



June 22, 2024

Oisín Heneghan  
N17 Development  
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San Francisco, CA 94103  
oisin@n17.dev

*Electronic Mail Delivery Only*

**RE: 80 Willow Road (PLN2023-00049) – Completeness Review – Incomplete**

Dear Oisín Heneghan,

On May 24, 2024, you submitted the following formal development application(s) related to the December 7, 2023 preliminary application submission:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Use Permit            | <input type="checkbox"/> Conditional Development Permit |
| <input type="checkbox"/> <u>Rezoning</u>                  | <input type="checkbox"/> Planned Development Permit     |
| <input type="checkbox"/> <u>General Plan Amendment</u>    | <input type="checkbox"/> <u>Subdivision</u>             |
| <input checked="" type="checkbox"/> Architectural Control | <input type="checkbox"/> <u>Environmental Review</u>    |
| <input type="checkbox"/> Variance                         | <input type="checkbox"/> Sign Review                    |

The below project description identifies applications/entitlements known to be required by the project scope at this time. The City identifies that the above underlined items (Rezoning, General Plan Amendment, Subdivision, Environmental Review) have not yet been applied for and will need to be applied for.

**PROJECT DESCRIPTION:**

General Plan Amendment, Zoning Ordinance Amendment, Rezoning, Use Permit, Architectural Control, Tentative Map, Below Market Rate Housing Agreement, and Environmental Review/Oisín Heneghan/80 Willow Road: Request for a General Plan Amendment, Zoning Ordinance Amendment, Rezoning, Architectural Control, Tentative Map, Below Market Rate Housing Agreement, and Environmental Review to demolish an existing commercial office building and construct three new mixed-use buildings ranging in height from approximately 301 feet to 446 feet tall, including 665 residential units of which 133 units (20 percent) would be designated below market rate housing, approximately 336,000 square feet of office, approximately 39,000 square feet of retail space, and a hotel with 130 rooms. The project also includes a use permit request for a new private school use.

Please be advised that the formal development application for the above project has been reviewed for completeness of application submittal requirements and has been found to be:

☒ **INCOMPLETE.** Please provide the following information to make the application complete. Further clarification and/or additional information may be needed upon review of the revised information.

☐ **COMPLETE.** With regard to basic application components, the application is complete.

The application is deemed incomplete as the below listed items from the City of Menlo Park (City) SB 330 Housing Project Application Checklist (checklist) are missing from the formal development application. Once the required items have been submitted, the application can be deemed complete.

The checklist that was in effect at the time of the preliminary application submission is excerpted below with the left column identifying the submission requirement and the right column identifying the specific information needed to complete the formal development application. The checklist is included in its original form as Attachment A and as noted in the Purpose section on page 1, "The checklist incorporated into this handout is to be submitted with the listed materials as part of a complete development application submittal for housing projects as defined by SB 330." Please include the checklist as part of the application resubmission.

Please be advised that following the preliminary application submission on December 7, 2023, the checklist was updated as part of the City's online services transition from ".org" to ".gov" and the currently in effect checklist with updated hyperlinks to handouts/guidelines is provided as Attachment B. Please refer to this checklist (Attachment B) or the status column below for updated hyperlinks.

Required Application Materials – Planning		Status
1.	<b>Development Permit Application Form</b>  The Development Permit Application form is required to be <b>wet signed</b> by the property owner and project applicant. <a href="https://www.menlopark.org/DocumentCenter/View/241/Development-Permit-Application-Submittal-Guidelines">https://www.menlopark.org/DocumentCenter/View/241/Development-Permit-Application-Submittal-Guidelines</a>	<b>Incomplete</b>  Submit hardcopy form wet signed by the property owner and project applicant.  <a href="#">Development Permit Application form</a>
2.	<b>Fee Deposit</b>	<b>Incomplete</b>

	<p>Please contact the Community Development Department to confirm with a Planner the applicable fee deposits based on the specific requested land use entitlements. Please note that the fee is a deposit. Staff time spent reviewing the project is billed against the initial deposit and applicants may receive additional invoices through the appeal period after project approval.</p> <p>Phone: 650-330-6702 Email: <a href="mailto:planning@menlopark.org">planning@menlopark.org</a></p>	<p>Submit the following fee deposits:</p> <ul style="list-style-type: none"> <li>• Environmental Review (\$5,000)</li> <li>• Tentative Tract / Subdivision Map (\$6,000)</li> </ul>
3.	<p><b>Data Sheet</b></p> <p><a href="https://www.menlopark.org/DocumentCenter/View/262/Data-Sheet-for-Projects">https://www.menlopark.org/DocumentCenter/View/262/Data-Sheet-for-Projects</a></p>	<p><b>Incomplete</b></p> <p>The submitted data sheet is only partially completed, and missing information (e.g., setbacks, landscaping, paving, trees) must be provided. In addition, the correlation between the zoning metrics from the data sheet (e.g., square footage of buildings, floor area ratio) and the zoning metrics listed on Sheet A0.02 (Project Information) of the plans is unclear. For example, the data sheet lists square footage of all buildings as 1,715,643 sf, however, the sum of total gross square footage numbers listed on Sheet A0.02 (Building 1: 615,895 sf, Building 2: 751,542 sf, Building 3: 797,033 sf) plus the 3,500 sf Montessori School equals 2,167,970 sf.</p> <p>Completely fill out the data sheet and clarify zoning metrics so that the data sheet is consistent with the submitted plans.</p> <p><a href="#">Data Sheet</a></p>
4.	<p><b>Project Description Letter</b></p> <p>On one or more letter-size sheets, describe the project in detail, including topics such as:</p> <ul style="list-style-type: none"> <li>• Purpose of the proposal</li> <li>• Scope of work</li> </ul>	<p><b>Complete</b></p>

	<ul style="list-style-type: none"> <li>• Architectural style, materials colors, and construction methods</li> <li>• Basis for site layout</li> <li>• Existing and proposed uses</li> <li>• Outreach to neighboring properties</li> </ul>	
<b>5.</b>	<p><b>Project Plans</b></p> <p>The project plans shall generally document compliance with the requirements of the Zoning Ordinance applicable to the proposed project. Please see the Development Permit Application Submittal Guidelines for guidance on information that should be included on each plan sheet. <a href="https://www.menlopark.org/DocumentCenter/View/241/Development-Permit-Application-Submittal-Guidelines">https://www.menlopark.org/DocumentCenter/View/241/Development-Permit-Application-Submittal-Guidelines</a></p> <p>The following sheets shall be included in a complete plan set:</p> <ul style="list-style-type: none"> <li>• Area plan</li> <li>• Site plan</li> <li>• Streetscape</li> <li>• Floor plans (existing and proposed)</li> <li>• Elevations (existing and proposed)</li> <li>• Sections</li> <li>• Square footage and building coverage calculation diagrams</li> <li>• Open space and landscape diagrams</li> <li>• Street dedication/public</li> </ul>	<p><b>Incomplete</b></p> <p>See Attachment C for a staff-annotated version of the <a href="#">Development Permit Application Submittal Guidelines</a>. Use this document to identify required corrections to project plans.</p>

	access diagram <ul style="list-style-type: none"> <li>• Roof plan</li> <li>• Perspective renderings</li> <li>• Garbage enclosure plans and elevations</li> <li>• Vehicular circulation plan</li> <li>• Full boundary and topographic survey</li> <li>• Civil sheets             <ul style="list-style-type: none"> <li>○ Grading and drainage</li> <li>○ Utilities</li> <li>○ Frontage improvement plans</li> <li>○ Landscape and irrigation plans</li> <li>○ Erosion control plans</li> </ul> </li> </ul>	
6.	<b>Request for Evaluation for Potential Historic Significance (if applicable)</b>  <a href="https://www.menlopark.org/DocumentCenter/View/266/Historic-Significance-Evaluation">https://www.menlopark.org/DocumentCenter/View/266/Historic-Significance-Evaluation</a>	<b>Complete</b>  <a href="#">Historical Significance Evaluation Form</a>
7.	<b>Environmental Information Form</b>  <a href="https://www.menlopark.org/DocumentCenter/View/4653/Environmental-Information-Form">https://www.menlopark.org/DocumentCenter/View/4653/Environmental-Information-Form</a>	<b>Incomplete</b>  Page 3 of the Environmental Information Form (Project Description continued) requires discussion of all items checked “yes.” The submitted form has checked “yes” for items 23, 24, 27, 30, and 31. Submit a revised Environmental Information Form (attach additional sheets as necessary) with the required information.  <a href="#">Environmental Information Form</a>
8.	<b>Color and Materials Board</b>  Also include a color scan/photo of the board for reference.	<b>Complete</b>
9.	<b>LEED Checklist</b>	<b>Complete</b>
10.	<b>Specific Plan Standards/Guidelines Compliance Worksheet</b>	<b>Not Applicable</b>  <a href="#">Specific Plan Compliance Worksheet</a>

	<p><b>(if applicable)</b></p> <p>For projects in the El Camino Real/Downtown Specific Plan area, please complete the Standards/guidelines compliance worksheet:  <a href="https://www.menlopark.org/DocumentCenter/View/5925/El-Camino-Specific-Plan---StandardsGuidelines-Compliance-Worksheet-PDF?bidId=">https://www.menlopark.org/DocumentCenter/View/5925/El-Camino-Specific-Plan---StandardsGuidelines-Compliance-Worksheet-PDF?bidId=</a></p> <p>For more information regarding Specific Plan requirements, please visit the following website and ensure that your submittal includes the applicable requirements:  <a href="https://www.menlopark.org/956/Development-Guide">https://www.menlopark.org/956/Development-Guide</a></p>	<p><a href="#">Specific Plan Development Guide</a></p>
11.	<p><b>Menlo Park Fire Protection District Approval</b></p> <p>Please contact the Menlo Park Fire Protection District for preliminary review and approval of the project. Documentation that the proposed project meets the Fire District's requirements is required for a complete development permit application.</p> <p>650-688-8425  170 Middlefield Road  Menlo Park, CA 94025  <a href="http://www.menlofire.org/">http://www.menlofire.org/</a></p>	<p><b>Incomplete</b></p> <p>The provided letter does not include approval/documentation that the proposed project meets the Fire District's requirements.</p> <p><a href="#">Menlo Park Fire Protection District</a></p>

<p><b>12.</b></p>	<p><b>Community Amenity Proposal (if applicable)</b></p> <p>For projects in the R-MU-B zoning districts proposing bonus-level development, please provide a list of community amenities that are being proposed. Please see the following list of approved amenities that could be included in a bonus-level development project:  <a href="https://www.menlopark.org/DocumentCenter/View/15009/6360---Community-Amenities?bidId=">https://www.menlopark.org/DocumentCenter/View/15009/6360---Community-Amenities?bidId=</a></p>	<p><b>Not Applicable</b></p> <p><a href="#">Adopted Community Amenities List</a></p>
<p><b>13.</b></p>	<p><b>New connections (if applicable)</b></p> <p>Proposed development will be required to provide new pedestrian, bicycle, and/or vehicle connections to support connectivity and circulation as denoted in the city zoning map. Please review the adopted zoning map:  <a href="https://www.menlopark.org/DocumentCenter/View/12610/Approved-M-2-zoning-map?bidId=">https://www.menlopark.org/DocumentCenter/View/12610/Approved-M-2-zoning-map?bidId=</a></p> <p>These connections may be in the form of either a public street or a paseo as denoted in the city zoning map and are pursuant to the standards in Section 16.45.120. Streets shall meet the requirements of the adopted city of Menlo Park</p>	<p><b>Not Applicable</b></p> <p><a href="#">Approved M-2 Area Zoning Map</a></p> <p><a href="#">Municipal Code Chapter 16.45 (R-MU Residential Mixed Use District)</a></p>

	<p>street classification map in the general plan circulation element.</p> <p>If your project site includes an adopted new connection (or a portion of a new connection), please review and comply with the requirements of Chapter 16.45.100. If the new connection is a paseo, review and comply with paseo requirements in Chapter 16.45.120 (5) "Paseos."</p> <p>Please document compliance on appropriate plan sheets.</p>	
14.	<p><b>R-MU Zoning District Design Standards Compliance (If Applicable)</b></p> <p>For projects located in the R-MU zoning district, documentation of compliance with the zoning district design standards is required. The design standards are located in Chapter 16.45.120. Compliance shall be documented on appropriate plan sheets based on the applicable standard.</p>	<p><b>Incomplete</b></p> <p><a href="#">Municipal Code section 16.30.040</a> identifies residential design standards for the C-1 zoning district. Provide sufficient information to evaluate compliance.</p>
<b>Required Application Materials – Housing</b>		<b>Status</b>
15.	<p><b>Below Market Rate Housing Proposal (if applicable)</b></p> <p>New housing projects</p>	<p><b>Incomplete</b></p> <p>Submit a preliminary BMR housing agreement proposal which includes the following information:</p> <ol style="list-style-type: none"> <li>1. In the agreement proposal, identify which units will be designated as BMR units and include a BMR unit location</li> </ol>



	<p>proposing five or more units are subject to the City's Below Market Rate (BMR) Housing Program requirements. Please provide a preliminary BMR housing agreement proposal. Please see the following website for more information: <a href="https://www.menlopark.org/369/Below-Market-Rate-BMR-housing-program">https://www.menlopark.org/369/Below-Market-Rate-BMR-housing-program</a></p>	<p>plan. Indicate whether the units will be rentals or ownership units. The units should be distributed equally throughout the development and be indistinguishable from the market-rate units.</p> <p>2. In the agreement proposal, include description of the proposed characteristics of the BMR units in comparison to the market-rate units, including information such as:</p> <ul style="list-style-type: none"> <li>• Unit distribution by # of bedrooms</li> <li>• Unit square footage</li> <li>• Generally, it should match the market-rate units. For example, if for the market-rate units, 10% are studios and 25% are 3-bedroom, the BMR units should have a similar profile with comparable square footage.</li> </ul> <p><a href="#">BMR Housing Program</a></p>
16.	<p><b>Tenant Relocation Assistance Program (if applicable)</b></p> <p>Please note that the project may be subject to the City's Tenant Relocation Assistance Program. Please indicate whether the project will be subject to the program and provide documentation for compliance. Please see the following website for more information. <a href="https://www.menlopark.org/1399/Tenant-relocation-assistance-ordinance">https://www.menlopark.org/1399/Tenant-relocation-assistance-ordinance</a></p>	<p><b>Not Applicable</b></p> <p><a href="#">Tenant Relocation Assistance</a></p>
<b>Required Application Materials – Building</b>		<b>Status</b>
17.	<p><b>Preliminary Building Code Compliance</b></p> <p>Please see the following document for information regarding items that will be reviewed for compliance with the Building Code during the</p>	<p><b>Incomplete</b></p> <p>1. The submittal does not provide sufficient information to evaluate compliance with the City's local amendments to the CalGreen EV Charging requirements.</p> <p>2. The submittal does not provide sufficient information to evaluate compliance with the requirement to show</p>

	<p>entitlement stage of a housing project. The project will be required to show that the proposed buildings will be able to meet applicable Building Code standards prior to approval of any discretionary permits.</p> <p><a href="https://www.menlopark.org/DocumentCenter/View/24547/SB-330-Preliminary-Building-Code-Compliance">https://www.menlopark.org/DocumentCenter/View/24547/SB-330-Preliminary-Building-Code-Compliance</a></p>	<p>different occupancies within any given building shall comply with the required fire rated separation per Table 508.4 or special provisions of 510 of the 2022 Building Code. The plans only have a table stating they will comply with the requirements and provides a Building Code section for reference.</p> <ol style="list-style-type: none"> <li>3. The submittal does not provide sufficient information to evaluate compliance with the requirement to show accessible routes within buildings, egressing out to exit discharge including the pathway to public way. The plans only have a table stating they will comply with the requirements and provides a Building Code section for reference.</li> <li>4. The submittal does not provide sufficient information to evaluate compliance with the requirement to show parking stalls – Plan view of total space count, accessibility count, EVSE chargers, and bicycle parking and/or storage. The plans only have a table stating they will comply with the requirements and provides a Building Code section for reference.</li> <li>5. The submittal does not provide sufficient information to evaluate compliance with the requirement to identify the type of occupancy and construction type. As a reminder, courtyards and other defined outdoor use areas have specific occupant loads and egress requirements that will need to be designed and detailed. If the building is located in a flood zone, it is required to meet all applicable flood design criteria and final certification. The plans only have a table stating they will comply with the requirements and provides a Building Code section for reference.</li> <li>6. The submittal does not provide sufficient information to evaluate compliance with the requirement to show, if applicable, identify the maximum allowable openings for walls located 20 feet or less to a property line based on the fire area separation per California Building Code Table 705.8. Be sure to indicate the locations of required fire-rated exterior walls and minimum fire protectives required at these walls (when over percentages of unprotected opening limits). The plans only have a table stating they will comply with the requirements and provides a Building</li> </ol>
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		<p>Code section for reference.</p> <p>7. The submittal does not provide sufficient information to evaluate compliance with the requirement to show how the buildings will comply with the allowable heights and areas established in Chapter 5 of the California Building Code. Please include construction types, allowable area analysis, mixed-use or special provisions taken and overall building heights in 503, 504, 506, 508 and 510. The plans only have a table stating they will comply with the requirements and provides a Building Code section for reference.</p> <p>8. The submittal does not provide sufficient information to evaluate compliance with the requirement to show how the buildings will comply with building and exit discharge accessibility and, if applicable, does not clarify the design approach related to the flood plain mitigation measures for the project and any specific landscape or design features proposed. The plans only have a table stating they will comply with the requirements and provides a Building Code section for reference.</p> <p>9. The submittal does not provide sufficient information to evaluate compliance with the requirement to show how the buildings will comply with the following:</p> <ul style="list-style-type: none"> <li>a. Occupancy classifications <ul style="list-style-type: none"> <li>i. Height and area limits</li> <li>ii. Maximum number of stories</li> <li>iii. Fire resistive requirements <ul style="list-style-type: none"> <li>1. Floor and roof construction</li> <li>2. Occupancy separation</li> <li>3. Incidental use areas</li> <li>4. Electrical Mechanical</li> <li>5. Vertical Openings (Shafts)</li> <li>6. Elevators</li> <li>7. Exit Passages</li> </ul> </li> <li>iv. Roof Construction <ul style="list-style-type: none"> <li>1. Fire resistive Classification</li> <li>2. Minimum slope</li> </ul> </li> </ul> </li> <li>b. Means of Egress <ul style="list-style-type: none"> <li>i. Doors <ul style="list-style-type: none"> <li>1. General requirements</li> <li>2. Exit door width</li> </ul> </li> </ul> </li> </ul>
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		<ul style="list-style-type: none"> <li>3. Single / Double</li> <li>4. Door swing</li> <li>ii. Maximum path of common travel <ul style="list-style-type: none"> <li>1. Door in series</li> <li>2. Door type</li> </ul> </li> <li>iii. Stairs <ul style="list-style-type: none"> <li>1. Treads / Risers (height and length)</li> <li>2. Head room clearance</li> <li>3. Maximum height between landings</li> </ul> </li> <li>iv. Landings <ul style="list-style-type: none"> <li>1. When required</li> <li>2. Size – width, length, change in direction, doorway</li> <li>3. Direction of travel</li> <li>4. Minimum width and depth</li> </ul> </li> <li>v. Handrails <ul style="list-style-type: none"> <li>1. When required</li> <li>2. Size</li> <li>3. Shape</li> <li>4. Height v. Clearance</li> <li>5. Projection into required space</li> <li>6. Extensions</li> </ul> </li> <li>vi. Stairway to roof <ul style="list-style-type: none"> <li>1. Type required - Alt Tread/Ships ladder/Ladder</li> </ul> </li> <li>vii. Ramps <ul style="list-style-type: none"> <li>1. Minimum width / Maximum slope</li> <li>2. Cross slope and Rise between landings</li> </ul> </li> <li>viii. Guards <ul style="list-style-type: none"> <li>1. When required ii. Minimum height</li> <li>2. Spacing</li> </ul> </li> <li>ix. Exit access corridors <ul style="list-style-type: none"> <li>1. Minimum width &amp; Headroom</li> <li>2. Protruding objects iii. Fire rating required</li> <li>3. Maximum dead end corridor length</li> </ul> </li> <li>x. Occupant Load Factor for all occupancies within project scope <ul style="list-style-type: none"> <li>1. Number of Exits required per story and per space (i.e. boiler, incinerator, furnace rooms, each floor or fire section of the building from each smoke compartment)</li> </ul> </li> <li>xi. Luminous Egress Path Markings where</li> </ul>
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		<p>required</p> <ul style="list-style-type: none"> <li>xii. Maximum Travel Distance             <ul style="list-style-type: none"> <li>1. Between any room doors required as exit or as exit access</li> <li>2. Exterior balcony increase</li> </ul> </li> <li>c. Special Provisions             <ul style="list-style-type: none"> <li>i. Mechanical                 <ul style="list-style-type: none"> <li>1. Fire protection at ducts</li> <li>2. Fire Damper Rating</li> <li>3. Smoke Dampers required</li> </ul> </li> <li>ii. Electrical                 <ul style="list-style-type: none"> <li>1. Standby Power</li> <li>2. Emergency Power</li> </ul> </li> <li>iii. Fire Protection System                 <ul style="list-style-type: none"> <li>1. Automatic sprinklers</li> <li>2. Standpipes</li> <li>3. Portable fire extinguishers (NFPA 10)</li> <li>4. Maximum travel distance (any hazards)</li> <li>5. Auto fire detection, Manual Fire Alarm and Automatic smoke detection)</li> </ul> </li> </ul> </li> </ul> <p>The plans only have a table stating they will comply with the requirements and provides a Building Code section for reference.</p> <p><a href="#">SB 330 Preliminary Building Code Compliance</a></p>
18.	<p><b>Reach Codes</b></p> <p>As part of its adoption of the 2019 California Building Standards Code, the City adopted local amendments for energy use, referred to as Reach codes. Please review the City's Reach code requirements at the following link and document preliminary compliance in the plan set or in appropriate supporting documents/reports (as needed):</p> <p><a href="https://www.menlopark.org/1583/Reach-codes">https://www.menlopark.org/1583/Reach-codes</a></p>	<p><b>Not Applicable</b></p> <p><a href="#">Menlo Park Reach Codes</a></p>

