NOTE: Because of fire safety requirements, the Town requires that any new skylight (replacement or addition) meet the standards for windows and thus be tempered glass. Therefore, please be aware that any replacement of a skylight requires the use of glass (see Design Guidelines Section 3.4.2.7)
- Replacement of gates or privacy screens; same material, design, and color
- Replacement of small retaining walls, not to exceed 36” in height; same material, design, height, color, and footprint
- Replacement of stair fascia and rotting posts; same footprint, size of the post or fascia, material, and color
- Partial replacements of aggregate surface private walkways and/or wood separators disturbed by tree roots or damaged from rot; same material, design and footprint
- Landscape replacements as defined in Design Guidelines
- Removal of dead trees as defined in Design Guidelines

3.4 Paperwork, Fees, and Review Process for Standard Applications

- The Ranch Office staff will be available to answer questions regarding the application process, to assist in locating pertinent information in the Design Guidelines, and to respond to non-technical inquiries. Should a question be beyond the Office staff's expertise, the applicant would be referred to the Design Committee Chair or designate.
- Three hard copies (original plus 2 copies) of the application and supporting documents plus the appropriate fee are due in the Ranch Office no later than the 15th of the month to be considered at the next month's meeting. In addition, any documentation 11"x17" or larger must be provided in PDF to the Ranch Office. The Office staff will provide preliminary guidance to the applicant as to whether all required documentation is submitted, and will confirm that the application is in the proper category.
 - **Standard Application: Architectural:** The Office staff will forward the application to the architectural consultant or the alternate architectural consultant within three working days after the filing deadline to determine if the application is “complete” and to identify any missing documentation required for review. The applicant will be notified within a few days of what revisions or additions are required to constitute a “complete” application. Such information must be submitted in time for distribution to Design Committee members seven days prior to the next meeting.

- **Standard Application: Landscaping:** The Office staff (working with members of the Landscape Committee if necessary) will determine if the application is “complete” and identify any missing documentation required for review. The applicant will be notified within a few days of submission what revisions or additions are required to constitute a “complete” application. Such information must be submitted in time for distribution to the Landscape Committee and Design Committee no later than 12 days prior to the next meeting.
- An application will be deemed “complete” only when all required or requested documentation has been provided by the specified date and fees paid. Only “complete” applications are guaranteed review at the next meeting. Incomplete applications will be continued until such time that the required documentation is submitted.

3.5 Notification of Neighbors & Correspondence from Neighbors

At least seven working days prior to the Design Committee meeting, new applications and mid-construction change applications to be reviewed will be posted in the Ranch House and residents within 250 feet of the applicant's house will be notified. Notification to all other residents will appear under the Design Committee Agenda in the monthly newsletter. Due to the visibility of solar installations from greater distances, a star will be placed on the monthly application reminder in the PVR newsletter to alert homeowners that such an application is being considered.

Any homeowner who wishes to submit written comments on any Design Committee agenda item, including a pending application, may do so by providing the written comments, with the homeowner's printed name and signature, to the Office. The Ranch Office will distribute the comments to the Design Committee members and the architectural consultant. If the written comments are not received in the Office by close of business on the second working day before the meeting they may not be considered if all parties have not had sufficient time to review and consider the correspondence.

3.6 Preparation of Meeting Agenda

The Ranch Office will publish the Design Committee meeting agenda based on continued or old applications, new applications, and the current correspondence of record.

Applications may be heard out of agenda order as a courtesy to residents who are present, at the discretion of the Design Committee.

3.7 Publishing in the Newsletter

A list of actions taken by the Design Committee at the previous meeting (as well as the current agenda) will be posted in the monthly newsletter.

3.8 Design Committee Actions and Time Frames:

Approval of an application requires a majority of the voting Design Committee members and a minimum of 3 votes. If there is a tie vote by those in attendance, the motion fails.

After discussion of each “complete” application, Design Committee members will take action in the form of a motion as follows:

- **Approved as Submitted:**
 - An approval letter will be sent no later than 70 calendar days after an application is deemed “complete” (or 45 calendar days for a solar energy application) provided the application was

not continued and a new 70 (or 45) calendar day period initiated or a mutually agreed upon date was established.

- This letter will be forwarded to the applicant no later than 10 calendar days following the Design Committee decision.
- After the applicant receives this letter, the project can proceed. (Note that Design Committee approval does not eliminate any requirements to obtain building permits or other Town approvals.)
- **Approved with Conditions:**
 - An approval letter will be sent no later than 70 calendar days after an application was deemed “complete” (or 45 calendar days for a solar energy application) provided the application was not continued and a new 70 (or 45) calendar day period initiated or a mutually agreed upon date was established.
 - This letter will itemize all required conditions including an explanation of the reasons for the conditions, and will be forwarded to the applicant no later than 10 calendar days of the Design Committee decision.
 - The applicant is required to provide written acknowledgment within 30 calendar days accepting the conditions of approval or the application will be considered denied and a letter so indicating will be sent to the applicant.
- **Application Continued:**
 - For applications other than a solar energy application:
 - If the Design Committee provides a written request for additional information deemed necessary to consider and rule on the application, a new 70 calendar day period will begin starting on the date the requested information is provided.
 - Upon mutual agreement between the applicant and the Design Committee, an application may be continued to an agreed upon date.
 - For a solar energy application:
 - If documentation as required by the Design Guidelines or specifications for components that meet the conditions specified in the Design Guidelines have not been provided, the application will be deemed “incomplete” and the 45-calendar day period will not begin until such date that the required information is provided.
 - Upon mutual agreement between the applicant and the Design Committee, an application may be continued to an agreed upon date.
- **Application Withdrawn:**
 - If applicant chooses to withdraw the application, any re-submittal will be classified as a new application.
- **Application Denied:**
 - A letter will be sent no later than 70 calendar days after an application was deemed “complete” (or 45 calendar days for a solar energy application) provided the application was not continued and a new 70 (or 45) calendar day period initiated or a mutually agreed upon date was established.
 - This letter will explain the reasons for the disapproval, and will be forwarded to the applicant no later than 10 calendar days of the Design Committee decision.
 - Applicant may submit a new application, including fees, for a subsequent Design Committee meeting or may appeal the Design Committee decision to the Board. (See [Section 7.0](#) Appeal Process of Design Committee Decisions.)
- **Recommend Approval or Denial to the Board:**
 - For applications regarding: (1) landscaping on Association property; (2) landscaping on homeowner’s E-2 property; (3) Significant View remediation.

Consequences if required time frames for action are not met:

- An applicant may proceed and the required approval process will be deemed met if:
 - The Design Committee fails to act within 70 calendar days of an application (other than solar) being deemed “complete.”
 - The Design Committee fails to act within 70 days of receipt of additional requested documentation for an application (other than solar) that was continued.
 - The Design Committee fails to act within 45 calendar days of a solar application being deemed “complete.”
- An application will be considered denied and a letter so indicating will be sent to the applicant if:
 - The applicant fails to submit information as requested by the Design Committee within 70 calendar days of the request (45 calendar days for solar applications) or by a mutually agreed upon date.
 - The applicant fails to provide written acknowledgment within 30 calendar days accepting any conditions of approval.
 - In such cases, a new application will be required.

