

# 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><b>Describe what you are planning on removing</b></p> <p><i>List the species of plant and the corresponding number of each species that you are applying to remove</i></p>		
<p><b>Your application requires that you provide the following:</b></p> <ul style="list-style-type: none"> <li><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.</li> <li><input type="checkbox"/> All trees and/or shrubs must be clearly flagged with a visible ribbon.</li> </ul> <p><b>Additional Notes:</b>  <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: <a href="https://www.portolavalley.net/departments/planning-building-department/resource-center/general-information-and-handouts/tree-removal">https://www.portolavalley.net/departments/planning-building-department/resource-center/general-information-and-handouts/tree-removal</a>) 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><b>Your application requires that you provide plans that include the following:</b></p> <ul style="list-style-type: none"> <li><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</li> <li><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)</li> <li><input type="checkbox"/> Any other information that can help the Design and Landscape Committees understand the scope and impact of this project.</li> </ul>
<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.

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Applicant's Signature

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Date