	<p>Please be advised that the City's Reach codes and the Zoning Ordinance requirements for green and sustainable building are meant to complement each other. Where the requirements are both applicable to the project and differ, the environmentally superior requirement takes precedent.</p>	
19.	<p><b>Electric Vehicle (EV) Chargers</b></p> <p>In the plan set, please include documentation of compliance with the City's local amendments to the CalGreen EV Charging requirements. Information on the City's requirements is available at the following link: <a href="https://www.menlopark.org/1480/Electric-vehicle-EV-chargers">https://www.menlopark.org/1480/Electric-vehicle-EV-chargers</a></p>	<p><b>Incomplete</b></p> <p>The submittal does not provide sufficient information to evaluate compliance with the City's local amendments to the CalGreen EV Charging requirements. Revise application materials as appropriate.</p> <p><a href="#">Electric Vehicle (EV) Charger Requirements</a></p>
<b>Required Application Materials – Engineering</b>		<b>Status</b>
20.	<p>Proposed projects are required to comply with the Engineering Division's requirements for commercial, multifamily, and subdivision projects. The general requirements can be found at the following link: <a href="https://menlopark.gov/Government/Departments/Public-Works/Engineering-Division/Commercial-multifamily-and-subdivision-projects">https://menlopark.gov/Government/Departments/Public-Works/Engineering-Division/Commercial-multifamily-and-subdivision-projects</a></p>	<p><b>Incomplete – see related comments below</b></p> <p><a href="#">Commercial, Multifamily, and Subdivision Projects</a></p>

21.	<b>Easement Agreements (if applicable)</b>	<b>Incomplete – see Items 22 and 28</b>
22.	<p><b>Tentative Subdivision Maps (if applicable)</b></p> <p>If a property is proposed to be subdivided (including condominium subdivisions), merged, or where a lot line adjustment is proposed, the applicant shall submit tentative subdivision/lot merger/lot line adjustment/parcel maps. Please see the following website for information: <a href="https://menlopark.gov/Government/Departments/Public-Works/Engineering-Division/Commercial-multifamily-and-subdivision-projects">https://menlopark.gov/Government/Departments/Public-Works/Engineering-Division/Commercial-multifamily-and-subdivision-projects</a></p> <p>Any project proposing modification of parcel boundaries shall the adhere to the following guidelines and submit the accompanying documentation:</p> <ul style="list-style-type: none"> <li>• Lot Merger/Lot line adjustment: <a href="https://menlopark.gov/files/sharedassets/public/v/1/public-works/documents/engineering/guides/lot-line-adjustment-lot-line-merger-2-22-2024.pdf">https://menlopark.gov/files/sharedassets/public/v/1/public-works/documents/engineering/guides/lot-line-adjustment-lot-line-merger-2-22-2024.pdf</a></li> <li>• Tentative Maps: <a href="https://menlopark.gov/files/sharedassets/public/v/1/public-works/documents/engine">https://menlopark.gov/files/sharedassets/public/v/1/public-works/documents/engine</a></li> </ul>	<p><b>Incomplete</b></p> <ol style="list-style-type: none"> <li>1. Provide signed copy of <a href="#">Administrative Guidelines for Submittal and Review of Tentative Map</a>.</li> <li>2. Submit a current title report.</li> <li>3. Please provide a sheet detailing all current and proposed easements, as well as identifying any existing easements that are to be abandoned.</li> <li>4. Under project summary (sheet C1.00), identify the name and legal description of the subdivision parcel.</li> <li>5. On sheet C1.00, provide a detailed description for the purpose of the tentative map such as land subdivision, creating X condominium parcels and or condominium units.</li> <li>6. On sheet C1.00, the water supplier serving the parcel is California Water Company, not City of Menlo Park. Coordinate appropriately to determine sufficiency of size of the existing main and service laterals.</li> <li>7. On sheet C1.00, the sanitary sewer provider is West Bay Sanitary Sewer District – Coordinate appropriately to determine sufficiency of size of the existing main and service laterals.</li> </ol> <p><a href="#">Commercial, Multifamily, and Subdivision Projects</a></p> <p><a href="#">Lot Merger/Lot line Adjustment</a></p> <p><a href="#">Tentative Maps</a></p>

	<a href="#">ering/guides/tentative-map-guidlines-2-22-2024.pdf</a>	
<b>23.</b>	<p><b>WELO Compliance</b></p> <p>The following are required to analyze compliance with WELO:</p> <ul style="list-style-type: none"> <li>Landscape application checklist <a href="https://menlopark.gov/files/sharedassets/public/v/1/public-works/documents/landscape-application-checklist.pdf">https://menlopark.gov/files/sharedassets/public/v/1/public-works/documents/landscape-application-checklist.pdf</a></li> <li>Landscape Audit report <a href="https://menlopark.gov/files/sharedassets/public/v/1/public-works/documents/landscape-audit-report_201709181622077537.pdf">https://menlopark.gov/files/sharedassets/public/v/1/public-works/documents/landscape-audit-report_201709181622077537.pdf</a></li> </ul> <p>Please visit the following website for more information regarding WELO requirements: <a href="https://menlopark.gov/Government/Departments/Public-Works/Engineering-Division/Water-efficient-landscaping-ordinance">https://menlopark.gov/Government/Departments/Public-Works/Engineering-Division/Water-efficient-landscaping-ordinance</a></p>	<p><b>Complete</b></p> <p><a href="#">Landscape Application Checklist</a></p> <p><a href="#">Landscape Audit Report</a></p> <p><a href="#">Water-efficient Landscaping Ordinance</a></p>
<b>24.</b>	<p><b>FEMA Requirements</b></p> <p>The following items may be required for analysis of FEMA development standards:</p> <ul style="list-style-type: none"> <li>Conditional letter of map revision (CLOMR)</li> <li>Letter of map revision (LOMA)</li> </ul>	<p><b>Incomplete</b></p> <ol style="list-style-type: none"> <li>1. Provide a detailed letter report discussing FEMA compliance and proposed process since a portion of the site is in the flood zone.</li> <li>2. Provide a plan showing the project's impact on San Francisquito Creek and the measures implemented to ensure the creek's stability and mitigate flooding issues.</li> </ol>



	<ul style="list-style-type: none"> <li>Flood study</li> </ul> <p>For development projects in the R-MU zoning district, the projects will need to be designed to comply with the “hazard mitigation and sea level rise resiliency” requirements enumerated in Chapter 16.45.130(4) of the Zoning Ordinance. Please see the following handout for information on development standards in flood zones:  <a href="https://www.menlopark.org/DocumentCenter/View/794/Engineering-Submittal-Requirements?bidId=">https://www.menlopark.org/DocumentCenter/View/794/Engineering-Submittal-Requirements?bidId=</a></p>	<p>Municipal Code Chapter 16.45 (R-MU Residential Mixed Use District)</p> <p>Flood Plain Construction</p>
25.	<p><b>Impervious Area Worksheet/C3 and C6 Forms</b></p> <p><a href="https://www.menlopark.org/DocumentCenter/View/268/Impervious-Area-Worksheet-and-Stormwater-Requirements-Checklist">https://www.menlopark.org/DocumentCenter/View/268/Impervious-Area-Worksheet-and-Stormwater-Requirements-Checklist</a></p>	<p><b>Incomplete</b></p> <p>Submit the required exhibit showing the existing and proposed impervious/pervious areas as part of the impervious area worksheet.</p> <p>Impervious Area Worksheet</p>
26.	<p><b>Hydrology Report</b></p> <p>Required for all projects adding or replacing building footprint area and/or making changes to landscaping/parking areas. For the current hydrology report requirements, review the Public Works web site <a href="https://menlopark.gov/files/sharedassets/public/v1/public-works/documents/stormwater/commercial-drainage-guidelines.pdf">https://menlopark.gov/files/sharedassets/public/v1/public-works/documents/stormwater/commercial-drainage-guidelines.pdf</a></p>	<p><b>Complete</b></p> <p>Stormwater Management</p>
27.	<p><b>Stormwater Management</b></p>	<p><b>Incomplete</b></p>

	<p><b>Plan</b></p> <p>Please see the following handout for requirements for stormwater management plans:  <a href="https://menlopark.gov/files/sharedassets/public/v/1/public-works/documents/stormwater/commercial-drainage-guidelines.pdf">https://menlopark.gov/files/sharedassets/public/v/1/public-works/documents/stormwater/commercial-drainage-guidelines.pdf</a></p>	<ol style="list-style-type: none"> <li>1. On sheet C3.00, notes indicate that below grade parking garage will have zero setback from the property line. If the construction of the below grade parking garage may use tie-backs, submit required documentation per published tie-back requirements guidance.</li> <li>2. Is there any tie-back purposed in the creek area? If yes, provide a plan.</li> <li>3. On sheet C4.00, show storm runoff overland release.</li> <li>4. The Utility Plan (sheet C5.00) is incomplete. Provide detailed information for all storm water bubblers in treatment areas fed by building roof leaders, pumps, etc. Additionally, show complete storm drain system from all inlets to offsite point of connection.</li> <li>5. First paragraph of Section 2.2 references permeable pavers that will retain storm water to reduce volume of water entering the on-site storm drain system. Provide a geotechnical report confirming that site conditions are suitable for infiltration.</li> <li>6. Provide the combination flow and volume calculation worksheets for all DMAs sized using that method.</li> </ol> <p><a href="#">Stormwater Management Plan</a></p>
28.	<p><b>Stormwater Operations And Maintenance Agreement</b></p> <p>Please see the following website for information regarding stormwater agreements:  <a href="https://menlopark.gov/Government/Departments/Public-Works/Utilities/Stormwater-management">https://menlopark.gov/Government/Departments/Public-Works/Utilities/Stormwater-management</a></p>	<p><b>Incomplete</b></p> <p>Provide a draft Operations and Maintenance agreement. Refer to Attachment D for a sample.</p> <p><a href="#">Stormwater Management</a></p>
29.	<p><b>Water Budget</b></p> <p>All new buildings more than 100,000 square feet of gross floor area shall prepare a water budget in accordance</p>	<p><b>Incomplete</b></p> <p>Please provide the required plans and reports as outlined by the City's <a href="#">Water Use Budget Guidelines</a>.</p>

	<p>with City requirements. Please see the following handout for information regarding water budgets:</p> <p><a href="https://www.menlopark.org/DocumentCenter/View/20869/water-use-budget-guidelines">https://www.menlopark.org/DocumentCenter/View/20869/water-use-budget-guidelines</a></p>	
30.	<p><b>Alternate Water Source</b></p> <p>All new buildings 250,000 square feet or more in gross floor area shall use an alternate water source for all City approved non-potable applications and shall be required to submit an Alternate Water Source Assessment. Please see the following handout:</p> <p><a href="https://www.menlopark.org/DocumentCenter/View/20869/water-use-budget-guidelines">https://www.menlopark.org/DocumentCenter/View/20869/water-use-budget-guidelines</a></p>	<p><b>Incomplete</b></p> <p>Provide alternate water source assessment report and plan per <a href="#">Water Use Budget Guidelines</a>.</p>
31.	<p><b>Required street improvements</b></p> <p>All new construction (and certain building additions and tenant improvements) is required to provide street improvements on public street edges of the property that comply with adopted City of Menlo Park street construction requirements for the adjacent street type. When these are required by the public works director, the improvements do not count as community amenities. Please document the required street improvements, per Chapter 16.45.110, on appropriate plan sheets.</p>	<p><b>Incomplete</b></p> <p>The Utility Plan (sheet C5.00) shows significant trenching along the project frontages. A complete street improvement plan must be provided to show restorations for streets fronting the site. This requirement is applicable and independent of requirements related to the R-MU zoning district.</p> <p><a href="#">Municipal Code Chapter 16.45 (R-MU Residential Mixed Use District)</a></p>

	Please contact the Engineering Division for specific requirements based on the project site frontages.	
Required Application Materials – Transportation		Status
32.	<p><b>Transportation Demand Management (TDM) Plan (if applicable)</b></p> <p>Please see the following handout for guidance on Transportation Division requirements for TDM plans:  <a href="https://www.menlopark.org/DocumentCenter/View/303/Transportation-Demand-Management-TDM-Guidelines?bidId=">https://www.menlopark.org/DocumentCenter/View/303/Transportation-Demand-Management-TDM-Guidelines?bidId=</a></p>	<p><b>Complete</b></p> <p><a href="#">TDM Plan Guidelines</a></p>
33.	<p><b>Traffic Impact Analysis (TIA, If applicable)</b></p> <p>The City will oversee the preparation of TIA which is paid for by the project applicant in accordance with our guidelines below:  <a href="https://www.menlopark.org/DocumentCenter/View/302/Transportation-Impact-Analysis-Guidelines?bidId=">https://www.menlopark.org/DocumentCenter/View/302/Transportation-Impact-Analysis-Guidelines?bidId=</a></p> <p>Note bonus level development in the Bayfront Area will require a TIA to be completed.</p>	<p><b>Incomplete</b></p> <p>The project will be required to complete a Transportation Impact Analysis (TIA) per the following guidelines: <a href="#">Transportation Impact Analysis Guidelines</a>. The TIA needs to be prepared by a City chosen consultant and paid for by the applicant.</p>
34.	<p><b>Preliminary construction phasing and traffic handling plan</b></p> <p>Please submit a plan that shows/describes where</p>	<b>Complete</b>

	construction staff will park, where materials and equipment storage would occur, construction fencing, and proposed pedestrian and vehicular circulation/access during construction. This can be included as a separate sheet or sheets in the plan set.	
<b>35.</b>	<b>Parking Plan</b>  Parking plan should show number of spaces and dimensions that comply with the City's parking and driveway guidelines.	<b>Incomplete</b>  Revise project plans to number/label the parking spaces, show aisle and parking dimensions and dimensions for parking adjacent to walls to show compliance with the City's guidelines. Provide vehicular circulation plan (including turning templates and sight distance triangles).  The parking stall dimensions and aisle widths should comply with the City's <a href="#">Parking Stalls and Driveway Design Guidelines</a> . Per the guidelines, an additional foot of width is required for stalls next to physical obstructions such as walls.
<b>Required Application Materials – Sustainability/Green Building</b>		<b>Status</b>
<b>36.</b>	<b>Zero Waste Plan or Zero Waste Forms</b>  Please see the following website for information regarding zero waste plans and submit the appropriate forms and documentation for the entitlement phase: <a href="https://www.menlopark.org/zerowastemanagementplans">https://www.menlopark.org/zerowastemanagementplans</a>	<b>Incomplete</b>  1. Review for <i>TR-2_ATM-N17_80_Willow_Rd – RecologyReview</i> <ul style="list-style-type: none"> <li>Applicant stated they submitted the project plans to Recology; however the City needs to receive the final approval from Recology. See <a href="#">Recology-approved Enclosure and New Development Approval Form</a>.</li> <li>The trash enclosure site plans for the school are missing. If the school is sharing a trash enclosure with the other buildings, provide a narrative detailing which trash enclosures belong to which buildings.</li> <li>Please ensure plans and elevations are provided for any exterior garbage enclosures.</li> </ul> 2. Review for <i>TR-1_Zero Waste Forms</i> <ul style="list-style-type: none"> <li>Please confirm the project square feet for the multifamily is consistent with the submitted site plans. Show calculations for each building.</li> </ul>