3.9 Additions/Changes to the Agenda

Emergency and Fast Track Applications may be placed on the agenda at the beginning of the Design Committee meeting by the Office staff upon approval by a majority vote of members present. Any provisional approvals granted to an application so placed on the agenda are pending until a) the required notification letters have been distributed and b) ten (10) days have elapsed without any issues raised by homeowners. If issues are raised, the provisional approval must be reconsidered at the next Design Committee meeting.

3.10 Evaluation Criteria

- All applications will be considered based on compliance with the Design Guidelines and the overall design concept of the Portola Valley Ranch development as outlined in the Design Guidelines. All applications will be considered first based on their compliance with the Design Guidelines, and second on their compatibility with the overall design of Portola Valley Ranch.
- Design Committee members will make every effort to be open to applicants' reasonable requests while applying the Guidelines.
- The Design Committee will carefully consider input from neighbors, (notified or not), who express their concerns in person at the meeting or by correspondence. These concerns may include items not explicitly covered in the Design Guidelines. The goal is to identify homeowners' concerns and find a way to mitigate those concerns.
- New products may be considered by the Design Committee to minimize maintenance, add value to residents' properties, improve fire safety, and promote environmentally “green” practices.

3.11 Notification to Applicant

When the Design Committee takes action on an application, a letter describing that action (approval, approval with conditions, denial) along with any pertinent comments will be sent to the applicant. Copies of the letter will also be sent to the Town of Portola Valley Planning/Building Department as required.

3.12 Attendance of Applicants and Impacted Neighbors

The Design Committee meeting is open to all residents of PVR. Applicants and/or their designer/architect are strongly advised to attend the meeting in which their applications will be heard because issues often arise that

only they can address. Non-attendance may cause a continuance of an otherwise “complete” application and unnecessary delays. Should an applicant be unable to attend the meeting, he may call the Office the day after the meeting to ascertain the findings of the Committee.

3.13 Approvals other than Design Committee

Design Committee approval does not eliminate the requirements for permits (*e.g.* a building permit or a permit to remove a significant tree), ASCC approvals or Town inspections. Check with the Portola Valley Planning/Building Department for specific requirements for a project. To obtain a building permit, a copy of the Design Committee's letter of approval is needed at the Town Planning/Building Department.

3.14 Approval Expiration and Final Inspections

Design Committee approval extends for 24 months from the date of approval. If the Project is not completed within 24 months of approval, the homeowner must apply for and obtain approval for an extension or the original approval will be considered expired and a new application required.

Once a project is completed, the homeowner is requested to notify the Ranch Office and the Committee will conduct a final inspection of the project to ensure that it has been completed according to the approved plan. If, however, no notification is received, a final inspection will be conducted 24 months after the approval date. The Ranch Office will determine whether the work will be reviewed by an assigned Design Committee member or referred to the architectural consultant for final review. If the project involved landscaping, then the Land Manager and/or a representative from the Landscape Committee will attend the final inspection.

A letter is issued following the final inspection that will then close the Design Committee application. Any deviations from the approved plan that were not approved by the Design Committee as a mid-construction change could require a new application that the Design Committee may approve or disapprove. It is the homeowner's responsibility to bring the project into compliance. If a building permit had been obtained from the Town, a final inspection by the Town will also be required.

4.0 Preparation for Selling

The Design Committee recommends that a homeowner notify the Ranch Office staff when a house is to be sold. The Office will check the file to see if all Design Committee applications have been approved and final inspections completed. A letter will then be sent to the homeowner and also filed in the Office noting any violations, action in progress by the PVR Board, or incomplete or unapproved applications. The Board strongly urges homeowners to obtain an external visual inspection by a member of the Design Committee to confirm that no obvious corrections need to be made in order for it to be compliant with Design Guidelines and CC&Rs.

5.0 Role of the Architectural and Alternate Architectural Consultant

The Design Committee shall retain the services of an independent architectural consultant with the approval of the Board. The alternate will be consulted when the regular architectural consultant is unavailable or has a conflict of interest, or when the Committee may need specialized consultation services. The alternate architectural consultant must also be approved by the Board. (See [Section 6.0.](#))

The duties of the Architectural Consultant and Alternate Architectural Consultant shall be as follows:

- Review all standard applications to verify drawings and conditions.

- Review all Architectural Standard Applications to make a determination if the application is “complete” as submitted, or to identify the documentation required by the Design Guidelines for the application to be deemed “complete” if so provided.
- Receive any phone calls referred by the Ranch Office staff concerning design issues.
- Speak with the applicant, neighbors, or Committee members, as deemed necessary in evaluating applications.
- Communicate with homeowners, architects, or designers when technical questions regarding the interpretation of the Guidelines make it necessary.
- Attend Design Committee meetings and participate in discussions concerning design issues. Provide guidance in interpreting Design Guidelines and advise on issues relating to the Town of Portola Valley.
- Alert the Committee to aspects of an application that may not be consistent with the Guidelines.
- Complete final inspections of the applicants' projects as assigned.
- The architectural consultant may be asked to act in an advisory capacity to the Board of Directors.
- Review field violations as requested.

6.0 Alternate Architectural Consultant

The alternate architectural consultant will be chosen after an interview process determined by the Design Committee. The Ranch Office will be the contact source with the alternate architectural consultant and have the authority to ask for his/her attendance at any Design Committee meetings. The alternate architectural consultant will assume the duties of the regular architectural consultant for any designated project where the regular architectural consultant is unavailable or has a conflict of interest in specific projects or issues.

7.0 Appeal Process of Design Committee Decisions

The primary focus of any appeal to the Board will be on whether the Design Guidelines and Design Committee Procedures were followed. Any aesthetic issues may be referred back to the Design Committee for further evaluation, should the Board deem it necessary.

- The Design Committee is responsible for the consistent implementation of the Design Guidelines for all building exteriors and landscaping projects. The homeowner has the right to appeal a Design Committee decision for reconsideration at an open meeting of the Board.
- A request for review must be made in writing and delivered to the Office staff or the President of the Association within 30-calendar days of the date the applicant received written notice of the Design Committee decision. The statement must include the specific decision being appealed and the reason for the appeal.
- The appeal will be reviewed at a regularly scheduled meeting of the Board of Directors, and within 60 calendar days of receipt of the request for reconsideration. (The President can call a special meeting to avoid undue delay in the process.) The applicant may request a postponement of the review for an additional maximum of 60 calendar days. At least 15-calendar days' notice will be given to the applicant and impacted neighbors.
- The Board will request a written recommendation of the Design Committee and a member of the Design Committee will attend the Board of Directors meeting when the appeal is being heard.
- The Ranch Office will provide the Board with copies of the original application provided to the Design Committee, including all written communications as well as relevant minutes of the Design Committee meeting. The neighbors of applicants may submit additional information in writing.

