SUBMITTAL REQUIREMENTS: NEW CONSTRUCTION AND/OR ADDITIONS

Preliminary review(s) required:

New construction often requires preliminary planning review prior to submittal for the building permit.

Applicants are advised to discuss the project with Staff at the Building/Planning/Engineering counter before final drawings are developed to determine required reviews. Additionally, all new residences and some development projects require review by the Town’s Architectural Site and Review Board (A.S.R.B.) and/or Planning Commission prior to submittal of building permit applications.

This handout is designed for the average submittal. Each project is individual, additional submittal requirements and or information might be necessary based on the actual scope of the project.

Number of plan sets normally required:

Typically 6 sets of plans (2 sets wet-signed) are required for submittal. Projects that require a new septic or upgraded septic system or an impact on the system (e.g., additional bedrooms or work proposed adjacent to a drain field) will require a 7th plan set. Please feel free to discuss submittal requirements with a Town Project Manager. As of February 2012, we are accepting electronic copies for Geology Department reviews only; this will decrease the required number of physical plans to 4-5 sets. To submit electronic copies, please provide a CD or memory stick with all the required submittal documents in PDF format. Each report and plan set should be placed in an individual file to avoid overly large files.

Plan Size - Minimum: 18” x 24”; Maximum: 24” x 36”

Required Supplemental information:

Title 24 energy package = 2 sets signed by author and project designer or owner.

NOTE: This is in addition to the CF-1R & MF-1R sheets which must be reproduced on the plans and signed by the author and project designer or owner.

Structural Calculations = 2 sets wet-stamped and signed by the engineer.

Soils/Geotechnical reports = (4) reports, (2) wet-stamped and
FOR NEW RESIDENCES ON UNDEVELOPED PROPERTY: Provide “will serve” from applicable utility providers. All utility lines to new structures are to be underground. Also, percolation test results for new septic systems that were observed by San Mateo County Environmental Health Dept. staff are to be submitted, and the plans need to show the location of those tests and the lengths and location of septic field lines (primary and expansion fields).

Information normally required on the existing conditions & proposed site plans:

- Applicable codes
- Scope of Work
- True Square Footage (different from the Planning Department Floor Area Calculations) if new is proposed.
- Existing Topography: delineate any areas of slope greater than 35%. Provide calculation of average slope of the property (excluding those areas with slopes greater than 35%) per Woodside Zoning Ordinance Section 153.415, and total area of site that will be retained in a natural state. Include source and date of topographical information.
- Scale, north arrow, location map, name & address of architects, engineers, surveyors, etc. Plans prepared by registered professionals require their signature and stamp.
- Accurate property boundaries, easements (utilities, trails, open space, etc.), and adjacent roadways must be identified. Source of survey information is to be noted on the plans.
- Major natural features: existing trees (show driplines and indicate any trees to be removed), creeks/streams (identify center line and top of bank), ponds, springs, wetlands, etc. Stream setbacks are also to be shown (50 ft. from center line or 25 ft. from top of bank, whichever distance is greater).
- Geologic features: landslide areas, earthquake fault traces and fault trace setbacks (50 ft. from known trace for habitable structures; 125 ft. from inferred fault trace for habitable structures).
- Location and capacity of nearest fire hydrant(s) and/or water tank(s).
- Location of underground utilities.
- Location of all existing and proposed utility meters and waterline backflow preventers
- Location and size of septic tank and drainfield lines, including 100% septic expansion area, if required.
- Floor Area Information: diagram all existing and proposed structures to scale. Indicate setback distances from proposed structures to property lines and/or road

signed by the geotechnical engineer, and (2) copies
easements and/or creek banks. Indicate structures and/or portions of structures to be removed. Provide floor area calculations of each proposed and all existing structures, and provide total floor area proposed for the property, per Woodside Zoning Ordinance Section 153.206.

- **Paved Area Information**: identify areas of existing and proposed, paved area surfaces including, but not limited to: driveways (principal access portion of driveway(s) greater than 50 feet from the main residence does not count into calculations), patios, decks, walkways, tennis courts, swimming pools/spas, etc. Gravel and similar surfaces count towards paved coverage. Check with Town staff if you have a question regarding which surfaces should be counted. Provide a plan that calls out all paved area along with the itemized calculation. Provide calculations per Woodside Zoning Ordinance Section 153.209.

- **Existing and proposed fences, walls and gates including retaining walls.** Call out the distance between the fence and/or gate and the driving surface of the adjacent road. Provide details with fence/wall elevations showing heights and materials.