		<ul style="list-style-type: none"> <li>Please confirm the project square feet for nonresidential is consistent with the submitted site plans. Show calculations for each building (for examples, XX sf office (Building X) + XX sf hotel (Building X), etc.)</li> </ul> <p>3. Review for <i>A-1_SB300 – Arch_Part2</i></p> <ul style="list-style-type: none"> <li>Install bottle filling stations in the spa, fitness, center, pool area, and office areas.</li> <li>Install bottle filling stations in the toddler classrooms and/or by the bathrooms and in the playground.</li> <li>Install garbage, recycling, and compost bins (with signs per Recology San Mateo County standards) in the indoor and outdoor common areas (such as kitchens/breakrooms, offices, lounges, lobbies conference rooms, office spaces, terraces, playground, walkways between the buildings, and other high traffic areas) and each hotel room.</li> <li>Install bottle filling stations by the walkways</li> <li>Install a trash and recycling bins the mailroom</li> <li>Confirm all breakrooms have sufficient space to install dishwashers so tenants can use reusable dinnerware, cups, and flatware to reduce waste</li> <li>Residential units should have sufficient space to install garbage recycling, and compost bins. This can be done as a pull-out drawer under the kitchen sink or as a cabinet.</li> <li>Nonresidential kitchens and bathrooms <ul style="list-style-type: none"> <li>Show that bottle filling stations will be installed by the bathrooms and kitchens</li> <li>If paper towels are used, proper signage should be installed in the bathrooms to indicate that paper towels are compostable and should be placed in the compost bin.</li> <li>Install electric hand dryers to reduce the amount of paper towels used</li> <li>Place a note that signs will be posted in the kitchens to show how to properly dispose materials in the correct bins.</li> <li>Install garbage, recycling, and compost bins in the kitchens</li> </ul> </li> </ul> <p>4. Provide a narrative on how each building will reduce waste.</p>
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		<ul style="list-style-type: none"> <li>• When resident tenants move out, how will the property management company handle the unwanted furniture? What about household hazardous waste? Will there be a collection box for old batteries? Where will those collection boxes be placed? Will each residential tenant receive a compost bin provided by Recology?</li> <li>• Will the tenants (commercial and residential) and janitorial staff receive a zero waste training from Recology?</li> <li>• How will the hotel reduce waste? Will they bulk amenities, such as shampoo, conditioner and body wash?</li> </ul> <p><a href="#">Zero Waste Management Plan</a></p>
37.	<p><b>Chapter 16.45.130 (Green and sustainable building) (If applicable)</b></p> <p>The project plans and necessary supporting documents shall document compliance with the green and sustainable building requirements of the Zoning Ordinance. The following list provides overview of the general documentation required for compliance.</p> <ul style="list-style-type: none"> <li>• LEED certification and green building <ul style="list-style-type: none"> <li>○ Provide LEED checklist with anticipated credits in compliance with the minimum required level of certification</li> <li>○ Submit detailed proposal of approach for compliance, which may be LEED certification or city-approved alternate</li> </ul> </li> </ul>	<p><b>Incomplete</b></p> <p><a href="#">Municipal Code section 16.30.050</a> identifies residential green and sustainable building requirements for the C-1 zoning district.</p> <ol style="list-style-type: none"> <li>1. LEED certification and green building – Submit detailed proposal of approach for compliance, which may be LEED certification or city-approved alternate LEED Performance Program.</li> <li>2. Energy – Provide report documenting project compliance with Zoning Ordinance energy demand and renewable energy procurement/generation requirements.</li> <li>3. Water use efficiency and recycled water – Document project compliance with City requirements in project plan set and/or appropriate reports.</li> <li>4. Bird-Friendly Design – Provide documentation to evaluate compliance for: <ul style="list-style-type: none"> <li>• Occupancy sensors or other switch control devices shall be installed on nonemergency lights and shall be programmed to shut off during nonwork hours and between ten (10) p.m. and sunrise.</li> <li>• Placement of buildings shall avoid the potential funneling of flight paths towards a building facade.</li> <li>• Glass skyways or walkways, freestanding (see-through) glass walls and handrails, and transparent building corners shall not be allowed.</li> </ul> </li> </ol>

	<p>LEED Performance Program. Please contact staff for more information.</p> <ul style="list-style-type: none"> <li>• Energy requirements <ul style="list-style-type: none"> <li>○ Provide report documenting project compliance with Zoning Ordinance energy demand and renewable energy procurement/generation requirements (or if applicable the requirements set by the City's Reach codes).</li> <li>○ For energy reporting requirements, please see the following webpage:  <a href="https://www.menlopark.org/1483/Energy-reporting-requirements">https://www.menlopark.org/1483/Energy-reporting-requirements</a></li> </ul> </li> <li>• Water use efficiency and recycled water <ul style="list-style-type: none"> <li>○ Document project compliance with City requirements in project plan set and/or appropriate reports.</li> <li>○ This section of the Zoning Ordinance includes additional requirements for water use than those outlined in the water budget and/or alternate water source requirements, including prohibition on single pass</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Transparent glass shall not be allowed at the rooflines of buildings, including in conjunction with roof decks, patios and green roofs.</li> <li>• Use of rodenticides shall not be allowed.</li> <li>• A project may receive a waiver from one (1) or more of the items listed in subsections (5)(A) to (F) of this section, subject to the submittal of a site-specific evaluation from a qualified biologist and review and approval by the planning commission. (Ord. 1105 § 3 (Exh. B § 1), 2023).</li> </ul> <p>Energy Reporting Requirements</p>
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	<p>cooling systems in new buildings, prohibition on use of well water, and limits on use of potable water for some applications. Please review and document compliance on the appropriate plan sheet or through supporting document.</p> <ul style="list-style-type: none"> <li>• Bird friendly design <ul style="list-style-type: none"> <li>○ Document compliance with Zoning Ordinance requirements in the project plans and supporting reports/documents, as applicable.</li> </ul> </li> </ul>	
Required Application Materials – City Arborist		Status
38.	<p><b>Arborist Report</b></p> <p>Required for projects located in close proximity to any Heritage Trees, including any trees on adjacent properties that could be affected by construction, as well as any development proposal including a Heritage Tree Removal Permit application. Please see the following website for information on the Heritage Tree Ordinance:  <a href="http://www.menlopark.org/2015/Heritage-Trees">http://www.menlopark.org/2015/Heritage-Trees</a></p>	<p><b>Incomplete</b></p> <ol style="list-style-type: none"> <li>1. The arborist report does not meet the City's requirements. It was not prepared by a City-approved arborist consultant. More specifically, the arborist was not on the City's approved list as of December 7, 2023. Submit an arborist report by a City-approved arborist. <ul style="list-style-type: none"> <li>• For preparation of the new arborist report, ensure the Project Arborist is provided the most recent, comprehensive plan set for review.</li> </ul> <p><i>Feedback for the current arborist report that should also be taken into consideration during preparation of the new report by a City-approved arborist:</i></p> </li> <li>2. Provide more discussion about why each heritage tree is proposed for removal, e.g., within the building footprint, in poor condition, located where a new driveway entrance is planned, etc.</li> <li>3. Provide a site plan mark-up with designated tree</li> </ol>

		<p>protection zones for heritage trees to be preserved.</p> <p>4. The tree protection and impact mitigation information consist entirely of boilerplate language. Provide project and tree-specific recommendations.</p> <p>5. Heritage trees are proposed to be transplanted. Provide specifications for how this work is to be performed.</p> <p><a href="#">Menlo Park - Trees</a></p>
39.	<p><b>Heritage Tree Removal Permit Applications</b></p> <p>For any project requesting to remove heritage trees, heritage tree removal permit applications must be submitted for each tree. Please complete the following heritage tree removal permit application form:  <a href="https://www.menlopark.org/DocumentCenter/View/832/Heritage-Tree-Permit-Application-and-Arborist-Report-Form">https://www.menlopark.org/DocumentCenter/View/832/Heritage-Tree-Permit-Application-and-Arborist-Report-Form</a></p>	<p><b>Incomplete</b></p> <p>1. Heritage trees are proposed for removal. However, the City has not received a <a href="#">heritage tree removal permit application</a>. Submit a permit application.</p> <ul style="list-style-type: none"> <li>Note: For development-based heritage tree removals, mitigation (replacement tree plantings) equivalent to the trees' appraised values is required. Based on the current arborist report, this means approximately \$1,256,510 in heritage tree mitigation is required.</li> <li>Note: The species trident maple, plum, orange, peach, lemon, dwarf olive, and redbud do not meet the City's heritage tree replacement requirements. They will not count towards the mitigation requirements.</li> </ul> <p>2. Include the tree inventory information (species, trunk diameter, heritage tree designation, surveyed trunk diameters, canopy extents, etc.) on the site plans.</p> <p>3. Trident maples are proposed along Willow Road. The City prefers a different species. There are no overhead power lines present, so there's no need to propose so small a species that provides limited environmental benefits. Instead, consider Chinese elm, Zelkova, red oak, Columbia London plane, island oak, red horse chestnut, ginkgo, or Chinese flame tree.</p> <p>4. There are overhead power lines on Middlefield Road. The large-stature species Chinese elm is proposed to be planted along this road. Unless the power lines are undergrounded, propose a "utility-friendly" species such as 'Wireless' or 'City Sprite' Zelkova, Persian ironwood,</p>

		<p>European non-fruiting olive, trident maple, bronze loquat, or 'Emerald Sunshine' elm.</p> <p>5. After updating the arborist report for compliance with the City's requirements, include the report's tree protection and impact mitigation recommendations in the plan set. On the site plans, show the locations of the tree protection fencing, trunk protection, temporary tree protection fencing, excavation to be monitored by the project arborist, careful hand excavation with hand tools, mulch/road mat installation etc. Include the tree protection specifications for irrigation, fencing, mulch, root pruning, crown pruning, etc.</p> <ul style="list-style-type: none"> <li>• This information must be included in the plan set in a clearly readable format and size.</li> <li>• Include the Project Arborist's contact information in the plan set. They need to conduct regular tree protection/construction monitoring inspections. They also need to be on-site to guide and document impactful heritage tree root pruning.</li> </ul> <p>6. Ensure consistency in the trees proposed for removal and preservation between the plan set and the arborist report.</p> <p><a href="#">Menlo Park Online Permit Center</a></p>
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In addition to the above-noted information, which is needed to complete the development application, the Project is inconsistent with the City's General Plan Land Use Designation and Zoning Code. Although the applicant has invoked the so-called "Builder's Remedy" pursuant to Government Code Section 65589.5(d)(5) in connection with this application, if the City were to approve the Project as proposed, it would immediately result in a non-conforming use. In such situations, the California Department of Housing and Community Development has advised that a local government may require a General Plan Amendment and a Zone change in connection with an application seeking approval under the Builder's Remedy.<sup>1</sup> Accordingly, you must include a proposed General Plan Amendment and a Zone change that are compatible with the project as part of your application before the application will be found complete.

Please note that other than the determination that the Project would require a General Plan Amendment and Zone change, the City's review of the formal development application to determine whether the applicant has provided all of the material identified in the City's development application checklist does not include an evaluation of the Project's consistency with development standards or a determination regarding

<sup>1</sup> See March 28, 2024 Letter re 1601 W. El Segundo Blvd, Compton – Letter of Technical Assistance from Shannan West to Robert Delgadillo, City of Compton (<https://www.hcd.ca.gov/sites/default/files/docs/planning-and-community/HAU/compton-hau604-ta-03282024.pdf>)

which development standards are applicable to the Project. In accordance with the Housing Accountability Act, the City will evaluate the Project for consistency with applicable development standards within 180 days after the formal development application is complete. In the meantime, the City has not made a determination regarding which development standards apply to the Project, and the City's review of the application pursuant to the Permit Streamlining Act does not reflect a decision beyond the question of whether the application includes all of the information required on the City's development application checklist.

Please note that although not germane to the determination of formal development application completeness, a water supply assessment and fiscal impact analysis will likely be required.

Additionally, pursuant to Government Code section 65103.5(e), the City requests that you submit massing diagrams, site plans, or both, for posting online or for distribution to the public, upon request. Should you not submit said massing diagrams, site plans, or both, the City shall not be subject to any restrictions on the copying or distribution of official architectural documents submitted with your formal development application. You may also select the option that all architectural drawings may be shared/posted by the City. Please indicate your decision by completing and submitting the City's [Architectural Drawings – Planning Certification/Authorization form](#) as soon as possible. Please note that architectural drawings may always be viewed by the public in person at City offices, and that this form is specific to the provision of copies of such plans.

Please review and address the listed corrections and then resubmit the application to the City. Please include a cover letter indicating how the corrections have been addressed. Should you have any questions, please contact me at [cchan@menlopark.gov](mailto:cchan@menlopark.gov) or (650) 330-6763.

Thank you,  
Calvin Chan  
Senior Planner

#### Attachments

- A. SB 330 Housing Project Application Checklist (effective before 2024)
- B. Hyperlink – SB 330 Housing Project Application Checklist (current checklist with updated hyperlinks):  
<https://menlopark.gov/files/sharedassets/public/v/5/community-development/documents/sb-330-complete-application-checklist-rev-20240418.pdf>
- C. Staff Annotated Guidelines for 80 Willow Road (PLN2023-00049) Completeness Review – Planning
- D. Sample Stormwater Treatment Construction and Maintenance Agreement

**SB 330 Housing Project Application Checklist**

Community Development – Planning Division  
 701 Laurel St., Menlo Park, CA 94025  
 tel 650-330-6702  
 planning@menlopark.org

**Purpose**

The following handout provides information on the timeline and application requirements for proposed housing and mixed-use development projects under SB 330. The checklist incorporated into this handout is to be submitted with the listed materials as part of a complete development application submittal for housing projects as defined by SB 330.

**General Information**

On January 1, 2020, Senate Bill 330 (Housing Crisis Act) went into effect. The bill is intended to streamline housing projects that are subject to discretionary review under local zoning laws. The bill establishes a two-step process by which an applicant can “lock in” applicable fees and development regulations by submitting a Preliminary Application, then submit a complete development application within 180 days of the submittal of the complete Preliminary Application.

The following handout is step two in the SB 330 application process and is to be completed after submittal of a complete Preliminary Application. For more information on the Preliminary Application phase of a housing project, please visit the following link: <https://www.menlopark.org/DocumentCenter/View/23876/SB-330-Preliminary-Application-Checklist>

The following checklist is a comprehensive list of items necessary for review of housing projects in the Residential Mixed Use (R-MU) zoning district and the El Camino Real and Downtown Specific Plan (Specific Plan). The materials included in this list are to be submitted to the City of Menlo Park Planning Division **within 180 days** of submittal of a complete Preliminary Application. The City shall respond to the applicant indicating whether the application contains all materials within this checklist within 30 days of receipt of the development permit application. If all materials are accounted for, the application shall be deemed complete and the City will begin reviewing the application for compliance with applicable development standards and City requirements. However, if materials are missing, the City shall provide the applicant an exhaustive list of outstanding items that must be submitted in order for the application to be deemed complete.

Once the application is deemed complete, the City will review the materials for compliance with the Zoning Ordinance, and any other applicable City standards and requirements. Within 30 to 60 days after the application is deemed complete, the City will provide the applicant with comments identifying aspects of the project that do not comply with the City’s objective development standards and provide direction on how to bring the project into compliance. When the application is deemed to be in compliance with objective development standards, the application will be scheduled for public hearing(s) in front of the applicable recommending and decision making bodies. No more than five public meetings may be conducted by the City before the final approval of the project, unless the meeting limit is waived by the applicant.

Please note that submittal of a complete development permit application under SB 330 does not exempt a project from review under the California Environmental Quality Act (CEQA). When a complete application for a housing project is submitted, the City will determine the appropriate level of environmental review in accordance with CEQA. An environmental impact report (EIR), negative declaration (ND), mitigated negative declaration (MND), or other environmental document may be required to be prepared and certified by the City Council. As part of the environmental review process, the City may request additional data and/or project materials not included in the following checklist in order to comprehensively analyze potential environmental impacts. Additional information, including but not limited to studies or other information required to show compliance with applicable General Plan or Specific Plan mitigation measures, may also be required. The adopted mitigation monitoring and reporting programs (MMRPs) for the General Plan and Specific Plan are available at the following links:

- Specific Plan: <https://www.menlopark.org/DocumentCenter/View/5692/ECR-D-Specific-Plan---MMRP?bidId=>
- General Plan: <https://www.menlopark.org/DocumentCenter/View/15010/6356---Connect-Menlo-CEQA?bidId=>

Preparation of a fiscal impact analysis (FIA) may also be required to determine the potential fiscal impact of the proposed project on the City and other special districts. The City will require a FIA for a project that needs an EIR. For all other projects, the City will identify if a FIA is necessary for the proposed project when the City determines the appropriate level of environmental analysis. In addition, as part of its review, the City will determine if the proposed project is required to prepare a water supply assessment (WSA) per the State Water Code. City staff will

inform the applicant team, in writing, if a WSA is required concurrent with its determination on the appropriate level of environmental review.

Please submit a development permit application that includes all materials listed below and initial each item indicating that each item has been submitted. If an item is not applicable to the project, please write "N/A."

### Required Application Materials - Planning

#### Development Permit Application Form

The Development Permit Application form is required to be **wet signed** by the property owner and project applicant.

<https://www.menlopark.org/DocumentCenter/View/241/Development-Permit-Application-Submittal-Guidelines>

Initial: \_\_\_\_\_

#### Fee Deposit

Please contact the Community Development Department to confirm with a Planner the applicable fee deposits based on the specific requested land use entitlements. Please note that the fee is a deposit. Staff time spent reviewing the project is billed against the initial deposit and applicants may receive additional invoices through the appeal period after project approval.

Phone: 650-330-6702

Email: [planning@menlopark.org](mailto:planning@menlopark.org)

Initial: \_\_\_\_\_

#### Data Sheet

<https://www.menlopark.org/DocumentCenter/View/262/Data-Sheet-for-Projects>

Initial: \_\_\_\_\_

#### Project Description Letter

On one or more letter-size sheets, describe the project in detail, including topics such as:

- Purpose of the proposal
- Scope of work
- Architectural style, materials colors, and construction methods
- Basis for site layout
- Existing and proposed uses
- Outreach to neighboring properties

Initial: \_\_\_\_\_

#### Project Plans

The project plans shall generally document compliance with the requirements of the Zoning Ordinance applicable to the proposed project. Please see the Development Permit Application Submittal Guidelines for guidance on information that should be included on each plan sheet.