- The Board’s options include: affirming the Design Committee decision, reversing the Design Committee decision, and requesting Design Committee re-review of the issues with special consideration given to specific new information or additional direction from the Board. The Board may modify its decision at its discretion.
- A letter stating the Board’s decision will be sent to the applicant within 15 calendar days of the Board meeting. The letter will include an explanation of why the application was disapproved or approved with conditions. If the approval was with specified conditions, the applicant must provide written acknowledgment accepting those conditions within 30 calendar days or the application will be deemed denied and a letter so indicating will be sent to the applicant.

8.0 PVR Board Charter—Landscape Committee

The Landscape Committee works directly under the direction of the Board. The Landscape Committee will review and make recommendations to the Design Committee on the landscaping elements of the homeowner's application. For landscaping changes in the E-2 area of a homeowner's lot, the Design Committee will make a recommendation to the Board as any change in E-2 areas must have Board approval. The Landscape Committee will submit applications for non-maintenance landscaping changes on Association property to the Design Committee and the Design Committee will make a recommendation to the Board as any change on Association property must have Board approval.

9.0 Construction Access

The CC&Rs define an access easement for each lot for access by owners, their contractors and employees. If access to an adjoining or non-adjoining property is necessary to respond to an emergency or make necessary repairs when there is no other feasible way of accessing the site, the Ranch Manager and the affected lot owner must be notified. The resident who requests access is responsible for restoring the accessed property to its previous condition.

If access to an adjoining, non-adjoining or common area property is necessary for an improvement project, the Homeowner is responsible for working with the Ranch Manager to obtain Board of Directors approval for such access.

10.0 Design Review Fees

Fees paid for Design Committee review are used to pay the expenses of the architectural consultant.

Fees are determined by a schedule of flat fees based on the type and scope of a project. The fee schedule is shown in [Appendix A](#).

If a project is withdrawn at least one week prior to initial review, the applicant may request a refund in writing, but after that time there are no refunds, since a substantial portion of the cost of review is incurred prior to the meeting. The same applies to projects that are denied.

If the scope of a project is significantly increased after the application has been approved, the application must be amended or a new application may be required and incremental fees will be charged according to the schedule.

Appendix A—Homeowner’s Standard Application Fees

Deck, Patio, Walkway

\$0	Railing upgrade for code compliance
\$50	Deck/trellis related replacement: No change in footprint, design, or dimensions of any component of the structure (support posts, deck boards, trellis members, fascia, gate*, privacy screen*, stairs, railings). Railing adjustments solely to meet code requirements are acceptable. Applications may include new materials or stain colors.
\$90	Small or simple deck/trellis related addition/change: Any addition/change modifying the footprint, design, or dimension of any structural component (support posts, deck boards, trellis members, fascia, gate, privacy screen, stairs, railings, pathways)
\$180	Medium or large deck/trellis related addition/change: Any addition/change modifying the footprint, design, or dimension of any structural component (support posts, deck boards, trellis members, fascia, gate, privacy screen, stairs, railings)
\$90	Patio or walkway add, change, or replace (if contiguous to related deck change, no additional fee)

Door/Sidelight; Window

\$50	Fast Track: replace sliding glass door/window-same footprint, placement, design, size, color, material
\$90	Window addition or replace with different design, size, and/or material
\$90	Sliding glass door—new placement, size, or material
\$90	Front door and/or sidelight change
\$90	Other door add, change, or replace—garage entry door, under house access door, etc.

Skylight

\$50	Fast Track: replace skylight—same footprint, location, size (no additional fee if combined with Fast Track roofing)
\$90	Skylight addition

Lighting

\$90	Includes all lighting, <i>e.g.</i> , deck, entry door, walkway, carport/garage, etc.
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Shades & Screening

\$0	Fast Track: replace existing privacy screen/under-deck enclosure
\$50	Fast Track: install external metal or solar screen rolling shades—manual or motorized
\$90	Other shades or screens (exception: hidden door screens require notification only)

Other Applications

\$0	Satellite dish or antenna location	
\$0	Fast Track: installation of gravel/rock in the 0–5’ zone around structures	
\$50	Fast Track: exterior paint (no additional fee if combined with Fast Track deck stain)	
\$50	Fast Track: stain deck a new or different approved color (no additional fee if combined with Fast Track exterior paint)	
\$50	Fast Track: roofs—replace roof (tar and gravel, shingles, torch down, foam, PVC) (no additional fee if combined with Fast Track skylight)	
\$50	Fast Track: replace air conditioner/generator—same location, required screening and decibel rating	
\$90	Landscaping, <i>e.g.</i> , rocks/boulders, on ground plant structures, tree planting, etc.	
\$50	Trees: Removal or topping of live tree; planting of up to 2 trees Shrubs: Planting of up to 2 shrubs that have the potential to block a Significant View or View Corridor	
\$90	Retaining wall	
\$90	New air conditioner, heat pump, generator for electricity, tank, or pump (including screening),	
\$90	Electric car charging station, rechargeable solar home battery (no additional fee if part of a solar panel system)	
\$90	Hot tub including privacy screen	
\$90	Play Equipment	
\$180	Solar panel system installation	
\$180	Carport conversion, garage remodel, addition of trellis, etc.	
\$480	Significant view restoration	
\$480	House remodel—small and simple	<i>NOTE: remodel application has an initial fee of \$480. The consulting architect will decide the final fee.</i>
\$720	House remodel—medium and moderate complexity	
\$1,440	House remodel—large and more complex	
\$90	Mid-construction change order	
\$2,400	New home construction by a builder/developer other than Portola Associates—any size	
\$50 each	Everything else, <i>e.g.</i> , dog run, fireplace related add or change, garbage can enclosure, roof fan, glass in carport, security system, weather monitoring equipment over 24”, storage shed, etc.	
\$50	Retroactive applications: additional fee added to all retroactive applications other than those submitted as a result of an emergency situation	

_____ Total Fees

**NOTE: replacement of a gate or privacy screen using the same material, footprint, design and dimension is considered maintenance and does not require an application.*

Appendix B—Application Processes

This section describes the various applications processes.

Notification Only—(No Fee)

- Homeowner comes to Office and signs notification form (2 copies—they keep one, Office keeps one).
- Homeowner notifies Office upon completion.

Emergency Application

- Applicant notifies Office as soon as situation arises.
- Office validates that situation falls within defined criteria for emergency approval (calls Design Committee Chair if advice needed).
- Office grants approval to proceed and notifies Applicant of requirement to file retroactive application within ten (10) days.
- Applicant files retroactive application within required timeframe, Office processes it through standard Design Committee process. Homeowner notifies Office of completion.
- Final Inspection and Final Inspection Approval letter sent, as appropriate.