- **Drainage Calculations for new site drainage or alterations of existing drainage systems.**

- **Existing and proposed drainage facilities**: all surface and subsurface systems, outfalls and dissipaters; details of outfalls and dissipaters are normally required.

- **Grading Plan**: show existing and proposed contour lines and show areas of proposed cut and fill indicating quantities in cubic yards of cut and fill, including those specific quantities for building foundation and road excavations. Any discrepancy in cut and fill quantities is to be addressed as import/export material. Include finished grade elevations. Plans to be wet-stamped and signed by plan preparer.

- **Horizontal Control Plan**: show dimensions, bearings, curve information, stationing, etc. required for laying out locations of all structures and roads. Information shall be sufficient for construction staking. Plans to be wet-stamped and signed by plan preparer.

- **Utility, Septic and/or sewer plan**: Provide a plan showing the location of the gas, electrical, sewer and/or septic system. If you are on septic go to the San Mateo County Office of Environmental Health for septic system (Tank, leach lines etc.) submittal guidelines and requirements. [https://www.smchealth.org/landuse](https://www.smchealth.org/landuse).
**Building Plans/Elevations**

- **Erosion Control Plan**: show erosion control measures to be implemented during the rainy season. Plans to be wet-stamped and signed by plan preparer.
- **Floor Area Plan**: show a diagram and table calculating the existing and proposed floor area consistent with the example in the Residential Design Guidelines.
- **Landscape Plan**: show location, size, type, and dripline of existing major trees, and trees to be removed. Show location, size, and type of new proposed trees, shrubs, and groundcovers. Comply with the State Model Water Efficient Landscape Ordinance if applicable.
- **Lighting Plan**: Show location and include “cut-sheets” for all proposed outdoor lighting fixtures (on buildings and within the landscape). All proposed outdoor lighting must comply with Woodside Zoning Ordinance section 153.213 which requires, in part, that fixtures be shielded or hooded.
- **Floor plans**: scale of 1/8"=1' or 1/4"=1'. Include complete, dimensioned plans for existing and proposed areas. Clearly indicate any walls/elements to be removed and constructed, and identify/label uses of rooms.
- **Cross Sections**: profile of proposed and existing buildings with relation to existing and proposed grade showing ceiling heights in basements and attics.
- **Building Elevations**: include all architectural features and building materials and colors, and note plate and ridge heights measured from existing and finished grades.

**Other Information Required**

- **Fire-Design Checklist**: If the project is a new building, new building in the High-Fire Severity zone, or a remodel, please see [http://www.woodsidetown.org/building/building-checklists-guides-handouts-and-reports](http://www.woodsidetown.org/building/building-checklists-guides-handouts-and-reports)
- **Green Building Mandatory Measures checklist**: Please see [http://www.woodsidetown.org/sites/default/files/fileattachments/gbs.pdf](http://www.woodsidetown.org/sites/default/files/fileattachments/gbs.pdf)
- **New or replacement electrical service**: See handout for submittal requirements.
Fees

- **Photovoltaic and/or Battery systems.** See submittal requirements for new, altered or replaced systems.

- **Refer to the Fee Schedule (Resolution No. 2011-6722) at**

- **Construction and Demolition Recycling Program:** To reduce landfill waste, the Town requires the reuse, recycling, or salvage of at least 65% of debris generated by construction and demolition activities. The regulations apply if: 1) the total projected cost of the demolition project is greater than $10,000, or 2) the project will generate more than 10 tons of demolition material. A fee and deposit are required prior to the issuance of the demolition permit. The deposit will be refunded when it has been shown via weight tickets that 65% of the material has been recycled.

- **Fire Department Fees:** The Woodside Fire Protection District is a separate entity. A separate check will be required for payment of their fees. Fire department fees shall be paid at time of permit submittal. They can be contacted at (650) 851-6206.

- **San Mateo County Office of Environmental Health Fees:**
  The San Mateo County Office of Environmental health is a separate entity. The fees for their review shall be paid directly to County Health. **County Health will not start their review until fees have been paid to them.** They can be contacted at (650) 372-6200. Web Site:
  [http://www.smchealth.org/landuse](http://www.smchealth.org/landuse)

- **School Fees:**
  School fees shall be paid to school district, prior to the issuance of permits. For information on school fees see link below.
  [http://www.seq.org/About-Us/Departments/Administrative-Services/Maintenance--Operations/index.html](http://www.seq.org/About-Us/Departments/Administrative-Services/Maintenance--Operations/index.html)

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