<https://www.menlopark.org/DocumentCenter/View/241/Development-Permit-Application-Submittal-Guidelines>

The following sheets shall be included in a complete plan set:

- Area plan
- Site plan
- Streetscape
- Floor plans (existing and proposed)
- Elevations (existing and proposed)
- Sections
- Square footage and building coverage calculation diagrams
- Open space and landscape diagrams
- Street dedication/public access diagram

Initial: \_\_\_\_\_

<ul style="list-style-type: none"> <li>• Roof plan</li> <li>• Perspective renderings</li> <li>• Garbage enclosure plans and elevations</li> <li>• Vehicular circulation plan</li> <li>• Full boundary and topographic survey</li> <li>• Civil sheets <ul style="list-style-type: none"> <li>○ Grading and drainage</li> <li>○ Utilities</li> <li>○ Frontage improvement plans</li> <li>○ Landscape and irrigation plans</li> <li>○ Erosion control plans</li> </ul> </li> </ul>	
<b>Request for Evaluation for Potential Historic Significance (if applicable)</b>  <a href="https://www.menlopark.org/DocumentCenter/View/266/Historic-Significance-Evaluation">https://www.menlopark.org/DocumentCenter/View/266/Historic-Significance-Evaluation</a>	Initial: _____
<b>Environmental Information Form</b>  <a href="https://www.menlopark.org/DocumentCenter/View/4653/Environmental-Information-Form">https://www.menlopark.org/DocumentCenter/View/4653/Environmental-Information-Form</a>	Initial: _____
<b>Color and Materials Board</b>  Also include a color scan/photo of the board for reference.	Initial: _____
<b>LEED Checklist</b>	Initial: _____
<b>Specific Plan Standards/Guidelines Compliance Worksheet (if applicable)</b>  For projects in the El Camino Real/Downtown Specific Plan area, please complete the Standards/guidelines compliance worksheet: <a href="https://www.menlopark.org/DocumentCenter/View/5925/ECRD-Specific-Plan---StandardsGuidelines-Compliance-Worksheet-PDF?bidId=">https://www.menlopark.org/DocumentCenter/View/5925/ECRD-Specific-Plan---StandardsGuidelines-Compliance-Worksheet-PDF?bidId=</a>  For more information regarding Specific Plan requirements, please visit the following website and ensure that your submittal includes the applicable requirements:  <a href="https://www.menlopark.org/956/Development-Guide">https://www.menlopark.org/956/Development-Guide</a>	Initial: _____
<b>Menlo Park Fire Protection District Approval</b>  Please contact the Menlo Park Fire Protection District for preliminary review and approval of the project. Documentation that the proposed project meets the Fire District's requirements is required for a complete development permit application.  650-688-8425 170 Middlefield Road Menlo Park, CA 94025 <a href="http://www.menlofire.org/">http://www.menlofire.org/</a>	



<p><b>Community Amenity Proposal (if applicable)</b></p> <p>For projects in the R-MU-B zoning districts proposing bonus-level development, please provide a list of community amenities that are being proposed. Please see the following list of approved amenities that could be included in a bonus-level development project:</p> <p><a href="https://www.menlopark.org/DocumentCenter/View/15009/6360---Community-Amenities?bidId=">https://www.menlopark.org/DocumentCenter/View/15009/6360---Community-Amenities?bidId=</a></p>	<p>Initial: _____</p>
<p><b>New connections (if applicable)</b></p> <p>Proposed development will be required to provide new pedestrian, bicycle, and/or vehicle connections to support connectivity and circulation as denoted in the city zoning map. Please review the adopted zoning map:</p> <p><a href="https://www.menlopark.org/DocumentCenter/View/12610/Approved-M-2-zoning-map?bidId=">https://www.menlopark.org/DocumentCenter/View/12610/Approved-M-2-zoning-map?bidId=</a></p> <p>These connections may be in the form of a public street and/or a paseo as denoted in the city zoning map and are pursuant to the standards in Section 16.45.120. Streets shall meet the requirements of the adopted City of Menlo Park street classification map in the general plan circulation element.</p> <p>If your project site includes an adopted new connection (or a portion of a new connection), please review and comply with the requirements of Chapter 16.45.100. If the new connection is a paseo, review and comply with paseo requirements in Chapter 16.45.120 (5) "Paseos."</p> <p>Please document compliance on appropriate plan sheets.</p>	<p>Initial: _____</p>
<p><b>R-MU Zoning District Design Standards Compliance (If Applicable)</b></p> <p>For projects located in the R-MU zoning district, documentation of compliance with the zoning district design standards is required. The design standards are located in Chapter 16.45.120. Compliance shall be documented on appropriate plan sheets based on the applicable standard.</p>	<p>Initial: _____</p>



Required Application Materials - Housing	
<b>Below Market Rate Housing Proposal (if applicable)</b>  New housing projects proposing five or more units are subject to the City's Below Market Rate (BMR) Housing Program requirements. Please provide a preliminary BMR housing agreement proposal. Please see the following website for more information:  <a href="https://www.menlopark.org/369/Below-Market-Rate-BMR-housing-program">https://www.menlopark.org/369/Below-Market-Rate-BMR-housing-program</a>	Initial: _____
<b>Tenant Relocation Assistance Program (if applicable)</b>  Please note that the project may be subject to the City's Tenant Relocation Assistance Program. Please indicate whether the project will be subject to the program and provide documentation for compliance. Please see the following website for more information.  <a href="https://www.menlopark.org/1399/Tenant-relocation-assistance-ordinance">https://www.menlopark.org/1399/Tenant-relocation-assistance-ordinance</a>	Initial: _____
Required Application Materials - Building	
<b>Preliminary Building Code Compliance</b>  Please see the following document for information regarding items that will be reviewed for compliance with the Building Code during the entitlement stage of a housing project. The project will be required to show that the proposed buildings will be able to meet applicable Building Code standards prior to approval of any discretionary permits.  <a href="https://www.menlopark.org/DocumentCenter/View/24547/SB-330-Preliminary-Building-Code-Compliance">https://www.menlopark.org/DocumentCenter/View/24547/SB-330-Preliminary-Building-Code-Compliance</a>	Initial: _____
<b>Reach Codes</b>  As part of its adoption of the 2019 California Building Standards Code, the City adopted local amendments for energy use, referred to as Reach codes. Please review the City's Reach code requirements at the following link and document preliminary compliance in the plan set or in appropriate supporting documents/reports (as needed):  <a href="https://www.menlopark.org/1583/Reach-codes">https://www.menlopark.org/1583/Reach-codes</a>  Please be advised that the City's Reach codes and the Zoning Ordinance requirements for green and sustainable building are meant to complement each other. Where the requirements are both applicable to the project and differ, the more environmentally superior requirement takes precedent.	Initial: _____
<b>Electric Vehicle (EV) Chargers</b>  In the plan set, please include documentation of compliance with the City's local amendments to the CalGreen EV Charging requirements. Information on the City's requirements is available at the following link:  <a href="https://www.menlopark.org/1480/Electric-vehicle-EV-chargers">https://www.menlopark.org/1480/Electric-vehicle-EV-chargers</a>	Initial: _____
Required Application Materials - Engineering	
Proposed projects are required to comply with the Engineering Division's requirements for commercial, multifamily, and subdivision projects. The general requirements can be found at the following link:	

<a href="https://www.menlopark.org/1067/Commercial-multifamily-and-subdivision-p">https://www.menlopark.org/1067/Commercial-multifamily-and-subdivision-p</a>	
<b>Easement Agreements (if applicable)</b>	Initial: _____
<b>Tentative Subdivision Maps (if applicable)</b>  If a property is proposed to be subdivided (including condominium subdivisions), merged, or where a lot line adjustment is proposed, the applicant shall submit tentative subdivision/lot merger/lot line adjustment/parcel maps. Please see the following website for information:  <a href="https://www.menlopark.org/1067/Commercial-multifamily-and-subdivision-p">https://www.menlopark.org/1067/Commercial-multifamily-and-subdivision-p</a>  Any project proposing modification of parcel boundaries shall the adhere to the following guidelines and submit the accompanying documentation: <ul style="list-style-type: none"> <li>• Lot Merger/Lot line adjustment:  <a href="https://www.menlopark.org/DocumentCenter/View/20677/LLA_LM-Procedures_final">https://www.menlopark.org/DocumentCenter/View/20677/LLA_LM-Procedures_final</a> </li> <li>• Tentative Maps:  <a href="https://www.menlopark.org/DocumentCenter/View/1318/Tentative-Map-Guidelines?bidId=">https://www.menlopark.org/DocumentCenter/View/1318/Tentative-Map-Guidelines?bidId=</a> </li> </ul>	Initial: _____
<b>WELO Compliance</b>  The following are required to analyze compliance with WELO: <ul style="list-style-type: none"> <li>• Landscape application checklist <ul style="list-style-type: none"> <li>◦ <a href="https://www.menlopark.org/DocumentCenter/View/15556/Landscape-Application-Checklist?bidId=">https://www.menlopark.org/DocumentCenter/View/15556/Landscape-Application-Checklist?bidId=</a></li> </ul> </li> <li>• Landscape Audit report <ul style="list-style-type: none"> <li>◦ <a href="https://www.menlopark.org/DocumentCenter/View/1473/Landscape-Audit-Report?bidId=">https://www.menlopark.org/DocumentCenter/View/1473/Landscape-Audit-Report?bidId=</a></li> </ul> </li> </ul> Please visit the following website for more information regarding WELO requirements:  <a href="https://www.menlopark.org/361/Water-efficient-landscaping-ordinance">https://www.menlopark.org/361/Water-efficient-landscaping-ordinance</a>	Initial: _____
<b>FEMA Requirements</b>  The following items may be required for analysis of FEMA development standards: <ul style="list-style-type: none"> <li>• Conditional letter of map revision (CLOMR)</li> <li>• Letter of map revision (LOMA)</li> <li>• Flood study</li> </ul> For development projects in the R-MU zoning district, the projects will need to be designed to comply with the “hazard mitigation and sea level rise resiliency” requirements enumerated in Chapter 16.45.130(4) of the Zoning Ordinance. Please see the following handout for information on development standards in flood zones:  <a href="https://www.menlopark.org/DocumentCenter/View/794/Engineering-Submittal-Requirements?bidId=">https://www.menlopark.org/DocumentCenter/View/794/Engineering-Submittal-Requirements?bidId=</a>	Initial: _____
<b>Impervious Area Worksheet/C3 and C6 Forms</b>  <a href="https://www.menlopark.org/DocumentCenter/View/268/Impervious-Area-Worksheet-and-Stormwater-Requirements-Checklist">https://www.menlopark.org/DocumentCenter/View/268/Impervious-Area-Worksheet-and-Stormwater-Requirements-Checklist</a>	Initial: _____
<b>Hydrology Report</b>	Initial: _____

<p>Required for all projects adding or replacing building footprint area and/or making changes to landscaping/parking areas. For the current hydrology report requirements, review the Public Works web site (<a href="http://www.menlopark.org/215/Stormwater-Quality">http://www.menlopark.org/215/Stormwater-Quality</a>).</p>	
<p><b>Stormwater Management Plan</b></p> <p>Please see the following handout for requirements for stormwater management plans:</p> <p><a href="https://www.menlopark.org/DocumentCenter/View/10104/Commercial-Drainage-Guidelines">https://www.menlopark.org/DocumentCenter/View/10104/Commercial-Drainage-Guidelines</a></p>	<p>Initial: _____</p>
<p><b>Stormwater Operations And Maintenance Agreement</b></p> <p>Please see the following website for information regarding stormwater agreements:</p> <p><a href="https://www.menlopark.org/215/Stormwater-management">https://www.menlopark.org/215/Stormwater-management</a></p>	<p>Initial: _____</p>
<p><b>Water Budget</b></p> <p>All new buildings more than 100,000 square feet of gross floor area shall prepare a water budget in accordance with City requirements. Please see the following handout for information regarding water budgets:</p> <p><a href="https://www.menlopark.org/DocumentCenter/View/20869/water-use-budget-guidelines">https://www.menlopark.org/DocumentCenter/View/20869/water-use-budget-guidelines</a></p>	<p>Initial: _____</p>
<p><b>Alternate Water Source</b></p> <p>All new buildings 250,000 square feet or more in gross floor area shall use an alternate water source for all City approved non-potable applications and shall be required to submit an Alternate Water Source Assessment. Please see the following handout:</p> <p><a href="https://www.menlopark.org/DocumentCenter/View/20869/water-use-budget-guidelines">https://www.menlopark.org/DocumentCenter/View/20869/water-use-budget-guidelines</a></p>	<p>Initial: _____</p>
<p><b>Required street improvements</b></p> <p>All new construction projects (and certain building additions and tenant improvements) are required to provide street improvements on public street edges of the property that comply with adopted City of Menlo Park street construction requirements for the adjacent street type. When these are required by the public works director, the improvements do not count as community amenities. Please document the required street improvements, per Chapter 16.45.110, on appropriate plan sheets.</p> <p>Please contact the Engineering Division for specific requirements based on the project site frontages.</p>	<p>Initial: _____</p>
<p><b>Required Application Materials - Transportation</b></p>	
<p><b>Transportation Demand Management (TDM) Plan (if applicable)</b></p> <p>Please see the following handout for guidance on Transportation Division requirements for TDM plans:</p> <p><a href="https://www.menlopark.org/DocumentCenter/View/303/Transportation-Demand-Management-TDM-Guidelines?bidId=">https://www.menlopark.org/DocumentCenter/View/303/Transportation-Demand-Management-TDM-Guidelines?bidId=</a></p>	<p>Initial: _____</p>
<p><b>Traffic Impact Analysis (TIA, If applicable)</b></p>	<p>Initial: _____</p>

<p>The City will oversee the preparation of TIA which is paid for by the project applicant in accordance with City guidelines below:</p> <p><a href="https://www.menlopark.org/DocumentCenter/View/302/Transportation-Impact-Analysis-Guidelines?bidId=">https://www.menlopark.org/DocumentCenter/View/302/Transportation-Impact-Analysis-Guidelines?bidId=</a></p> <p>Note bonus level development in the Bayfront Area will require a TIA to be completed.</p>	
<p><b>Preliminary construction phasing and traffic handling plan</b></p> <p>Please submit a plan that shows/describes where construction staff will park, where materials and equipment storage would occur, construction fencing, and proposed pedestrian and vehicular circulation/access during construction. This can be included as a separate sheet or sheets in the plan set.</p>	<p>Initial: _____</p>
<p><b>Parking Plan</b></p> <p>Parking plan should show number of spaces and dimensions that comply with the City's parking and driveway guidelines.</p>	<p>Initial: _____</p>
<p><b>Required Application Materials - Sustainability/Green Building</b></p>	
<p><b>Zero Waste Plan or Zero Waste Forms</b></p> <p>Please see the following website for information regarding zero waste plans and submit the appropriate forms and documentation for the entitlement phase:</p> <p><a href="https://www.menlopark.org/zerowastemanagementplans">https://www.menlopark.org/zerowastemanagementplans</a></p>	<p>Initial: _____</p>
<p><b>Recology Review</b></p> <p>Obtain approval of the proposed trash enclosure location and sizing from Recology (current waste/recycling service provider). More information on Recology's review process is available at the following link:</p> <p><a href="https://www.recology.com/recology-san-mateo-county/new-development-projects/">https://www.recology.com/recology-san-mateo-county/new-development-projects/</a></p> <p>Please submit written documentation that the proposed project would comply with Recology's requirements.</p>	<p>Initial: _____</p>
<p><b>Chapter 16.45.130 (Green and sustainable building) (If applicable)</b></p> <p>The project plans and necessary supporting documents shall ensure compliance with the green and sustainable building requirements of the Zoning Ordinance. The following list provides overview of the general documentation required for compliance.</p> <ul style="list-style-type: none"> <li>• LEED certification and green building <ul style="list-style-type: none"> <li>○ Provide LEED checklist with anticipated credits in compliance with the minimum required level of certification</li> <li>○ Submit detailed proposal of approach for compliance, which may be LEED certification or city-approved alternate LEED Performance Program (if applicable). Please contact staff for more information.</li> </ul> </li> <li>• Energy requirements <ul style="list-style-type: none"> <li>○ Provide report documenting project compliance with Zoning Ordinance energy demand and renewable energy procurement/generation requirements (or if applicable the requirements set by the City's Reach codes).</li> </ul> </li> </ul>	<p>Initial: _____</p>

<ul style="list-style-type: none"> <li>○ For energy reporting requirements, please see the following webpage:  <a href="https://www.menlopark.org/1483/Energy-reporting-requirements">https://www.menlopark.org/1483/Energy-reporting-requirements</a></li> <li>• Water use efficiency and recycled water           <ul style="list-style-type: none"> <li>○ Document project compliance with City requirements in project plan set and/or appropriate reports.</li> <li>○ This section of the Zoning Ordinance includes additional requirements for water use than those outlined in the water budget and/or alternate water source requirements, including prohibition on single pass cooling systems in new buildings, prohibition on use of well water, and limits on use of potable water for some applications. Please review and document compliance on the appropriate plan sheet or through supporting document.</li> </ul> </li> <li>• Bird friendly design           <ul style="list-style-type: none"> <li>○ Document compliance with Zoning Ordinance requirements in the project plans and supporting reports/documents, as applicable.</li> </ul> </li> </ul>	
<b>Required Application Materials – City Arborist</b>	
<b>Arborist Report</b>  Required for projects located in close proximity to any Heritage Trees, including any trees on adjacent properties that could be affected by construction, as well as any development proposal including a Heritage Tree Removal Permit application. Please see the following website for information on the Heritage Tree Ordinance:  <a href="http://www.menlopark.org/205/Heritage-Trees">http://www.menlopark.org/205/Heritage-Trees</a>	Initial: _____
<b>Heritage Tree Removal Permit Applications</b>  For any project requesting to remove heritage trees, heritage tree removal permit applications must be submitted for each tree. Please complete the following heritage tree removal permit application form:  <a href="https://www.menlopark.org/DocumentCenter/View/832/Heritage-Tree-Permit-Application-and-Arborist-Report-Form">https://www.menlopark.org/DocumentCenter/View/832/Heritage-Tree-Permit-Application-and-Arborist-Report-Form</a>	Initial: _____



## COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

701 Laurel Street  
Menlo Park, CA 94025  
phone: (650) 330-6702  
fax: (650) 327-1653  
planning@menlopark.org  
<http://www.menlopark.org>

### APPLICATION SUBMITTAL GUIDELINES

#### *Staff Annotated Guidelines for 80 Willow Road (PLN2023-00049) Completeness Review*

*This document lists the City's standard [application submittal guidelines](#) available at the City's website ([menlopark.gov](http://menlopark.gov)). Staff has provided responses in-line in blue text indicating completeness of the application submittal guidelines. In the instance that a guideline is incomplete, staff has specified what aspect of the guideline has not been met as well as the correction needed to make the guideline complete. A separate compliance review will be conducted following submittal of a complete application that meets all the application submittal guidelines listed. Please be advised that this document includes links ending in ".org" and have been superseded by links ending in ".gov" and in the event that a link is not available by switching the provided web address from ".org" to ".gov," staff can provide an updated link upon request.*

The following guidelines have been prepared for the submittal of applications for Planning Commission review (e.g., Use Permit, Variance). The guidelines are written to apply to the majority of applications, although exact requirements may differ for any specific application.