Fast Track Application

- Homeowner comes to Office and signs application form, pays fee, and Office notifies neighbors and starts ten-day clock.
- Office notifies Design Committee members; Design Committee members review application as soon as possible (3 approvals required)
- If approved, Office notifies homeowner that they can proceed after the ten-day notification period has expired. Approvals are confirmed after the ten-day notification period has expired.
 - If any negative feedback is received during the ten-day period,
 - Office forwards the feedback to Design Committee members and the application goes on the next regular Design Committee agenda.
 - Office notifies homeowner that full Design Committee review is required before they are allowed to proceed.
- If denied, Office notifies Homeowner of status and any reason for denial.
 - If denied, Homeowner has three options:
 - Modify application and re-submit—no incremental fee but process restarts
 - Request full Design Committee review
 - Withdraw application
- Homeowner notifies Office upon completion.
- Final Inspection and Final Inspection Approval letter sent, as appropriate.

Standard Application

- Applicant fills out application and provides 3 hard copies (the original plus 2 copies), including 3 sets of any supporting documentation. Any documentation 11”x17” or larger must also be provided in PDF to Office.
- Submission is required by the 15th of each month to be on the agenda for the next scheduled meeting if the application is deemed “complete”. Regular Design Committee review process is followed.

Appendix C—Standard Application: Architectural

(Submit for all projects not covered by Fast Track or Notification Only applications)

Log Number _____ (Ranch Office use) Date _____

Homeowner Checklist:

- I understand that I must submit my completed application, including all supporting documentation and fee, to the Ranch Office **no later than the 15th of the month** to be considered at the next month’s meeting.
- I have submitted **three (3) hard copies** (the original plus 2 copies) of this application, including three (3) sets of any supporting documents: accurate sketches/plans/photos and blueprints, as required, to the Ranch Office. In addition, I have provided any documentation 11”x17” or larger in PDF format to the Ranch Office.
- Using the Homeowner’s Standard Application Fee Schedule, I have determined and circled the appropriate fee(s) for my application and submitted the fee alongside my application. (Make checks payable to “Portola Ranch Association”)
- While planning my project, I have consulted the pertinent parts of the Design Guidelines and requested that my consultants/contractors involved with the project consult them as well.
- I understand that I must complete and/or deliver any required staking, ribbon flagging (trees), paint samples, and material samples to the Office at least one week prior to the meeting.
- I understand that the Design Committee strongly encourages a property owner whose application is being heard to attend the Design Committee meeting as issues often arise that only an Applicant can address. I understand that if I am unable to attend the meeting, it may be necessary to delay action.**

Applicant’s Name	Phone Number
Property Address	Email Address
Architect/Consultant Name	Phone Number
Contractor’s Name	Phone Number
Brief Description of Proposed Improvements (add extra page if necessary)	
<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
Approximate Starting Date	Approximate Completion Date

For Office Use Only

- Check Received
Amount _____ Check Number _____
- Final Inspection
Performed by _____
Date _____

Comments

Project Questionnaire

COMPLETE ALL SECTIONS THAT APPLY

MID-CONSTRUCTION CHANGES

Your application requires that you provide the following:

- A complete written itemized list of all changes from the prior approved plans
- Accurate sketches or architectural plans showing the proposed plans (changes highlighted) in direct comparison to the prior approved plans, including dimensions
- Identification of changes in any color, materials, specifications, including any required specification sheets
- Complete any relevant section in this application as appropriate

CHANGE TO AN EXISTING STRUCTURE'S FOOTPRINT

Your application requires that you provide a site/plot plan that includes the following:

- Property lines
- Location of existing house, carport, and/or garage
- Location of all proposed additions with dimensions
- Location of E-1 line
- Location of E-2 line
- Location of building envelope line
- Location of non-living line (same as building envelope along front roadway)
- Location of closest adjacent structures to the left and right of existing residence as viewed from street
- Location of any utility easements, access easements of APEs

CARPORT CONVERSION

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

- Detailed drawings/sketches showing plans and any dimensions of windows
- If windows are proposed, complete the Section on Windows (below)

AUXILIARY STRUCTURE

(air conditioner, generator, heat pump, electric car charging station, solar home battery, play equipment)

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

- Site plan or photos showing location of structure or equipment
- Specifications and/or design for the auxiliary structure, including specification sheets for the equipment
- The location of the structure has been staked out for viewing

For Air Conditioners: Does the unit meet the required decibel rating?

≤78 decibels for a 2-stage or variable speed unit or ≤72 decibels for a single-stage (speed) unit

- Specify decibel rating: _____

For Generator units: Does the unit meet the Town's required decibel rating of 65 decibels measured at 22 feet from the unit?

- Specify decibel rating: _____

For Heat Pumps:

- Does the unit meet the required decibel rating of 68 decibels? **Specify decibel rating:** _____
- Does the unit have an internal insulated compressor sound jacket?
- Does the unit have an external discharge silencer for noise reduction?

PAINTING AND/OR STAINING

Your application requires that you provide the samples as noted below:

- Samples of all colors are painted and labeled on your home for viewing (2'x2', at eye level, in sun)
Location: _____
- Samples of all colors on 3"x4" cardboard squares are submitted to the Office with this application

STRUCTURE TO BE PAINTED	MANUFACTURER	COLOR NAME
Siding of house		
Siding of carport/garage		
Fascia (house and/or carport/garage)		
Front Door		
Trellis		
Deck		
Deck Railing		
Garage Door		
Interior of carport		
Fence		
Privacy Screen		
Retaining Wall		
Garbage Can Enclosure		

PAINTING DETAILS	YES	N/A
All the proposed colors are approved for use		
The paint/stain sheen (finish) is flat/matte for siding, fascia, trim, trellis, deck, railing, garage door, carport interior, fence, privacy screen, retaining wall, and/or garbage can enclosure		
The paint sheen (finish) is satin or egg-shell for front doors (<i>Shiny or glossy finishes are not allowed</i>)		
Roof flashing/roof vents is the same color as surrounding material/background (<i>e.g., fascia/roof</i>)		
Gutters are the same color as fascia		
Downspouts are the same color as the surface behind the downspout (<i>e.g., fascia/siding</i>)		
Trim (distinct from fascia) is the same color as siding (<i>Only exception is front door trim</i>)		
Fence is the same color as siding		
Privacy screen is same color as the siding, trellis, left to weather, or color that blends with surroundings		
Retaining wall is left to weather, a dark color, or a color to match surroundings		
Utility panels are the same color as siding or left natural if gray or unobtrusive neutral color		
Garbage can enclosures are the same color as siding		

ROLLING SHADES, SHUTTERS

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

- Elevation sketches or photos showing the location(s) to be covered by the shades
- A sample of the proposed shade material
- The manufacturer's specification sheet for the hardware

