

STANDARD APPLICATION: PROPOSED IMPROVEMENTS

Updated April 2021

(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)	
.....	
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., fascia/siding</i>)		
Metal trim/flushing 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 also complete this column if replacing only some 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