#### **TABLE OF CONTENTS**

- A. APPLICATION SUBMITTAL – GENERAL INFORMATION
- B. DEVELOPMENT PERMIT APPLICATION & AGREEMENT TO PAY FEES
- C. DATA SHEET
- D. PLAN SET COMPONENTS
- E. OTHER APPLICATION ELEMENTS
- F. COMPLETENESS AND ACCEPTABILITY
- G. PUBLIC NOTIFICATION REQUIREMENTS
- H. DESCRIPTION OF PLANNING COMMISSION AND MEETING INFORMATION

#### **A. APPLICATION SUBMITTAL – GENERAL INFORMATION**

- 1) A complete application includes the following elements:

##### **REQUIRED**

- Development Permit Application & Agreement to Pay Fees (p. 3) *Incomplete*
- Data Sheet (p. 4) *Incomplete*
- Project Plans (p. 5 - 12) *Incomplete*

- **Project Description** (p. 12) *Complete*
- **Applicable Fee** (as stated in the City of Menlo Park Master Fee Schedule, available on the Finance Department web site: <http://www.menlopark.org/finance>) *Incomplete*

**CONDITIONALLY REQUIRED OR OPTIONAL** (p. 12 - 14)

- **Arborist Report** *Incomplete*
- **Flood Elevation Certificate** *Incomplete*
- **Menlo Park Fire Protection District Approval** *Incomplete*
- **Request for Evaluation for Potential Historic Significance** *Complete*
- **Impervious Area Worksheet and Stormwater Requirements Checklist** *Incomplete*
- **Hydrology Report** *Complete*
- **Variance Letter** *Not Applicable*
- **Color and Materials Board** *Complete*
- **California Environmental Quality Act (CEQA) Initial Study and Environmental Information Form** *Incomplete*
- **Tentative Subdivision/Parcel Map** *Incomplete*
- **LEED Checklist** *Complete*
- **Nonconforming Structure New Work Value Calculation** *Not Applicable*
- **Homeowners Association Approval Letter** *Not Applicable*
- **Perspective Renderings** *Complete*
- **Photographs** *Complete*
- **Correspondence** *Optional*

- 2) All documents are available at the Development Services Counter, by mail, and by fax. You may also view most application forms and handouts on the Planning page of our web site at: <http://www.menlopark.org>

*This item is a procedural/information item and does not require a response at this time. However, please note that it may be applicable to current or future stages of the application review and approval process. Please discuss any questions with staff.*

- 3) A **preliminary review** with Planning staff before submittal of any application is recommended. Planning staff provides service for walk-in customers Monday through Thursday, 1:00 p.m. to 5:30 p.m., and alternate Fridays, 1:00 p.m. to 5:00 p.m. Appointments outside of these hours may be scheduled by contacting [planning@menlopark.org](mailto:planning@menlopark.org) or 650-330-6702.

*This item is a procedural/information item and does not require a response at this time. However, please note that it may be applicable to current or future stages of the application review and approval process. Please discuss any questions with staff.*

- 4) For residential projects of three or more dwelling units and non-residential projects, the City has a **Development Review Team (DRT)** that consists of representatives from the City's Building, Engineering, Planning, and Transportation Divisions, from the Menlo Park Fire Protection District, and from other agencies on an as-needed basis. The role of the DRT is to define and resolve any issues early in the application process or at any point during the review and construction of a project. DRT is scheduled to meet every Thursday morning, and parties may arrange to be on the agenda by contacting Mary Jane Salinas ([MJSalinas@menlopark.org](mailto:MJSalinas@menlopark.org) or 650-330-6702). Applicants are required to submit five (5) sets of project plans in 11" x 17" format. Reservations must be made and project plans must be submitted **a minimum of one**



**week in advance of the meeting.** These meetings are working sessions; the discussion is not formally recorded nor is any formal action taken.

*This item is a procedural/information item and does not require a response at this time. However, please note that it may be applicable to current or future stages of the application review and approval process. Please discuss any questions with staff.*

- 5) **Applications are accepted by appointment only.** Please contact the Planning Division to set up an application submittal appointment ([planning@menlopark.org](mailto:planning@menlopark.org) or 650-330-6702).

*This item is a procedural/information item and does not require a response at this time. However, please note that it may be applicable to current or future stages of the application review and approval process. Please discuss any questions with staff.*

- 6) Once an application is filed with the City's Planning Division, the application becomes **public record** and is available to anyone for inspection.

*This item is a procedural/information item and does not require a response at this time. However, please note that it may be applicable to current or future stages of the application review and approval process. Please discuss any questions with staff.*

- 7) The project applicant is expected to **attend the Planning Commission and/or City Council meetings** to present the proposal and respond to questions.

*This item is a procedural/information item and does not require a response at this time. However, please note that it may be applicable to current or future stages of the application review and approval process. Please discuss any questions with staff.*

- 8) The Transportation Division reviews project plans for compliance with the City's parking standards. All **parking spaces**, covered and uncovered, as well as handicap spaces, should be noted on the plans. For detailed information, please refer to the "Parking Stalls and Driveway Design Guidelines" handout. For additional information regarding parking standards, contact the Transportation Division at (650) 330-6770 and/or review the Transportation Division web site (<http://www.menlopark.org/transportation>).

*Incomplete – Refer to completeness review letter.*

- 9) For Architectural Control and Use Permit applications that involve the construction or alteration of structures, the project plans that are reviewed by the Planning Commission must accurately depict all structures and site improvements as they are to be constructed. If the proposal is approved by the Planning Commission, the associated building permit application must be **substantially in conformance** with the approved project plans, and the Planning Division has limited discretion to approve modifications to these plans. Please review your proposal and verify that no substantial changes will be requested in the future. Full building permit plan sets are not required at this stage, but applicants should analyze the proposal in relation to **building code requirements and projected budget**. In particular, please verify that no future modifications will be requested with regard to building height, window size/placement, exterior materials, and parking and vehicle access.

*This item is a procedural/information item and does not require a response at this time. However, please note that it may be applicable to current or future stages of the application review and approval process. Please discuss any questions with staff.*



## B. DEVELOPMENT PERMIT APPLICATION & AGREEMENT TO PAY FEES

- 1) The Development Permit Application & Agreement to Pay Fees is available on our web site at:  
<http://www.menlopark.org/DocumentCenter/Home/View/263>

*Incomplete – Refer to completeness review letter.*

- 2) Applications are to be made only by the owner of the property, or by lessee, authorized agent, purchaser in escrow, or optionee with the consent of the owner. **The owner of the property must sign the application in order for it to be valid.** Photocopied or faxed signatures are not acceptable.

*Incomplete – Refer to completeness review letter.*

- 3) When filling out the application form, it must be **typed or clearly printed.**

*Complete.*

*Remainder of page intentionally left blank*

## C. DATA SHEET

A completed Data Sheet must accompany every application. The Data Sheet provides basic site information, such as lot dimensions and area, setbacks, building size, etc. for use in reviewing the application. The Data Sheet is available at the following location: <http://www.menlopark.org/DocumentCenter/Home/View/262>

*Incomplete – Refer to completeness review letter.*

### DATA SHEET FOR RESIDENTIAL PROJECTS

Please provide the appropriate information pertaining to your application. It is important to complete the existing and proposed development items even if the existing structure is being demolished or if there is no specific Zoning Ordinance requirement.

<b>LOCATION:</b>		1301 Any Street			
<b>EXISTING USE:</b>		Single family residence		<b>APPLICANT:</b> Alan Smithee	
<b>PROPOSED USE:</b>		New single family residence		<b>PROPERTY OWNER(S):</b> Alan & Nala Smithee	
<b>ZONING:</b>		R-1-S		<b>APPLICATION(S):</b> Use Permit	
<b>DEVELOPMENT STANDARDS</b>	<b>PROPOSED DEVELOPMENT</b>		<b>EXISTING PROJECT</b>		<b>ZONING ORDINANCE</b>
Lot area	9,000	sf	9,000	sf	10,000 sf min.
Lot width	120	ft.	120	ft.	100 ft. min.
Lot depth	75	ft.	75	ft.	80 ft. min.
Setbacks					
Front	28	ft.	30	ft.	20 ft. min.
Rear	30	ft.	55	ft.	20 ft. min.
Side (left)	15	ft.	30	ft.	10 ft. min.
Side (right)	17	ft.	24	ft.	10 ft. min.
Building coverage	2,508	sf	1,700	sf	3,150 sf max.
	28	%	19	%	35 % max.
FAR (Floor Area Ratio)*	n/a	sf	n/a	sf	n/a sf max.
		%		%	% max.
FAL (Floor Area Limit)**	3,234	sf	1,700	sf	3,300 sf
Square footage by floor					
below grade	0	sf	0	sf	
1 <sup>ST</sup>	2,308	sf	1,000	sf	
2 <sup>ND</sup>	726	sf	0	sf	
garage	200	sf	450	sf	
accessory building(s)	0	sf	250	sf	
other	0	sf	0	sf	
Square footage of buildings	3,234	sf	1,700	sf	sf max.
Building height	26	ft.	15	ft.	28 ft. max.
Landscaping***	270	sf	270	sf	n/a sf min.
	3	%	3	%	% min.
Paving***	180	sf	180	sf	n/a sf min.
	2	%	2	%	% min.
Parking	2 covered	spaces	2 covered	spaces	2 spaces
Define Basis for Parking	(Example: 1 covered/1 uncovered per residential unit or # of spaces/X square feet)				
	1 covered/1 uncovered per residential unit				
Trees	# of existing <b>Heritage</b> trees	2	# of existing <b>non-Heritage</b> trees	5	# of new trees 3
	# of existing <b>Heritage</b> trees to be removed	0	# of <b>non-Heritage</b> trees to be removed	0	<b>Total # of trees</b> 10

\* Commercial and Multiple-residential properties | \*\* Single family residential and R-2 zoned properties | \*\*\* Commercial, Multiple-residential, and R-2 zoned properties

## PLAN SET COMPONENTS

**PLEASE NOTE:** The applicant is responsible for submitting accurate, clear and readable information, maps and drawings. The applicant is responsible for any processing delays caused by inaccurate or unclear information, maps or drawings. The letter-size plan sets will be distributed to the public, and as such need to be readable and reproducible.

- 1) An initial application submittal must be accompanied by **multiple plan sets in these sizes:**

full-size (36" x 24")
half-size (18" x 12") or tabloid (11" x 17")
letter (8-1/2" x 11")

[Note: hard copy plan set requirements suspended as of March 2020]

*Incomplete – The submitted PDF plans are sized at 42" x 30". This does not meet the full-size (36" x 24"), half-size (18" x 12") or tabloid (11" x 16"), or letter-size (8.5" x 11") requirements; applications must be accompanied by multiple PDF plan sets in these sizes.*

*Correction – Submit multiple PDF plan sets in full-size (36" x 24"), half-size (18" x 12") or tabloid (11" x 16"), and letter-size (8.5" x 11").*

### 2) Drafting Instructions

- a) Plans shall be scaled as noted below, unless permission has been granted by the Planning Division to reduce the scale.

*Incomplete – The submitted plans are to scale, however, not to the scales as noted in the submittal guidelines.*

*Correction – Provide plans in the required scales, using match lines for features that do not fit on a single sheet. Additional plan sheets with alternative, preferred scales may also be provided.*

- b) A bar scale is required for every scaled drawing in order to preserve a scale on the reduced plans (see example below).



*Incomplete – The elevations and sections sheets include a written scale, however, no bar scale is provided.*

*Correction – Revise elevations and sections sheets, and ensure all plan sheets include a bar scale in order to preserve a scale on the reduced plans (e.g., Sheets A3.01A-C, A3.02A-C, A3.03A-C, and potentially others).*

- c) North arrow is necessary for site orientation on all plan drawings (see example below).



**Complete**

- d) Area plan, site plan and floor plan should be oriented in the same direction.

**Complete**

- e) The address of the subject parcel should be noted on each plan page.

**Complete****3) Area plan (1" = 20' scale)**

- a) Subject property and contiguous properties, with addresses listed

*Incomplete – The area plan does not show both the subject property and contiguous properties completely and with addresses listed.*

*Correction – Revise area plan to show both the subject property and contiguous properties completely and with addresses listed.*

- b) All adjacent streets, alleys, and/or easements

*Incomplete – Middlefield Road, Willow Road, and Palo Alto Avenue are shown, however, a survey (required as item D.12. of these guidelines, below) was not submitted to support whether any easements exist that may need to be documented.*

*Correction – Submit a survey to show if there are any easements that need to be documented and revise the area plan accordingly.*

- c) All existing and proposed structures on the subject property and contiguous properties (approximate scale is sufficient)

*Incomplete – The area plan does not show all existing and proposed structures on the subject property and contiguous properties.*

*Correction – Revise area plan to show all existing and proposed structures on the subject property and contiguous properties.*

- d) Best estimate of distance between all buildings on subject property and buildings on adjacent parcels

*Incomplete – The area plan does not identify an estimated distance between all buildings on subject property and buildings on adjacent parcels.*

*Correction – Revise area plan to identify an estimated closest distance between all buildings on subject property and buildings on adjacent parcels.*

- e) All trees and other significant landscape and site features, including driveways

*Incomplete – The area plan does not identify existing trees and trees proposed to remain or be removed shown and labeled. Proposed plantings are not labeled so those cannot be verified.*

*Correction – Revise area plan to identify existing trees and trees proposed to remain or be removed shown and labeled. Identify proposed plantings with labels.*

- f) Projects located at or near "T" intersections should show the intersecting street

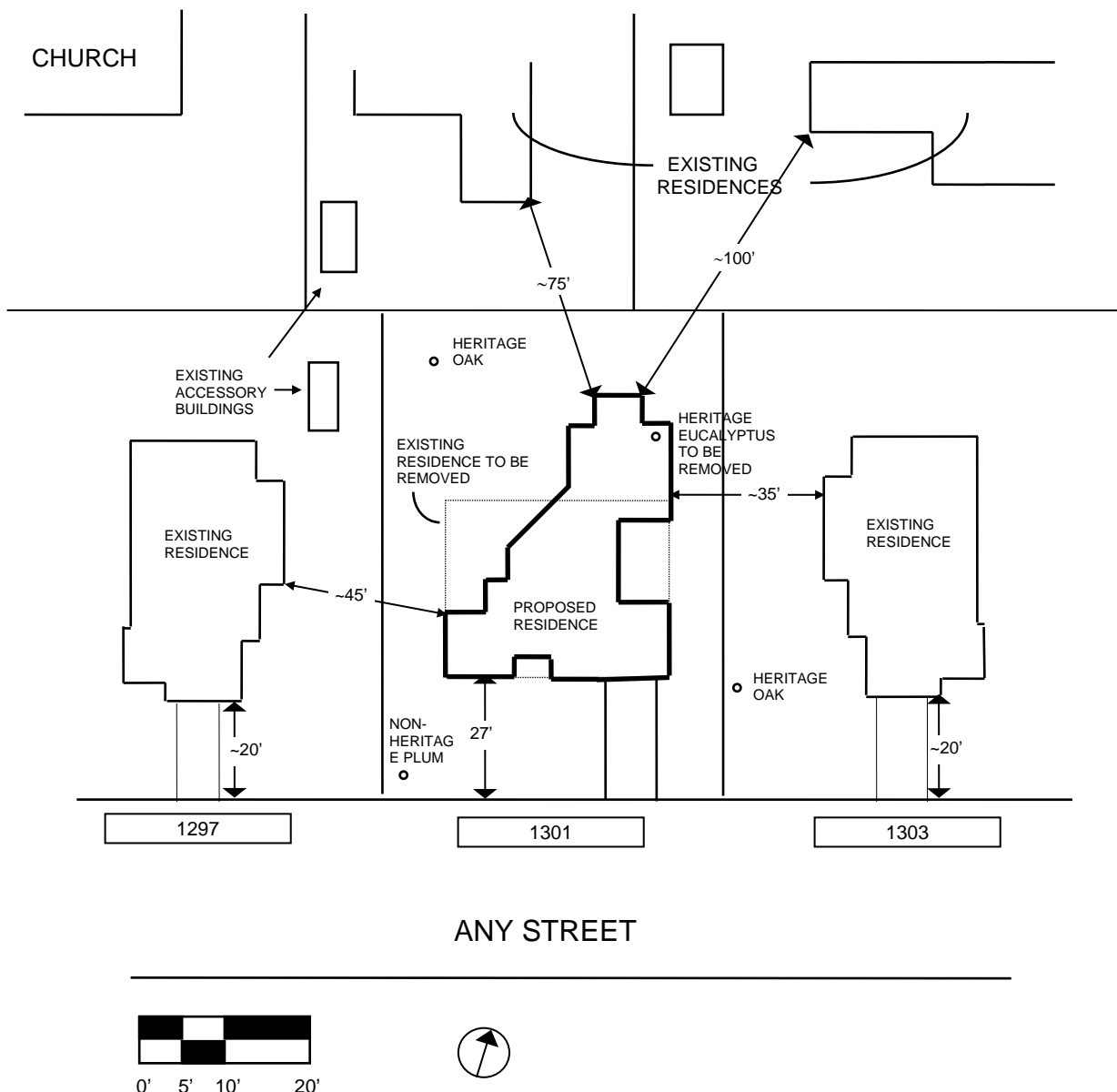
**Complete**

- g) Large projects should extend the area plan across the subject street(s) and show driveways on facing parcels

**Incomplete** – The area plan does not extend sufficiently to show the area across streets and driveways on facing parcels as illustrated in the Example of Area Plan diagram below.

**Correction** – Revise area plan to sufficiently show the area across streets and driveways on facing parcels as illustrated in the Example of Area Plan diagram below

**Example of Area Plan**



4) **Site plan** (1/8" = 1' scale)

a) Dimensions of subject parcel

*Incomplete – The site plan does not identify the dimensions of the subject parcel.*

*Correction – Revise site plan to identify the dimensions of the subject parcel. The dimensions should match survey documentation. No survey is submitted. Submit a survey.*

- b) Location and dimensions of all existing and proposed structures (including garages, carports, storage buildings, arbors, patios, decks, balconies, light wells, air-conditioning equipment, swimming pools and spas, etc.). Proposed additions and new structures should be shown with a thick line weight that clearly delineates the proposed new construction. Structures to be demolished should be noted with dashed lines.

*Incomplete – The site plan does not identify the location and dimensions of existing structures.*

*Correction – Revise site plan to identify the location and dimensions of existing structures. Structures to be demolished should be noted with dashed lines.*

c) Dimensions of both required and actual setbacks

*Incomplete – The site plan does not identify the dimensions of both required and actual setbacks.*

*Correction – Revise site plan to identify the dimensions of both required and actual setbacks.*

- d) Location, size, and type of all trees and significant landscape features, including proposed new landscaping. Note whether trees are heritage-size and/or proposed to be removed, and show both the tree's canopy and full trunk outline. All heritage trees located on other parcels, within approximately 10 feet of the property line, must be noted on this plan, and tree protection fencing must be shown. Number and label all trees in accordance with the arborist report.