SHADE/SHUTTER DETAILS	DOORS	WINDOWS	TRELLIS
Write in the type of material to be used for each location (<i>e.g., metal, solar screen</i>)			
Specify the color of the proposed shade(s)			
Specify the color of the proposed hardware/framing			

ROOFING

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

- An aerial sketch or photo showing the areas to be replaced, if only partial roof replacement
- A sample of your roofing material (*A sample is required unless using shingles that match an approved color*)

TYPE AND COLOR OF MATERIAL	FLAT				SLOPED
	Tar & Gravel	Torch down	Foam	PVC	Shingle
Place check mark to indicate type of roofing material proposed					
Answer Y/N if proposed color matches existing roof material					
Write in the brand and color of proposed material. <i>Approvable colors noted below*</i>					
If you are proposing a material not listed, specify type and color					

* If you are using **shingle or torch down**, you must use an approved shingle color (see Design Guidelines and samples in Office)

* If you are using **foam, PVC or tar & gravel**, approvable colors are tan, gray, or a match to an approved shingle color

ROOFING DETAILS	YES	N/A
Torch down surface has a granular finish and the seams will be sealed using matching granules		
PVC surface has low or no reflectivity		
All flat roof areas on the property uses the same type and color of material		
All sloping roof areas on the property uses the same color shingle		
Gutters are the same color as fascia		
Downspouts are the same color as the surface behind the downspout (<i>e.g.</i> , fascia/siding)		
Metal trim/flashing is the same color as fascia		
Roof vents are the same color as roofing material		
Any fascia being replaced is identical in form/color to existing fascia		

DECKS, PATIOS, RAILINGS, TRELLISES, HARDSCAPE, DRIVEWAYS

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

- For a change in footprint, design, or dimension of a component, provide detailed design plans
- For exact replacement of a component(s), provide written description or photo of existing
- An aerial site plan showing location of decks, patios, hardscape with house footprint
- A sample of the patio, deck, hardscape or driveway material
- Any new patio or deck area has been staked out for viewing
- Any new solid appearing pathway has been staked out for viewing and a sample of the stone has been provided

PHOTOVOLTAIC OR SOLAR PANELS

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

- Detailed drawings showing location of panels and associated equipment, height of panels, height of racking system, setbacks
- Product specifications for panels, inverter, rechargeable home battery (if applicable)
- Confirmation that your panels conform to Design Guideline requirements (*i.e.*, black with no pattern visible from off-site)

EXTERIOR LIGHTING

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

- A site plan, sketch or photos showing location, and number of fixtures proposed and location of existing fixtures
- A specification sheet for the desired fixture(s), including information on the type of bulb and lumen output from the fixture

SLIDING GLASS DOORS, WINDOWS

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

- An elevation plan, sketch, or photos of your home that show the location, dimensions, and number of existing and any new proposed doors/windows
- The manufacturer's specification sheet for the new doors/windows

I confirm that the glass will be compliant with Section 3.2.3 of the Design Guidelines, which says glass may not be mirrored. If glass is tinted, it may only be tinted gray or bronze.

DOOR/WINDOW DETAILS	NEW DOORS	NEW WINDOWS
Dimensions and Locations <i>If you are replacing existing, will the new ones use the exact same footprint as existing?</i>		
<i>If you are adding or changing the footprint, note the new dimensions here and on the elevation plan, including the number and location</i>		
Style <i>If you are adding or replacing only some, will the new ones be the same style as existing?</i>		
Frames <i>If you are adding or replacing only some, will the new ones have the same anodized bronze finish as existing?</i>		
Glazing <i>If you are replacing glazing only in existing frames, will the new glazing match your existing?</i>		

FENCE, PRIVACY SCREEN, RETAINING WALL

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

- Site plan or photos showing location of structure
- Specifications and/or design for the structure (including dimensions)
- The location of the structure has been staked out for viewing

SATELLITE DISH, ANTENNA

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

- Detailed drawings/sketches showing all feasible locations
- Specifications on size, color, and height of fixture

SKYLIGHTS

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

- An aerial sketch or photos showing location, dimensions, and number of all existing and any new proposed skylights
- The manufacturer's specification sheet for the new skylights

I confirm that the new skylights will be tempered glass as now required by the Town of Portola Valley

I confirm that the glass will be compliant with Section 3.2.3 of the Design Guidelines, which says that glass may not be mirrored. If glass is tinted, it may only be tinted gray, bronze, or color compatible with roofing material.

SKYLIGHT DETAILS	NEW SKYLIGHTS	EXISTING SKYLIGHTS
	<i>You MUST fill out this column</i>	<i>You must <u>also</u> complete this column if replacing <u>only some</u> of your skylights</i>
If you are replacing existing skylights, specify proposed footprint as well as the footprint of your existing skylights		
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>Clear, bronze, gray colors are allowed for new skylights; color must match existing if partial replacement, except if you have grandfathered white skylights. Frosted or obscure glass must be a color compatible with, and not providing high contrast to, the roofing material.</i>		
Color of skylight frames <i>Anodized bronze, gray, or painted to match roofing material is allowed; color must match existing if partial replacement</i>		

CONTRACTOR REQUIREMENTS

	YES	NO
Will you need to use a service road or other easement during your project? <i>If yes, see the Office for instructions</i>		
Does the contractor require the use of an APE for storage of materials? <i>If yes, see the Office for instructions</i>		
Will you/any contractor need to cross adjoining, non-adjoining, or common area property during your project? <i>If yes, see the Office for instructions to obtain the required approval by the Board of Directors. Please be aware that if you answer "No" but in the future determine that you do require access to property other than your own, you must update the Office and obtain approval by the Board of Directors.</i>		
Have you provided your contractor/consultant with the pertinent sections of the Design Guidelines?		
Have you given your contractor/consultant a copy of the "PVR Rules for Contractors" document?		

Homeowner's Standard Application Fees

Note: Applicant to circle the appropriate fee(s) in the column on the left below

Deck, Patio, Walkway	
\$0	Railing upgrade for code compliance
\$50	Deck/trellis related replacement: No change in footprint, design, or dimensions of any component of the structure (support posts, deck boards, trellis members, fascia, gate*, privacy screen*, stairs, railings). Railing adjustments solely to meet code requirements are acceptable. Applications may include new materials or stain colors.
\$90	Small or simple deck/trellis related addition/change: Any addition/change modifying the footprint, design, or dimension of any structural component (support posts, deck boards, trellis members, fascia, gate, privacy screen, stairs, railings, pathways)
\$180	Medium or large deck/trellis related addition/change: Any addition/change modifying the footprint, design, or dimension of any structural component (support posts, deck boards, trellis members, fascia, gate, privacy screen, stairs, railings)
\$90	Patio or walkway add, change, or replace (if contiguous to related deck change, no additional fee)
Door/Sidelight; Window	
\$50	Fast Track: replace sliding glass door/window—same footprint, placement, design, size, color, material
\$90	Window addition or replace with different design, size, and/or material
\$90	Sliding glass door—new placement, size, or material
\$90	Front door and/or sidelight change
\$90	Other door add, change, or replace—garage entry door, under house access door, etc.
Skylight	
\$50	Fast Track: replace skylight—same footprint, location, size (no additional fee if combined with Fast Track roofing)
\$90	Skylight addition
Lighting	
\$90	Includes all lighting, <i>e.g.</i> , deck, entry door, walkway, carport/garage, etc.
Shades & Screening	
\$0	Fast Track: replace existing privacy screen/under-deck enclosure
\$50	Fast Track: install external metal or solar screen rolling shades—manual or motorized
\$90	Other shades or screens (exception: hidden door screens require notification only)
Other Applications	
\$0	Satellite dish or antenna location
\$0	Fast Track: installation of gravel/rock in the 0–5' zone around structures
\$50	Fast Track: exterior paint (no additional fee if combined with Fast Track deck stain)
\$50	Fast Track: stain deck a new or different approved color (no additional fee if combined with Fast Track exterior paint)
\$50	Fast Track: roofs—replace roof (tar and gravel, shingles, torch down, foam, PVC) (no additional fee if combined with Fast Track skylight)
\$50	Fast Track: replace air conditioner/generator—same location, required screening and decibel rating
\$90	Landscaping, <i>e.g.</i> , rocks/boulders, on ground plant structures, tree planting, etc.
\$50	Trees: Removal or topping of live tree; planting of up to 2 trees Shrubs: Planting of up to 2 shrubs that have the potential to block a Significant View or View Corridor
\$90	Retaining wall
\$90	New air conditioner, heat pump, generator for electricity, tank, or pump (including screening),
\$90	Electric car charging station, rechargeable solar home battery (no additional fee if part of a solar panel system)
\$90	Hot tub including privacy screen
\$90	Play Equipment
\$180	Solar panel system installation
\$180	Carport conversion, garage remodel, addition of trellis, etc.
\$480	Significant view restoration
\$480	House remodel—small and simple
\$720	House remodel—medium and moderate complexity
\$1,440	House remodel—large and more complex
\$90	Mid-construction change order
\$2,400	New home construction by a builder/developer other than Portola Associates—any size
\$50 each	Everything else, <i>e.g.</i> , dog run, fireplace related add or change, garbage can enclosure, roof fan, glass in carport, security system, weather monitoring equipment over 24", storage shed, etc.
\$50	Retroactive applications: additional fee added to all retroactive applications other than those submitted as a result of an emergency situation
_____ Total Fees	

NOTE: remodel application has an initial fee of \$480. The consulting architect will decide the final fee.

*NOTE: replacement of a gate or privacy screen using the same material, footprint, design and dimension is considered maintenance and does not require an application.

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

Appendix D—Standard Application: Landscaping

Log Number _____ (Ranch Office use)

Date _____

Homeowner Checklist:

- I understand that I must submit my completed application, including all supporting documentation and fee, to the Ranch Office **no later than the 15th of the month** to be considered at the next month’s meeting.
- I have submitted **three (3) hard copies** (the original plus 2 copies) of this application, including three (3) sets of any supporting document to the Ranch Office. In addition, I have provided any documentation 11”x17” or larger in PDF format to the Ranch Office.
- I understand that I must include with the application a site plan or sketch clearly showing the location of landscaping changes, and must have completed any required ribbon flagging and provided any material samples (rocks/gravel) at the time I submit my application.
- I have checked below the appropriate fee(s) for my application and submitted the fee alongside my application. (Make checks payable to “Portola Ranch Association”)
 - \$50 Removal or topping of live trees; planting of up to 2 trees; planting of up to 2 shrubs
 - \$90 All other landscaping, *e.g.*, rocks/boulders, on ground plant structures, planting more than 2 trees, etc.
- While planning my project, I have consulted Section 3.1 and any other pertinent parts of the Design Guidelines and requested that my consultants/contractors involved with the project consult them as well.
- I understand that issues sometimes arise with landscaping applications, especially those with major changes or the removal of screening between properties. I understand that if I am unable to attend the meeting, it may be necessary to delay action.**

Applicant’s Name	Phone Number
Property Address	Email Address
Contractor’s Name	Phone Number
Brief Description of Proposed Improvements (add extra page if necessary)	
.....	
Approximate Starting Date	Approximate Completion Date

For Office Use Only

- Check Received
- Amount _____ Check Number _____
- Final Inspection
- Performed by _____
- Date _____

Comments

REMOVAL OF TREES OR SHRUBS OVER 6 FEET IN HEIGHT

SCOPE OF PROJECT	SPECIES OF TREES AND/OR SHRUBS	NUMBER OF EACH SPECIES
<p>Describe what you are planning on removing</p> <p style="margin-left: 20px;"><i>List the species of plant and the corresponding number of each species that you are applying to remove</i></p>		
<p>Your application requires that you provide the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A site plan or sketch showing the locations of trees and/or shrubs relative to landmarks (<i>e.g.</i>; house, carport/garage, road, etc.) so that locations may be identified before and after removal of plants. Photos are helpful in addition to a site plan. <input type="checkbox"/> All trees and/or shrubs must be clearly flagged with a visible ribbon. <p>Additional Notes: <i>You are encouraged to speak with neighbors that may be affected to ensure no unintended consequences to privacy screening. October–December is the best time for tree removal for minimum impact on wildlife, but trees can be removed at other times.</i></p>		

SIGNIFICANT TREES	YES	NO
<p>Does this application involve removal of a Significant Tree per Portola Valley Town Guidelines? (See: http://www.portolavalley.net/building-planning/tree-removal) If yes, a separate application must be submitted to the Town (per Town Request, a copy of the Ranch approval letter should accompany the application to the Town).</p>		

TOPPING TREES

TREE TOPPING	YES	NO
<p>Does your application include topping a tree? If so, please check “Yes” and complete the tree removal section above to provide details on the trees you are applying to top.</p>		
<p>Can you confirm that you have read Section 3.1.3.5 of the Design Guidelines regarding topping of trees?</p>		

PLANTING

<p>Your application requires that you provide plans that include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A proposed plant list that includes the quantity of each plant species. The list should include information on how many of these plants are trees or shrubs that have the potential to block Significant Views or View Corridors <input type="checkbox"/> A site plan or sketch showing the location of plants relative to landmarks (<i>e.g.</i>, house, carport/garage, road, etc.) as well as showing property lines, E1/E2 lines, and utility easements (if applicable) <input type="checkbox"/> Any other information that can help the Design and Landscape Committees understand the scope and impact of this project.
<p><input type="checkbox"/> I confirm that all plants to be installed are on the Approved Plant List.</p>
<p><input type="checkbox"/> I confirm that all plantings conform to fire safe practices as outlined in the Fire Risk Management Guidelines.</p>