*Incomplete – The site plan does not identify the size, and type of all trees and significant landscape features.*

*Correction – Revise site plan to identify the location, size, and type of all trees and significant landscape features, including proposed new landscaping. Note whether trees are heritage-size and/or proposed to be removed, and show both the tree's canopy and full trunk outline. All heritage trees located on other parcels, within approximately 10 feet of the property line, must be noted on this plan, and tree protection fencing must be shown. Number and label all trees in accordance with the arborist report.*

e) Dimensions of any permitted intrusions into the required setbacks

***Incomplete – The site plan does not identify the dimensions of permitted intrusions into the required setbacks.***

***Correction – Revise site plan to identify the dimensions of both required and actual setbacks and then identify any permitted intrusions into the required setbacks.***

- f) Existing and proposed fences, including height and material

***Incomplete – The site plan does not identify existing and proposed fences.***

***Correction – Revise site plan to identify existing and proposed fences, including height and material.***

- g) Layout of existing and/or proposed driveways

***Incomplete – The site plan does not identify the layout of existing driveways.***

***Correction – Revise site plan to identify the layout of existing driveways.***

- h) Off-street parking spaces (covered and uncovered) and dimensions of the spaces

***Incomplete – The site plan does not show the dimensions of proposed off-street parking spaces (covered and uncovered) that would be located at grade (e.g., office drop-off, residential and hotel drop-off, etc.). The Levels -2 and -1 Floor Plans suffice to provide the required information for the two levels of below grade parking proposed.***

***Correction – Provide the dimensions of proposed surface parking spaces on the site plan.***

- i) Distance between buildings on the same property

***Incomplete – The site plan does not identify the distance between the buildings.***

***Correction – Revise site plan to identify the closest distance between all buildings on the site.***

- j) Location, dimension, and description of all existing easements

***Incomplete – A survey (required as item D.12. of these guidelines, below) was not submitted to show if there are any easements.***

***Correction – Submit a survey to show if there are any easements that need to be documented and revise the area plan accordingly.***

- k) Location and name of adjacent streets. The plan must extend to the center line of all adjacent streets and accurately represent and fully dimension the existing and proposed frontage improvements (curbs, gutters, sidewalks, etc.).

***Incomplete – The site plan does not fully dimension the existing and proposed frontage improvements of all adjacent streets.***

***Correction – Revise site plan to fully dimension the existing and proposed frontage improvements (curbs, gutters, sidewalks, etc.) of all adjacent streets.***

- l) Existing and proposed grade elevations of the property (if grade differential on property is greater than 3 feet)

***Incomplete – The site plan does not identify existing and proposed grade elevations of the property.***

***Correction – Revise site plan to identify the existing and proposed grade elevations of the property (if grade differential on property is greater than 3 feet).***

- m) Location of all utility company equipment (in particular, power poles), fire hydrants, and streetlights

***Incomplete – The site plan does not identify the location of all utility company equipment.***

***Correction – Revise site plan to identify the location of all utility company equipment (in particular, power poles), fire hydrants, and streetlights.***

- n) Building pad and finished floor elevations for existing and proposed structures

***Incomplete – The site plan does not identify the building pad and finished floor elevations for existing and proposed structures.***

***Correction – Revise site plan to identify the building pad and finished floor elevations for existing and proposed structures.***

The following site analysis information should be noted on the plan. The information may be provided in table form.

***Incomplete – The site plan does not identify the following site analysis information (see sub-bullets o-s).***

***Correction – Although the required site analysis information is not shown on the site plan, staff accepts the information being shown on sheet A0.02 (Project Information) due to the large volume of information to be provided. Revise sheet A0.02 (Project Information) to identify the following site analysis information (see sub-bullets o-s). Provide information in a table form, as appropriate. Site analysis information missing on Project Information sheet:***

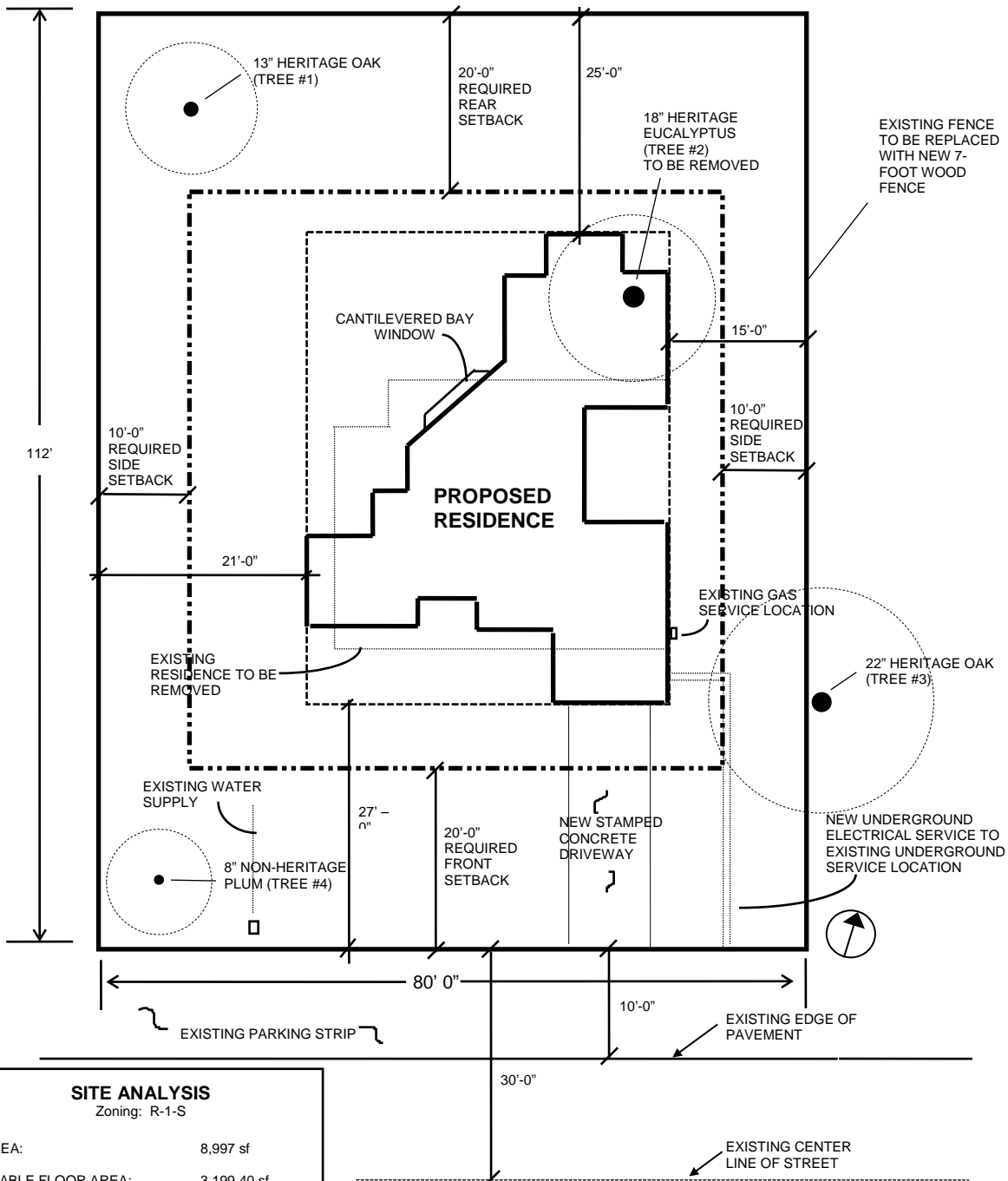
- ***Net sq. ft. exclusive of access easements***
- ***Existing sq. ft. of each floor of existing building(s)***
- ***Percentage of paved and landscaped areas***
- ***Total number of covered and uncovered parking spaces (total spaces are provided and broken down by building location, EV, accessible, etc.) but it is not noted whether they are covered or uncovered. (There are a few surface spaces shown on the site plan.)***

- o) Total square footage of parcel and net square footage (exclusive of any access easements)



- p) Floor area of all buildings, including separate figures for existing, proposed and total square footage on each floor (please refer to Zoning Ordinance Section 16.04.313, for the definition of *floor area* for single family residential and R-2 zoning districts, and to Section 16.04.325 for the definition of *gross floor area* for all other zoning districts)
- q) Percentage and square footage of land covered by all structures (existing and proposed)
- r) Percentage of all paved and landscaped areas
- s) Total number of parking spaces, covered and uncovered

### Example of Site Plan



#### SITE ANALYSIS

Zoning: R-1-S

LOT AREA: 8,997 sf  
 ALLOWABLE FLOOR AREA: 3,199.40 sf  
 (8997-7000) X 20% + 2800  
 1997 X 20% = 399.4 + 2800  
 NO ATTIC SPACE OVER 5'0"

PROPOSED FIRST FLOOR AREA: 1,703 sf  
 PROPOSED SECOND FLOOR AREA: 1,287 sf  
 TOTAL PROPOSED FLOOR AREA: 2,990 sf

LANDSCAPING: 67%  
 LANDSCAPING: 14%  
 PARKING SPACES: 1 COV/1 UNCOV

ALL GRADES TO REMAIN NATURAL

STREET NAME

**PLEASE NOTE THAT THIS DRAWING IS NOT TO SCALE. THE DRAWING IS INTENDED TO DEMONSTRATE THE FEATURES OF A TYPICAL SITE PLAN.**



5) **Floor plans** (1/4" = 1' scale)

- a) Complete plans for all **proposed** structures

*Incomplete – Floor plans for all proposed structures are not provided (e.g., Level 36+).*

*Correction – Provide floor plans for all proposed structures.*

- b) Complete plans for all **existing** structures (even if structures are proposed to be demolished)

*Incomplete – Floor plans for all existing structures are not provided.*

*Correction – Provide floor plans for all existing structures (even if structures are proposed to be demolished).*

- c) Overall building dimensions to exterior walls and individual room dimensions

*Incomplete – The majority of floor plans identify overall floor dimensions; however, certain floor plans (e.g., Sheet A2.03, A2.04, and potentially others) are missing overall floor and individual room dimensions.*

*Correction – Revise floor plans to ensure all sheets identify overall building (floor) dimensions. In addition, revise floor plans to include individual room dimensions.*

- d) Room identification ("Master Bedroom," "Dining Room," etc.)

*Incomplete – Room identification is not shown for every use. Educational, hotel, and commercial uses generally include room identification, but certain spaces are missing identification (e.g., the 7<sup>th</sup> floor of Building B2 and the 8<sup>th</sup> floor of Building B1, and potentially others). None of the residential units and rooms have room identification.*

*Correction – Provide room identification labels for all spaces in every building.*

- e) Window and door locations

*Incomplete – Window and door locations are not shown for every use. Educational, hotel, and commercial uses generally include window and door locations, but none of the residential units and rooms show window and door locations.*

*Correction – Indicate window and door locations for all rooms in every building.*

6) **Roof plan** (1/8" = 1' scale, minimum)

Plans for all roof levels, showing ridge lines, materials, and pitches. Roof plans should show any roof-mounted equipment and any screening.

*Incomplete – The submitted roof plan does not include details regarding ridge lines, materials, or pitches, nor any roof-mounted equipment or any screening.*

*Correction – Revise the roof plan to show details regarding ridge lines, materials, and pitches, as well as any roof-mounted equipment and any screening.*

## 7) Square-Footage Calculation Plans

- a) **Floor plan square-footage calculations** are required for all submittals (1/8" = 1' scale, minimum)
- I. As an overlay of the proposed floor plans (walls and stairs must be visible), divide each floor into a minimum number of discrete polygons, listing the length, width, and area of each. For curves or other non-rectangular shapes, list the method of area calculation.
  - II. Review the Zoning Ordinance's definitions of *floor area* (single-family and R-2 zoning districts) and *gross floor area* (all other zoning districts) to verify what counts and does not count as floor area. For exempted areas (stairwells, for example), provide a notation describing the specific exemption. Similarly, show calculation boxes for any attic or double-height area that qualifies as floor area under the Zoning Ordinance.
  - III. On the ground floor calculation plan, use a unique area calculation box for the garage or carport space. In addition, show area calculation boxes for covered porches, trellises, or any other area that counts as building coverage but not floor area. Shade the building coverage boxes with a distinct pattern.

*Incomplete – The submitted plans do not include square footage calculations for all structures (e.g., Montessori school). In addition, the scale is missing (Sheet A0.60) or appears inaccurate (Sheets A0.61 and A0.62 use a scale of 3"=1'-0"). The submitted plans do not indicate whether there are any exempted areas of gross floor area, nor are there any notations describing specific exemptions. Area calculation boxes for areas that count as building coverage but not gross floor area are not shown or shaded with a distinct pattern.*

*Correction - Revise the plans to include square footage calculations for all structures and include/correct the scale as needed. Indicate any areas of exempted gross floor area and provide notations describing specific exemptions. Indicate areas of building coverage with shading in a distinct pattern, different from the shading patterns for gross floor area and parking areas. Refer to published [Floor Area and Building Coverage Diagrams](#) handout for requirements and guidance.*

- b) **Site plan square-footage calculations** are required for R-2 and R-3 properties and other non-single-family-residential projects making changes to landscaping/parking, and are recommended for other submittals (1/16" = 1' scale, minimum)
- I. As an overlay of the proposed site plan, show calculation polygons for Building Coverage, Driveways and Uncovered Parking, and Landscaping.

*Incomplete – The submitted plans do not include calculation polygons for building coverage, driveways, uncovered parking, and landscaping overlaid on the proposed site plan.*

*Correction – Revise the plans to include square-footage calculations for building coverage, driveways, uncovered parking, and landscaping overlaid on the proposed site plan.*

- c) Summarize the calculations in a **table**. For Floor Area, list totals by floor and by building, and total for the entire site. The totals should match the summary table shown on the site plan sheet.

*Incomplete – Sheet A0.02 includes the City’s data sheet as well as other information pertaining parking and gross floor area, however, no calculations for landscaping and driveways are provided on Sheet A0.02.*

*Correction – Revise Sheet A0.02 to include summary landscaping and driveways square footage information. Ensure that gross floor area calculations on Sheet A0.02 match the values shown in the floor plan square-footage calculations. Staff notes that “total landscape area” is listed within an “irrigation data summary” table on Sheet L0.03; confirm applicability and list on Sheet A0.02 as appropriate. Ensure any exempted areas clearly identify the specific exemption applied.*

8) **Building elevation drawings** (1/4" = 1' scale)

- a) All **proposed** exterior building elevations, including all windows, doors, and roof pitches

*Incomplete – Proposed exterior building elevations do not indicate roof pitches.*

*Correction – Indicate all roof pitches on all building elevation drawings.*

- b) All **existing** exterior building elevations, including all windows, doors, and roof pitches (even if structures are proposed to be demolished). Photographs may be submitted in lieu of elevation drawings, provided they accurately represent the existing conditions. Photographs must be mounted and labeled on a sheet in the plan set, and must reproduce clearly. Blurry or poorly copied photographs will not be accepted.

*Incomplete – Existing exterior building elevations or photographs that provide a comparable level of detail as architecturally drawn building elevations and comprehensively identify all elevations of the existing buildings are not provided within the project plans.*

*Correction – Provide existing exterior building elevations or photographs that provide a comparable level of detail and include all building facades within the project plans.*

- c) Detailed notations for all materials (doors, windows, siding, etc.), listing their type, color, and other attributes. In particular, for multi-pane windows, specify the precise type of divided light (true divided light, simulated divided light, snap-in grids, between-the-glass grilles, etc.).

*Incomplete – The building elevations provided do not include detailed notations for all materials. For example, the Montessori school includes no materials labels. As another example, the north elevation of Building B1 on Sheet A3.01A does not include a label for the tan-colored material seen on the upper floors in the right half of the elevation. Certain materials are labeled with a corresponding number shown as a swatch on the Material Palette on Sheet A3.00, but not all materials include the numeric notation.*

*Correction – Provide detailed notations for all materials, listing type, color, and other attributes on every elevation of every building. Provide elevations per required scale and ensure all materials are identified and clearly labeled.*

- d) For all windows, note the sill heights (distance from respective finished floor to sill)

*Incomplete – Although most of the building elevations indicate clear glass storefront glass curtain wall systems on the exterior of most of the buildings, it cannot be verified whether any interior sill heights are proposed.*

*Correction – Identify all sill heights.*

- e) Existing and finish grade on all elevations of structures

*Incomplete – The building elevations do not show existing and finished grade on all elevations of all structures.*

*Correction – Show both existing and finished grade on all elevations of all structures.*

- f) Heights above average natural grade of all floors, eaves, and ridges

*Incomplete – It is not clear whether elevation heights are shown from average natural grade or another grade (existing, finished, etc.)*

*Correction – Show all heights based on height above average natural grade.*

- g) Daylight Plane notation (single family residences and R-2 properties only)

*Not Applicable*

- h) Label all elevations by both site orientation (front, rear, left side, right side) and direction (North, East, South, West).

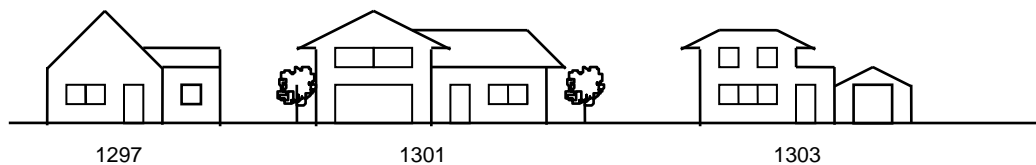
*Complete*

- 9) **Streetscape** (1/16" = 1' scale)

*Incomplete – No streetscape was submitted.*

*Correction – Submit a streetscape drawing with views from both streets.*

Simple silhouette drawing showing a front view of the proposed building and the buildings on each side. If the property is on a corner, views from both streets should be submitted.