OTHER LANDSCAPING

Your application requires that you provide the following:

- If your application involves the installation of rocks, planting structures, ornamental statuary, and/or benches, provide details on and/or photos for these items

GRAVEL/ROCK LANDSCAPING IN 0–5' ZONE

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

- An aerial sketch or site plan indicating which sides of the house are involved (photos may also be provided)
- A sample of the gravel/rock (must be rinsed) to be used is submitted to the Office with this application
- A sample of the gravel/rock (must be rinsed) has been applied to a 1–2' square section in full sunlight for viewing—if different locations will use different types of rock/gravel, multiple samples should be prepared for viewing and labeled

Location: _____

DETAILS OF PROJECT	SUPPLIER	NAME/DESCRIPTOR
Proposed rock/gravel		

Describe the proposed installation, including:

- Width of gravel/rock around structure: _____
- Location—annotated photos or site plan attached
- Any border edging proposed? Describe _____
- Any re-grading proposed? Describe _____
- Any timber for pathways to be installed? Show on annotated photos or site plan
- Any existing plants >6' tall to be removed? Identify plant and show on annotated photos or site plan
- Any other information: _____

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

Appendix E—Fast Track: Air Conditioner/Generator Replacement

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— <i>Application will not be accepted without documentation</i>		
Your application requires that you provide plans that include the following:		
<input type="checkbox"/> An aerial sketch, elevation sketches, or photos showing the location of the unit <input type="checkbox"/> The manufacturer’s specification sheet for your new unit (must include decibel rating)		

2. DETAILS OF PROJECT— <i>All details below are required for a Fast Track Application</i>	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? ≤78 decibels for a 2-stage or variable speed unit or ≤72 decibels for a single-stage (speed) unit Specify decibel rating: _____		
For Generator units, does the replacement unit meet the Town’s required decibel rating of 65 decibels measured at 22 feet from the unit? Specify decibel rating: _____		
For Heat Pumps: <input type="checkbox"/> Does the unit meet the required decibel rating of 68 decibels? Specify decibel rating: _____ <input type="checkbox"/> Does the unit have an internal insulated compressor sound jacket? <input type="checkbox"/> Does the unit have an external discharge silencer for noise reduction?		
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 air conditioner/generator/heat pump or changing the location of an existing unit, you must use a Standard Application**

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

Appendix F—Fast Track: Deck Staining

DECK/TRELLIS/RAILING STAINING: FAST TRACK APPLICATION

Applicant Name _____ Log Number _____

Property Address _____ Date _____

\$50.00 Application fee paid. Check number _____

IMPORTANT: Re-staining an existing deck/trellis/railing with the current (or clear) stain color is considered maintenance and does NOT require an application.

1. SCOPE OF PROJECT	YES	NO
Are you re-staining your deck ?		
Are you re-staining your trellis ?		
Are you re-staining your deck railing ?		

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 of the home indicating which decks and/or trellises will be stained <input type="checkbox"/> A sample is painted and labeled on your home for viewing (<i>Sample can be applied directly to your deck or on a separate piece of representative wood</i>) <p style="text-align: center;">Location: _____</p>

3. DETAILS OF PROJECT	MANUFACTURER	COLOR NAME
Proposed stain color	Deck: Trellis: Railing:	Deck: Trellis: Railing:
If the proposed stain brand/color is not an approved color , specify the approved color that it matches		
<input type="checkbox"/> I confirm that the finish of the stain will be flat/matte.		

Applicant Agreement

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Signature of Homeowner

Date

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Acknowledgments

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- 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.
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- 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

Appendix G—Fast Track: Exterior Painting

Applicant Name _____

Log Number _____

Property Address _____

Date _____

\$50.00 Application fee paid.

Check number _____

1. SCOPE OF PROJECT	YES	NO
Are you repainting your house ?		
Are you repainting your carport/garage ?		

2. REQUIRED DOCUMENTATION— <i>Application will not be accepted without documentation</i>
<p>Your application requires that you provide the samples as noted below:</p> <p><input type="checkbox"/> Samples of all colors are painted/labeled for viewing (2'x2', at eye level, in sun); Location: _____</p> <p><input type="checkbox"/> Samples of all colors on 3"-4" cardboard squares are submitted to the Office with this application</p>

IMPORTANT: Residents should be aware that efforts may be required to ensure an exact match with an approved color (see Design Guidelines or the color book/samples in the Office); this may require taking samples from the Ranch Office to a paint store to provide an exact match. NOTE: Matching your existing color (which has faded) is generally not acceptable. You should be matching the approved color samples available in the Color Book or in the Office.

3. STRUCTURE TO BE PAINTED	MANUFACTURER	COLOR NAME
Siding of house		
Siding of carport/garage		
Fascia (house and/or carport/garage)		
Front Door		
Trellis / Deck (circle)		
Deck Railing		
Garage Door		
Interior of Carport		
Fence/Privacy Screen/Retaining Wall/ Garbage Can Enclosure (circle)		

4. DETAILS OF PROJECT— <i>All details below are required if applicable</i>	YES	N/A
All proposed colors are approved for use		
The paint sheen (finish) is flat/matte for siding, fascia, trim, trellis, deck, railing, garage door, carport interior, fence, fence, privacy screen, retaining wall, and/or garbage can enclosure		
The paint sheen (finish) is satin or egg-shell for front doors (<i>Shiny or glossy finishes are not allowed</i>)		
Roof flashing/roof vents is the same color as surrounding material/background (<i>e.g., fascia or roof</i>)		
Gutters are the same color as fascia		
Downspouts are the same color as the surface behind the downspout (<i>e.g., fascia/siding</i>)		
Trim (distinct from fascia) is the same color as siding. (<i>Only exception is front door trim</i>)		
Fence is the same color as siding		
Privacy screen is the same color as siding, trellis, left to weather, or color that blends with surroundings		
Retaining wall is left to weather, a dark color or a color to match surroundings		
Utility panels are the same color as siding or left natural if gray or unobtrusive neutral color		
Garbage can enclosures are the same color as siding		

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

Appendix H—Fast Track: Gravel/Rock Landscaping in 0–5’ Zone

GRAVEL/ROCK LANDSCAPING IN 0–5’ ZONE: FAST TRACK APPLICATION

Applicant Name _____ Log Number _____

Property Address _____ Date _____

THIS IS A NO FEE APPLICATION

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

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

- An aerial sketch or site plan indicating which sides of the house are involved (photos may also be provided)
- A sample of the gravel/rock (must be rinsed) to be used is submitted to the Office with this application
- A sample of the gravel/rock (must be rinsed) has been applied to a 1–2’ square section in full sunlight for viewing—if different locations will use different types of rock/gravel, multiple samples should be prepared for viewing and labeled

Location: _____

2. DETAILS OF PROJECT

SUPPLIER

NAME/DESCRIPTOR

Proposed rock/gravel

Describe the proposed installation, including:

- Width of gravel/rock around structure: _____
- Location—annotated photos or site plan attached
- Any border edging proposed? Describe _____
- Any re-grading proposed? Describe _____
- Any timber for pathways to be installed? Show on annotated photos or site plan
- Any existing plants >6’ tall to be removed? Identify plant and show on annotated photos or site plan
- Any other information: _____

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.