*Remainder of page intentionally left blank.*

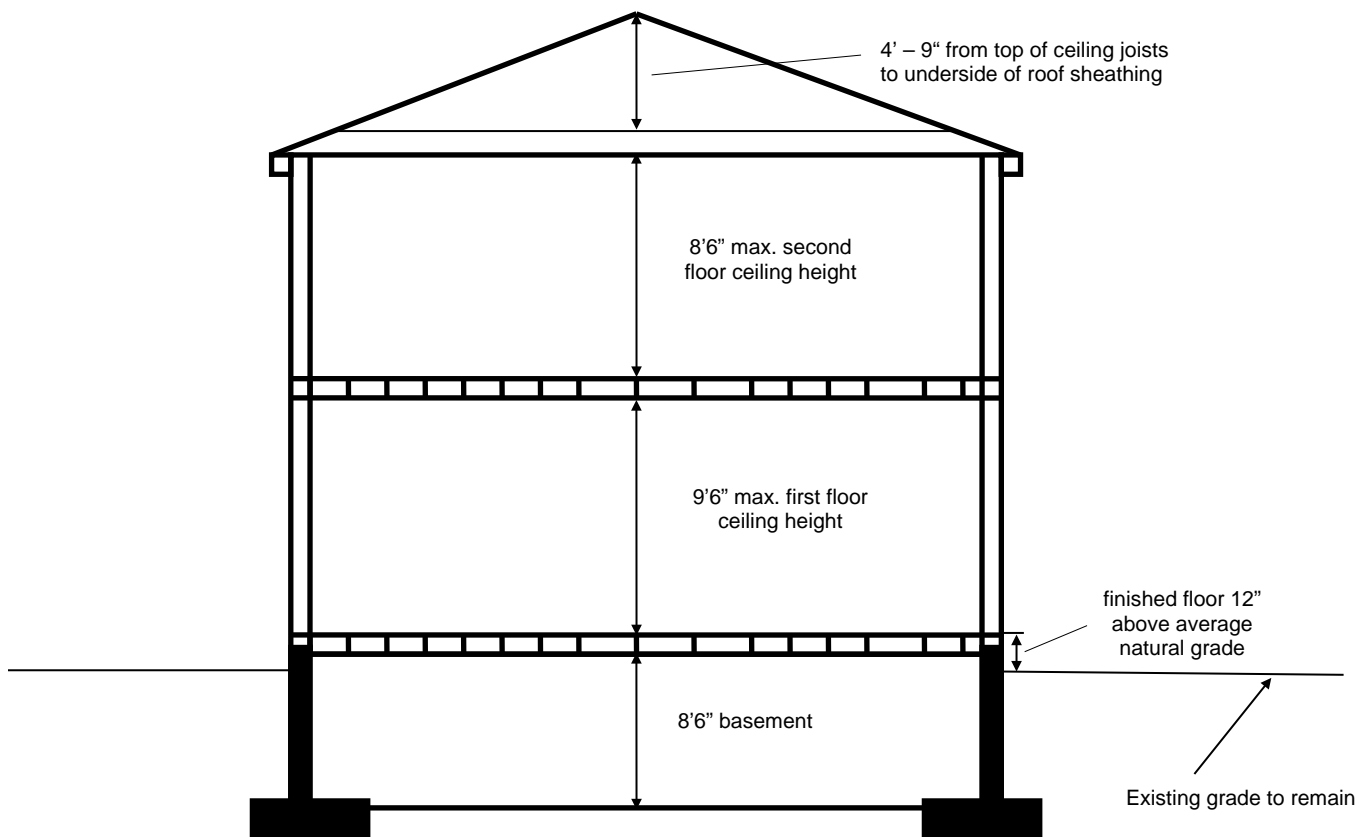
# 10) Cross Sections of Building (1/4" = 1' scale)

**Incomplete – Sections do not show the existing and proposed grade of the property. No sections of the Montessori school are provided.**

**Correction – Show the existing and proposed grade of the property. Provide sections of the Montessori school. Please be advised that additional cross sections may be needed to determine compliance with City requirements.**

At least two cross sections of the building should be included. The drawings should show ceiling heights of each floor (including basements and attics), first story finished floor elevation, base flood elevation (if applicable), and the existing and proposed grade of the property. The set should include at least one transverse section and one longitudinal section. At least one of the sections should go through the highest point of the building. If any area could appear from the elevations to include “non-standard” FAL/FAR area (such as large attic areas), provide additional sections through that area to clarify.

## Example of Cross Section



- 11) **Preliminary Landscape Plan** – Required for residential projects of three or more dwelling units and non-residential projects that are making changes to landscaping/parking areas, as well as any other project that is subject to the Water Efficient Landscaping Ordinance (<http://www.menlopark.org/360/Water-Efficient-Landscaping>). Show all existing and proposed landscaping in relation to structures and paved surfaces. Note if any trees are proposed to be removed, and summarize these and the trees to remain in a tree inventory. Provide detailed notations for all proposed tree species and sizes (both at planting and typical mature size), and summarize these in a tree schedule.

*Incomplete – The landscape plans do not show existing landscaping in relation to structures and paved surfaces. The landscape plans do not include trees proposed to be removed or a tree inventory.*

*Correction – Show existing landscaping. Include trees proposed to be removed and a tree inventory.*

- 12) **Survey** – Required for all applications that involve new construction or the addition of square footage to an existing building. Advised for other projects in areas with property line discrepancies, and for projects with unusual topographic conditions. Please see the Land Survey Requirements handout for more information (<http://www.menlopark.org/DocumentCenter/Home/View/246>).

*Incomplete – No survey is provided. Staff notes that a July 30, 1964 record of survey is mentioned as the basis of bearings for the “Vesting Tentative Map for Condominium Purposes.”*

*Correction – Submit a survey consistent with the City’s Boundary and Topographic Survey Requirements*  
[https://menlopark.gov/files/sharedassets/public/v/1/community-development/documents/survey-requirements-2018-07\\_201807121314550994.pdf](https://menlopark.gov/files/sharedassets/public/v/1/community-development/documents/survey-requirements-2018-07_201807121314550994.pdf).

*Note: This is the end of this portion of the completeness review. For information on the items below, refer to the SB 330 completeness letter.*

**Other Plan Set Elements** – Required for certain multi-family residential and commercial/industrial projects. Please see a planner for more information on these requirements.

- 13) **Preliminary Grading and Drainage Plan**
- 14) **Stormwater Treatment Plan**
- 15) **Utilities Plan**
- 16) **Garbage Enclosure Plans and Elevations**
- 17) **Vehicular Circulation Plan** (including turning templates and sight distance triangles)
- 18) **Below Market Rate (BMR) Unit Location Plan**

## **D. OTHER APPLICATION ELEMENTS**

The following elements are either required, conditionally required, or optional elements of a development permit application.

- 1) **Project Description** – Required for all submittals. On one or more letter-size sheets, describe the project in detail, including topics such as:



- Purpose of the proposal
- Scope of work
- Architectural style, materials, colors, and construction methods
- Basis for site layout
- Existing and proposed uses
- Outreach to neighboring properties

- 2) **Arborist Report** – Required for projects located in close proximity to any Heritage Trees, including any trees on adjacent properties that could be affected by construction, as well as any development proposal including a Heritage Tree Removal Permit application. Information on and forms for the Heritage Tree Ordinance are located at: <http://www.menlopark.org/205/Heritage-Trees>. As of July 1, 2020, arborist reports must be prepared by a City-approved arborist. A list of approved arborists is available at the preceding link.

Generally, a Heritage Tree is defined as a tree with a trunk of 15 inches in diameter or more measured at 54 inches above natural grade, or any oak tree native to California with a diameter of 10 inches or more measured at 54 inches above natural grade. To remove or significantly prune a Heritage Tree, you must obtain permission from the City. If your project involves the removal of a heritage tree, you should submit to the City of Menlo Park a Heritage Tree Removal Permit application concurrent with or prior to your planning submittal.

Two (2) copies of the arborist report and two (2) copies of any removal application(s) are required at the time of submittal for any development permit. The report shall include recommendations for continued health of the trees. The arborist must review the project plans and conduct the tree analysis within the context of the proposed development. The information presented in the arborist report must be accurately incorporated into the project plans.

- 3) **Menlo Park Fire Protection District Approval** – Required for:
- Single-family residential projects that are located on panhandle lots and/or proposing daycare use
  - Multi-family residential and/or non-residential projects that are adding new square footage and/or modifying building access
  - Non-residential projects that are changing uses, where such work requires a building permit

Not required for:

- Single-family residential projects (including those with secondary dwelling units) that are not located on panhandle lots or proposing daycare use
- Multi-family residential and/or non-residential projects that are only revising exterior materials, and not modifying building access
- Non-residential projects that are changing uses, where such work does not require a building permit

Please see a planner if you are unsure whether this requirement applies. Contact the Fire District directly if this preliminary review is applicable to your project:

650-688-8425  
170 Middlefield Road  
Menlo Park, CA 94025  
<http://www.menlofire.org/>

The Fire District charges a review fee, which is separate from any City of Menlo Park fees. If required, the Fire District Approval may be deferred at the initial submittal, but must be submitted prior to scheduling a Planning Commission meeting date.

- 4) **Request for Evaluation for Potential Historic Significance** – Required for most projects for Planning Commission review (e.g., Use Permit, Variance). Please see a planner to verify whether or not your application requires this form, which is available on the Planning web site (<http://www.menlopark.org/DocumentCenter/Home/View/266>).
- 5) **Flood Elevation Certificate** – Required for all projects taking place in a Federal Emergency Management Agency (FEMA)-designated flood zone. Any proposed construction within a flood zone must comply with FEMA and City floodproofing regulations. Additional information on these requirements is available on the Public Works web site (<http://www.menlopark.org/199/Building-Living-in-the-Flood-Plain>).
- 6) **Impervious Area Worksheet and Stormwater Requirements Checklist** – Required for all projects adding or replacing building footprint area and/or making changes to landscaping/parking areas. This checklist is required by stormwater regulations, and is available on the Planning web site (<http://www.menlopark.org/DocumentCenter/Home/View/268>).
- 7) **Hydrology Report** – Required for all projects adding or replacing building footprint area and/or making changes to landscaping/parking areas, with the exception of individual single-family residential developments. For the current hydrology report requirements, review the Public Works web site (<http://www.menlopark.org/215/Stormwater-Quality>) or contact the Public Works department (650-330-6740).
- 8) **Variance Letter** – Required for projects requesting a variance. The letter should clearly reference the applicant's justifications for the required variance findings listed under Section 16.82.340 of the Zoning Ordinance. Careful consideration should be given to this written explanation. Projects requesting a variance may also be required to submit graphic studies discussing the feasibility of non-variance alternatives.
- 9) **Color and Materials Board** – Required for residential projects of three or more dwelling units and other projects that require Architectural Control review. Optional for other projects. Exterior finishes, including materials identification and color for existing and proposed finishes; applications for architectural control must include a board depicting the colors and materials to be used for the project. Please label your exhibit with the project address. Exhibits must be no larger than 36 inches by 24 inches, and must be accompanied by a letter-size reproduction (may be a photograph of the color and materials board).
- 10) **California Environmental Quality Act (CEQA) Initial Study and Environmental Information Form** – Required for projects that are not exempt from CEQA.
- 11) **Tentative Subdivision/Parcel Map** – Required for any proposal incorporating a subdivision request, including condominiums. Requirements for tentative maps are available on the Planning web site (<http://www.menlopark.org/DocumentCenter/Home/View/255>).
- 12) **LEED Checklist** - A Leadership in Energy and Environmental Design (LEED) checklist is required for new nonresidential projects over 10,000 square feet in size, new residential projects of more than five dwelling units, and mixed use projects.

- 13) **Nonconforming Structure New Work Value Calculation** – Diagrams and spreadsheets may be required for additions/modifications to nonconforming structures, in order to estimate the value of the work relative to Zoning Ordinance thresholds. Please see a planner for more information about this requirement and whether it applies.
- 14) **Homeowners Association Approval Letter** – Required for projects taking place in certain planned developments.
- 15) **Perspective Renderings** – Optional for any project, and recommended for larger/more complex projects. If perspective renderings are submitted, the primary rendering should be as viewed from a public right-of-way at standing eye level.
- 16) **Photographs** – Optional for any project. Photographs of the subject and adjacent properties may be requested for architectural control requests and can be helpful for other types of applications. The address of the property shown in the photograph should be labeled on all photographs. The applicant may be required to provide 10 color copies of any photographs, for the Planning Commission's review.
- 17) **Correspondence** – Optional for any project. Letters, petitions, and other applicable documents that are submitted with an application should be typed or printed carefully. In particular, names and addresses should be clearly legible.

## E. COMPLETENESS AND ACCEPTABILITY

**Completeness** For an application to be deemed complete, it must contain all the applicable information requested in these Guidelines.

**Acceptability** Within 30 days of the date of the submittal, the Planning Division will notify the applicant that the application is either complete or incomplete. If the application is deemed incomplete, the Planning Division will inform the applicant as to what additional information is necessary to make the application complete. Submittal of the new information will start a new 30-day period. Note: applications for legislative acts (such as rezonings) may have different application review timeframes.

**Additional Information** After an application has been deemed complete, the Planning Division may request the applicant to clarify, amplify, correct or otherwise supplement the information in the application. In addition, the Planning Division will request additional copies of the project plans, with the number and sizes of plan sets specified by the planner at that time.

**Please note:** If information submitted by an applicant is found to be inaccurate or false, the applicant could experience substantial delays. If the inaccurate information or false information is discovered after a decision is made, the action taken may be invalidated, or may be reconsidered.

## F. PUBLIC NOTIFICATION REQUIREMENTS

According to State Law, public hearings are required for all applications with the exception of architectural control. In addition, the City may require a public hearing for projects requiring architectural control approval.

In order to provide notification of a public hearing, the City publishes a public hearing notice in the local newspaper and mails notices to all property owners and residents within 300 feet of the project site at least fifteen (15) days before a targeted meeting date. In some cases, the City may

determine that a larger notification area is appropriate based on the potential public interest on a specific project.

In addition to the legally required public hearing notice, a public notice that an application has been received is mailed to all property owners and residents within 300 feet of a project site. This intent of this advance notice is to allow neighbors ample opportunity to review and comment on the proposed project.

It is recommended that applicants discuss their plans with their immediate neighbors, including those neighbors to the sides, rear and across the street from the project site. The best time to make contact with neighbors is when your plans are still in the formative stage, when you will be in a better position to explain your proposal and to consider the interests and concerns of your neighbors. Please note: letter-size versions of project plans will be made available to the public in paper and/or electronic form as part of the Planning Commission project review process.

## **G. DESCRIPTION OF PLANNING COMMISSION AND MEETING INFORMATION**

The Planning Commission consists of seven residents appointed by the City Council. The Commission meets two Mondays per month. The starting time for Planning Commission meetings is 7:00 p.m. Meetings are held in the Council Chambers at 701 Laurel Street. However, all meetings are subject to rescheduling and relocation. **The project applicant is expected to attend the meeting to present the proposal and respond to questions.**

The Planning Commission considers the following items at Regular Meetings: Use permits, architectural control, rezoning, environmental impact reports, conditional development permits, subdivisions, variances, building permit appeals, conceptual sign plans in conjunction with other applications, and sign appeals. The Planning Commission is the decision making body on some applications and in other cases it is the advisory body to the City Council.

***Visit our web site for Zoning Ordinance and Planning Commission public hearing, agenda, and staff report information: <http://www.menlopark.org/>.***

v:\handouts\approved\application submittal guidelines - 202008.docx

RECORDING REQUESTED BY  
AND WHEN RECORDED RETURN TO:

City of Menlo Park  
Attn: City Clerk  
701 Laurel St.  
Menlo Park, CA 94025

The undersigned declares this instrument to be exempt  
from Recording Fees (Govt. Code § 27383) and  
Documentary Transfer Tax (Rev. & Tax. Code §11922).

(Space above this line reserved for Recorder's use only)

**STORMWATER TREATMENT CONSTRUCTION AND MAINTENANCE AGREEMENT AT 550 EL CAMINO REAL**

This Stormwater Treatment Construction and Maintenance Agreement ("Agreement") is dated this day of \_\_\_\_\_, and is by and between the City of Menlo Park, a municipal corporation, hereinafter referred to as "City", and The Board of Trustees of the Leland Stanford Junior University, a body having corporate powers under the laws of the State of California, as the owner of the real property commonly known as **550 El Camino Real**, and legally described on Exhibit A attached hereto (the "Property"), who enter into this Agreement with reference to the following recitals:

**RECITALS**

WHEREAS, On October 14, 2009 the Regional Water Quality Board, San Francisco Bay Region, adopted R2-2009-0074, a new Municipal Regional Stormwater NPDES Permit; and

WHEREAS, Provision C.3.e.ii of this NPDES Permit, and as it may be amended or reissued from time to time, requires the permittee public agencies to provide minimum verification and access assurances that all treatment measures shall be adequately operated and maintained by entities responsible for the stormwater treatment measures; and

WHEREAS, the City is the permitting public agency with jurisdiction over the Property; and

WHEREAS, Owner, is the owner of the real property commonly known as **550 El Camino Real**, and more particularly described in the attached legal description attached hereto as Exhibit A.

WHEREAS, attached hereto as Exhibit B; is a legible reduced-scale copy of the Site Plan, which has been approved by and a full copy of which (together with any amendments) is on file with the City of Menlo Park Engineering Division, showing the stormwater treatment measure(s) that Owner has agreed to construct on the Property in connection with the development of 550 EL CAMINO REAL; and

WHEREAS, the Owner recognizes that the stormwater treatment measure(s) shown on Exhibit B (the "Stormwater Management Plan"), must be installed and maintained as indicated in this Agreement and as required by the NPDES permit; and

WHEREAS, the Owner acknowledges that the stormwater treatment measure(s) shall be owned, maintained, and repaired by the Owner to ensure their proper functioning for the health, safety, and welfare of the citizens of the City; and

WHEREAS, it is the purpose of this Agreement to memorialize in writing the Owner's agreement for installation, use, maintenance, and repair of the stormwater treatment measures.

THEREFORE, the Owner hereby covenants and agrees as follows:

## **CONDITIONS OF AGREEMENT**

### **1. Construction of Treatment Measures:**

The on-site stormwater treatment measures shown on Exhibit B shall be constructed by the Owner in strict accordance with the approved plans and specifications identified for the development and any other requirements thereto which have been approved by the City in conformance with appropriate City ordinances, guidelines, criteria, and other written direction.

### **2. Operation & Maintenance Responsibility:**

This Agreement shall serve as the signed statement by the Owner accepting responsibility for Operation and Maintenance of stormwater treatment measures as set forth in this Agreement until the responsibility is legally transferred to another person or entity. If in the event the responsibility for the Operation and Maintenance of the stormwater treatment measures set forth on the Stormwater Management Plan is transferred to another person or entity, the Owner shall provide to the City a copy of at least one of the following:

- a) A signed statement to the public entity assuming post-construction responsibility for treatment measure maintenance and that the treatment measures meet all local agency design standards; or
- b) Written conditions in a sales or lease agreement requiring buyer or lessee to assume responsibility for operation and maintenance (O&M) consistent with this provision, which conditions, in the case of purchase and sale agreements or other conveyance of an interest the property, shall be written to survive and run with the land; or
- c) Written text in project covenants, conditions, and restrictions (CCRs) for residential properties assigning O&M responsibilities to the homeowners' association for O&M of the treatment measures; or
- d) Any other legally enforceable agreement or mechanism that assigns responsibility for the maintenance of treatment measures.

### **3. Maintenance of Treatment Measures:**

The Owner shall not destroy or remove the stormwater treatment measures from the Property nor modify the stormwater treatment system in a manner that reduces its effectiveness, and shall, at Owner's sole expense, adequately maintain the stormwater treatment measures in good working order acceptable to the City and in accordance with the maintenance plan agreed hereto and attached as Exhibit C (the "Maintenance Plan"). This includes all pipes, channels, or other conveyances built to convey stormwater to the stormwater measures, as well as structures, improvements, and vegetation provided to control the quantity and quality of the stormwater. Adequate maintenance is herein defined as maintaining the described facilities in good working condition so that these facilities continue to operate as originally designed and approved. The Maintenance Plan shall include a detailed description of and schedule for long-term maintenance activities.