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.
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- 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

Appendix I—Fast Track: Privacy Screen/Under-Deck Enclosure Replacement

PRIVACY SCREEN/UNDER-DECK ENCLOSURE REPLACEMENT: FAST TRACK APPLICATION

Applicant Name _____ Log Number _____

Property Address _____ Date _____

THIS IS A NO FEE APPLICATION

NOTE: To improve fire safety, the Ranch is recommending that all wood lattice and picket (small lumber) privacy screens and under-deck enclosures be replaced with non-combustible materials. Section 3.7.2.2 of the Design Guidelines notes that the use of metal improves fire safety, but other materials may also be proposed keeping in mind massing, visual impact and overall aesthetic.

1. SCOPE OF PROJECT	YES	N/A
Are you replacing an existing privacy screen(s)?		
Are you replacing an existing under deck enclosure(s)?		
Will the dimensions of the replacement(s) be exactly the same as existing?		<input checked="" type="checkbox"/>

Note: If you needed to answer "NO" to any of these questions, you must use a Standard Application

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 elevation plan, sketch or photos of the home indicating location of existing privacy screen(s) and/or under-deck enclosure(s) <input type="checkbox"/> A photo of the existing privacy screen(s) and/or under-deck enclosure(s) <input type="checkbox"/> Specifications or designs for the new privacy screen/under-deck enclosure

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

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Acknowledgments

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- 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.
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Applicant's Signature

Date

Appendix J—Fast Track: Rolling Shades

ROLLING SHADES: FAST TRACK APPLICATION

Applicant Name _____

Log Number _____

Property Address _____

Date _____

\$50.00 Application fee paid.

Check number _____

1. SCOPE OF PROJECT	DOORS	WINDOWS	TRELLIS
Place check mark under location of the shades to be installed			
Write in the type of material to be used (<i>e.g.</i> , metal, solar screen) for each location			

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"/> Elevation sketches or photos of your home that show the windows, doors, and/or trellis that will be covered by the shades <input type="checkbox"/> A sample(s) of the proposed shade material(s) <input type="checkbox"/> The manufacturer’s specification sheet(s) for the hardware

3. DETAILS OF PROJECT	COLOR
Specify the color of the proposed shade(s)	
Specify the color of the proposed hardware/framing	

I understand that if this is a motorized shade, 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

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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

Appendix K—Fast Track: Roofing

Applicant Name _____

Log Number _____

Property Address _____

Date _____

\$50.00 Application fee paid.

Check number _____

1. SCOPE OF PROJECT	YES	NO
Are you replacing ALL roof surfaces (including garage or carport) on your property?		
Are any skylights going to be replaced? <i>If yes, submit a separate Fast Track application for skylights, 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> <p><input type="checkbox"/> An aerial sketch or photos showing the area to be replaced, if only partial roof replacement</p> <p><input type="checkbox"/> A sample of your roofing material (<i>A sample is required unless using shingles that match an approved color</i>)</p>

3. TYPE AND COLOR OF MATERIAL	FLAT				SLOPED
	Tar & Gravel	Torch down	Foam	PVC	Shingle
Place check mark to indicate type of roofing material you are proposing					
Answer Yes/No if proposed color matches existing roof material					
Write in the brand and color of proposed material. <i>Approvable colors noted below *</i>					

** If you are using **shingle or torch down**, you must use an approved shingle color (see Design Guidelines and samples in Office)
If you are using **foam, PVC or tar & gravel**, approvable colors are tan, gray, or a match to an approved shingle color*

4. DETAILS OF PROJECT— <i>All details below are required if applicable</i>	YES	N/A
Torch down surface has a granular finish and the seams will be sealed using matching granules.		
PVC, surface has low or no reflectivity.		
All flat roof areas on the property uses the same type and color of material.		
All sloping roof areas on the property uses the same color shingle.		
Gutters are the same color as fascia.		
Downspouts are the same color as the surface behind the downspout (<i>e.g.</i> , fascia/siding).		
Metal trim/flashing is the same color as fascia.		
Roof vents are the same color as roofing material.		
Any fascia being replaced is identical in form/color to existing fascia.		

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

Appendix L—Fast Track: Skylight

Applicant Name _____

Log Number _____

Property Address _____

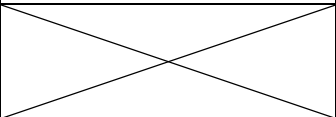
Date _____

\$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 3.2.3 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 compliant with Section 3.2.3 of the Design Guidelines, which says that glass may not be mirrored. If glass is tinted, it may only be tinted gray, bronze, or color compatible with roofing material.

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>Clear, bronze, gray colors are allowed for new skylights; color must match existing if partial replacement, except white grandfathered skylights. Color of frosted/obscure glass must be compatible with the roofing material.</i>		
Color of skylight frames <i>Anodized bronze, gray, 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.
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- 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.
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- 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

Appendix M—Fast Track: Sliding Door/Window & Frame Replacement

SLIDING GLASS DOOR/WINDOW & FRAME REPLACEMENT: FAST TRACK APPLICATION

Applicant Name _____

Log Number _____

Property Address _____

Date _____

\$50.00 Application fee paid.

Check number _____

1a. SCOPE OF PROJECT	DOORS		WINDOWS	
	ALL	PARTIAL	ALL	PARTIAL
Mark what you are proposing to replace				

1b. SCOPE OF PROJECT	GLAZING + FRAME	GLAZING ONLY
Mark what you are proposing to replace for your doors		
Mark what you are proposing to replace for your windows		

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 elevation plan, sketch, or photos of your home that show the location, dimensions, and number of the doors and/or windows to be replaced <input type="checkbox"/> The manufacturer’s specification sheet for the new doors/windows (<i>The specification sheet should provide information on the color of glass and an illustration of the design of the door/window</i>) <p><input type="checkbox"/> I confirm that the glass will be compliant with Section 3.2.3 of the Design Guidelines, which says glass may not be mirrored. If glass is tinted, it may only be tinted gray or bronze.</p>

3. DETAILS OF PROJECT— <i>All details below are required for a Fast Track Application</i>	YES	N/A
The new doors/windows will be the same size as the existing doors/windows. *		
The new doors/windows will be in the same location as the existing doors/windows. *		
The new doors/windows will be the same style as existing doors/windows. *		
The new doors/windows will have the same anodized bronze finish as existing doors/windows.		
If you are replacing glazing only, the new glazing will match your existing glazing.		

*** NOTE: If you are changing the size, location, or style of any of your doors or windows, you must use a Standard Application**

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

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Applicant's Signature

Date