### **4. Sediment Management:**

Sediment accumulation resulting from the normal operation of the stormwater treatment measures will be managed by the Owner in accordance with the Maintenance Plan. The Owner will provide for the removal and disposal of accumulated sediments. Disposal of accumulated sediments shall not occur on the Property, unless provided for in the Maintenance Plan. Any disposal or removal of accumulated sediments or debris shall be in compliance with all applicable federal, state, and local law and regulations.

5. Annual Inspection and Report:

The Owner shall, on an annual basis, conduct a minimum of one inspection of the stormwater treatment measures before the wet season. This inspection shall occur between August 1<sup>st</sup> and October 1<sup>st</sup> of each year. More frequent inspections may be required by the Maintenance Plan. The Owner shall pay all costs and expenses of the inspections. The results of inspections shall be recorded on the Treatment Measure Operation and Maintenance Inspection Report (annual report), substantially in the form attached to this Agreement as Exhibit D and the Treatment Measure Checklist (annual report attachment), substantially in the form attached to this Agreement as Exhibit E. One Checklist shall be completed for each treatment measure.

The annual report shall be made under penalty of perjury and shall be submitted to the City in order to verify that inspection and maintenance of the applicable stormwater treatment measures have been conducted pursuant to this Agreement. The Owner shall provide in the annual report a record of the volume of all accumulated sediment removed as a result of the treatment measures.

The reporting period shall be the calendar year and the annual report shall be submitted no later than January 10<sup>th</sup> of the following year. It shall be delivered to the Stormwater Coordinator, Engineering Division, City of Menlo Park, 701 Laurel St., Menlo Park, CA 94025 or another member of the City staff as directed by the City.

6. Changes and Modifications:

If the City determines that changes or modifications to the stormwater treatment measures and/or the Maintenance Plan are reasonably necessary to ensure that the treatment measures are adequately maintained and continue to function as originally designed and approved by the City, the City shall notify the Owner in writing of such determination and of the changes / modifications the City believes to be reasonably necessary.

The Owner may, at its sole expense, make the City's specified changes and modifications, or have an independent stormwater consultant (reasonably acceptable and approved by the City) review the specified changes and modifications and make only those changes and modifications recommended by the consultant in writing, provided a copy of such recommendations are provided to the City. If the Owner desires to make any other modifications to the stormwater treatment measures, the Owner must submit a building permit application, complete with plans, to the City for approval, which approval shall not be unreasonably withheld, conditioned, or delayed, and include confirmation that the stormwater treatment measures, as modified, will satisfy all applicable stormwater treatment standards and requirements.

7. Access to the Property:

The Owner hereby grants permission to the City of Menlo Park, the San Francisco Bay Regional Water Quality Control Board, the San Mateo County Mosquito Abatement District, the San Manteo County Flood Control District, and their authorized agents and employees to enter upon the Property at reasonable times, upon reasonable prior notice, and in a reasonable manner to inspect, assess, or observe the stormwater treatment measure(s) in order to ensure that treatment measures are being properly maintained and are continuing to perform in an adequate manner to protect water quality and the public health and safety. This includes the right to enter upon the Property whenever there is a reasonable basis to believe that a violation of this Agreement, the City's stormwater management ordinance, guidelines, criteria, other written direction, or the NPDES Municipal Stormwater Permit and any amendments or reissuances of it is occurring, has occurred, or threatens to occur.

The above listed agencies also have a right to enter the Property when necessary for abatement of a public nuisance or correction of a violation of this Agreement, applicable ordinance, guideline, criteria, permit or other written direction. The agency shall provide reasonable (as may be appropriate for the particular circumstances) notice to the Owner before entering the property and shall minimize interference with the

Owner's (and its tenants', guests', licensees', and invitees') use of the Property and the stormwater treatment measures. Such notice will not be necessary if emergency conditions require immediate remedial action. If it is determined during said inspection by an agency listed above, that the Owner has breached any maintenance obligation set forth in the Maintenance Plan, the cost of which is in excess of one thousand dollars (\$1,000.00), the Owner agrees to reimburse that agency for the cost and expenses of said inspection.

8. Failure to Maintain Treatment Measures:

The Owner recognizes that use, modification, and proper maintenance of the stormwater treatment measures is for the benefit of all citizens of the City and that the City is an intended third party beneficiary of this Agreement and may, upon notice of hearing, as set forth below, exercise powers of enforcement of this Agreement. If the Owner determines during inspection that the treatment measures requires repair or replacement, the Owner shall make reasonable efforts with ensure that such work shall be performed within sixty (60) days or such later time as may be approved by the City if such work cannot reasonably be completed within sixty (60) days.

In the event the Owner fails to maintain the stormwater treatment measures as required by the Maintenance Plan, the City shall by mail or personal delivery give written notice of the breach of any such maintenance obligation to the Owner with a demand that such breach be remedied. If such breach is not remedied within sixty (60) days of the delivery of such notice, the City shall have standing and the right (but not the obligation) to bring a court action against Owner to enforce such provision.

The notice may also contain a date for a hearing on the matter before a City employee designated by the City (which hearing shall be held no sooner than fifteen (15) days after mailing of such notice), and if after such hearing the City determines that there has been inadequate maintenance as required by the Maintenance Plan, the City shall have the right (but not the obligation) to undertake the maintenance of the treatment measures in accordance with the Maintenance Plan; provided, however, this provision shall not be construed to allow the City to (i) erect any structure of a permanent nature on the Property, or (ii) remove any structures or improvements on the Property or in any way interfere with the Owner's use of the Property.

It is expressly understood and agreed that the City is under no obligation to maintain or repair the treatment measures and in no event shall this Agreement be construed to impose any such obligation on the City.

9. Reimbursement of City Expenditures:

In the event the City, after giving the Owner written notice and an opportunity to cure as set forth in Section 8, performs work of any nature (direct or indirect), including any re-inspections or any actions it deems necessary or appropriate to return the treatment measures to good working order as indicated in Section 8, or expends any funds in the performance of said work for labor, use of equipment, supplies, materials, and the like, the Owner shall be liable and responsible to reimburse the City, upon demand within thirty (30) days following receipt thereof, for all funds it reasonably expended or shall forfeit any required bond for the costs incurred by the City hereunder.

If these costs are not paid within such thirty (30) day period, the City may assess the Owner the cost of the work, both direct and indirect and pass through to Owner any applicable penalties charged to City as a result of such late payment. City may impose such costs as a lien against Owner's interest in the Property that may be enforced against the Property, the Owner, and any successor owner of the Property or may be placed on the property tax bill and collected in the same manner as ordinary taxes by the City.

The actions described in this Section are in addition to and not in lieu of any and all legal remedies as provided by law, available to the City as a result of the Owner's failure to maintain the treatment measures in accordance with the Maintenance Plan. In the event of any dispute involving the City enforcing the terms and provisions of this Agreement, or the City exercising any and all legal remedies, the prevailing party shall be entitled to recover reasonable attorney fees and costs incurred.



10. Indemnification:

The Owner shall indemnify, hold harmless, and defend the City and its authorized or subsidiary agencies, their officers, officials, agents, employees, and servants from and against any and all claims, demands, suits, damages, liabilities, losses, accidents, casualties, occurrences, payments, or actions of every name, kind and description, including attorney fees claimed, to the extent that any of the foregoing might arise or be asserted based on negligence or willful misconduct of the Owner or its respective employees, agents, or contractors, brought for, or on account of, injuries to or death of any person or damage to the Property or personal property of third parties resulting from the performance or failure to perform of any work required by this Agreement, or arising from the presence, existence, maintenance or failure to maintain the treatment measures by Owner, its respective officers, agents, employees and servants. The duty of the Owner to indemnify and hold harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

In the event a claim is asserted against the City, its authorized agents, officers, officials, or employees, the City shall promptly notify the Owner and the Owner shall defend at its own expense any suit based on such claim. If any judgement or claims against the City, its authorized agents, officers, officials, or employees shall be allowed, the Owner shall pay for all costs and expenses in connection herewith to the extent Owner is obligated to indemnify such parties in accordance with this Section 10. This Section shall not apply to any claims, demands, suits, damages, liabilities, losses, accidents, casualties, occurrences, payments, or claims of every name, kind, and description including attorney fees claimed which arise due solely to the negligence or willful misconduct of the City.

11. No Additional Liability:

It is the intent of this Agreement to insure the proper maintenance of the treatment measures by the Owner; provided, however, that this Agreement shall not be deemed to create or effect any additional liability not otherwise provided by law of any party or damage alleged to result from or caused by storm water runoff.

12. Performance Financial Assurance.

The City may request Owner provide a performance bond, security, or other appropriate financial assurance providing for the maintenance of the stormwater treatment measures pursuant to the City's ordinances, guidelines, criteria or written direction.

13. Transfer of Property:

This Agreement shall run in perpetuity as long as the stormwater treatment measures remains in place and is binding upon, and inures to the benefit of, the Owner and their heirs, successors, assigns, executors, administrators, personal and legal representatives. The Owner further agrees whenever the Property or any portion thereof is held, sold, conveyed or otherwise transferred, it shall be subject to this Agreement which shall apply to, bind, and be obligatory to all present and subsequent owners of the Property or any portion thereof.

14. Severability:

The provisions of this Agreement shall be severable and if any phrase, clause, section, subsection, paragraph, subdivision, sentence, or provision is adjudged invalid or unconstitutional by a court of competent jurisdiction, or the applicability to any Owner is held invalid, this shall not affect or invalidate the remainder of any phrase, clause, section, subsection, paragraph, subdivision, sentence or provision of this Agreement.

15. Recordation:

The Agreement shall be recorded with the County Recorder within twenty (20) days of the date of execution. Recordation shall be at the expense of the Owner. The City reserves the option to record this Agreement.

16. Release of Agreement:

In the event that the City determines that the stormwater treatment measures located on the Property are no longer required, the City shall notify the Owner in writing. In such case, the City, at the request of the Owner, shall execute a release of this Agreement, which the Owner may record in the County Recorder's Office at the Owner's expense. The City reserves the option to record such release of this Agreement. The stormwater treatment measures shall not be removed from the Property unless such a release is so executed and recorded.

17. Effective Date and Modification:

This Agreement is effective upon the date of execution as stated at the beginning of this Agreement. This Agreement shall not be modified or amended without prior written consent of the City Director of Public Works. Such modifications shall be effective upon the date of execution by the Owner and the City Directory of Public Works shall be recorded. Nothing contained in this section shall limit any other right or remedy which the City may have under its ordinances or state law.

18. Governing Law:

This Agreement shall be governed by the laws of the State of California.

19. Waiver:

Waiver by City of any breach of one or more of these terms, covenants or conditions of this Agreement or any default in the performance of any obligations under this Agreement shall not be construed as waiver of any other term, covenant, condition, or obligation; nor shall a waiver of any incident of breach or default constitute a continuing waiver of same.

20. Attorney Fees:

In the event of any litigation or proceeding involving either party arising out of or enforcing the terms and provisions of this Agreement, the prevailing party shall be entitled to recover its attorneys' fees and costs of suit.

21. Entire Agreement:

This Agreement contains the entire understanding between the parties with respect to the subject matter herein. There are no representations, agreements, arrangements, or understandings (oral or written) between or among the parties relating to the subject matter of the Agreement which are not fully expressed herein. This Agreement may not be amended or modified except by a written instrument signed by both parties and recorded in the San Mateo County Recorder's Office.

22. Notice:

All notices or other communications shall be deeded given when: (a) personally delivered; (b) received by overnight courier, or (c) received if mailed by postage prepaid mail to the parties at the addresses set forth below:

City:  
City of Menlo Park  
701 Laurel St.  
Menlo Park, CA 94025

Owner:  
Stanford University  
Stanford Real Estate  
Redwood City, CA 94063  
Attn.: Associate Vice President Real Estate

23. Counterparts:

This Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which taken together will constitute one and the same instrument. The signature page of any counterpart may be detached therefrom without impairing the legal effect of this signature(s) thereon provided that such signature page is attached to any other counterpart identical thereto except having an additional signature page executed by the other party to this Agreement attached thereto.

Attachments:	Exhibit A	Legal Description of the Property
	Exhibit B	Site Plan
	Exhibit C	Maintenance Plan
	Exhibit D	Inspection and Maintenance Checklists
	Exhibit E	Annual Inspection Report

[SIGNATURES APPEAR ON NEXT PAGE]

**SIGNATURES**

IN WITNESS WHEREOF, the Parties have hereunder subscribed their names the day and year indicated below.

**OWNER:**  
**THE BOARD OF TRUSTEES OF THE LELAND**  
**STANFORD JUNIOR UNIVERSITY**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

\_\_\_\_\_

Date

**CITY:**  
**CITY OF MENLO PARK**

\_\_\_\_\_

Azalea A. Mitch, Public Works Director

\_\_\_\_\_

Date

**-NOTARIZATION REQUIRED**



**EXHIBIT A**  
**LEGAL DESCRIPTION OF THE PROPERTY**

**Parcel One:**

A portion of that certain 14.80-acre tract of land as described in that certain deed from Charles Crocker, et al, to Leland Stanford, dated October 19, 1885 and recorded in Book 39 of Deeds, Page 354 Records of San Mateo County, California and being more particularly described as follows:

Beginning at the northeast corner of Parcel "A" as shown upon that certain Parcel Map filed October 06, 1983 in Book 54 of Parcel Maps, Page 3, San Mateo County records;

THENCE, North 50°33'16" West 947.17 feet to an angle point of said Parcel "A";

THENCE, South 39°26'44" West 15.00 feet to a common angle point of Parcel "A" and Parcel "B" as shown on said Parcel Map,

THENCE, continuing along said Parcel "B" the following six (6) courses,

(1) South 39° 26' 44" West 173.63 feet,

(2) along a curve to the right with a radial bearing of South 29°10'02" West, having a radius of 77.50 feet, through a central angle of 9°30'47", an arc distance of 12.87 feet;

(3) North 51°19'11" West 19.33 feet;

(4) South 40°36'54" West 20.63 feet;

(5) North 53°59'37" West 55.09 feet;

(6) North 49°15'59" West 87.63 feet;

THENCE, leaving said Parcel "B," North 49°15'59" West 62.43 feet along the northeasterly right of way of El Camino Real;

THENCE, continuing along said right of way North 49°23'06" West 1358.57 feet;

THENCE, leaving said right of way North 39°26'44" East 167.95 feet;

THENCE, South 50°33'16" East 336.23 feet;

THENCE, North 39°26'44" East 40.00 feet;

THENCE, South 50°33'16" East 2206.79 feet;

THENCE, South 39°26'44" West 25.00 feet to the Point of Beginning.

Described area containing 8.43 acres, more or less, as shown on Exhibit "B" attached hereto and by this reference made a part hereof. Subject to covenants, conditions, reservations, rights of way and easements of record, if any.

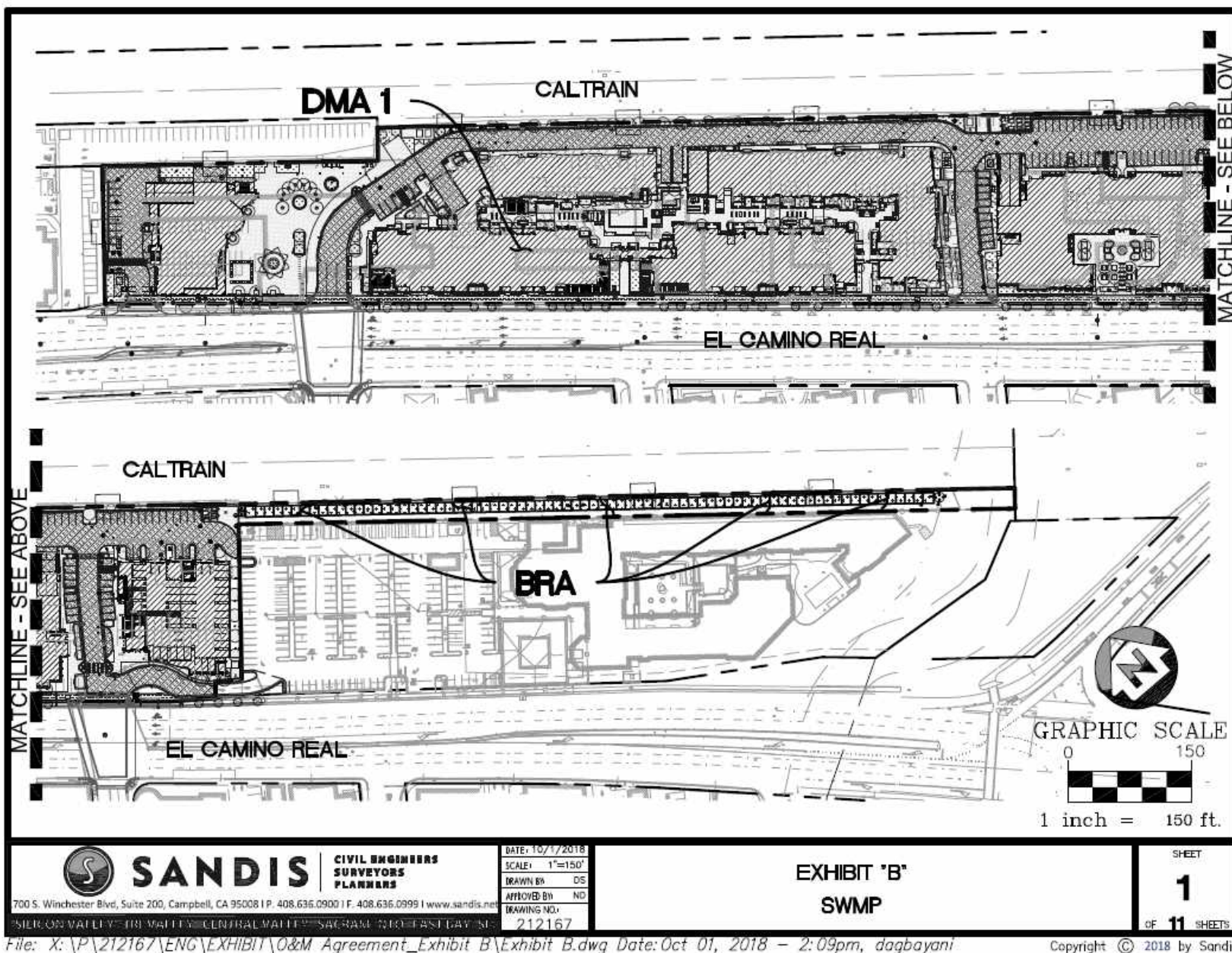


*KJ*

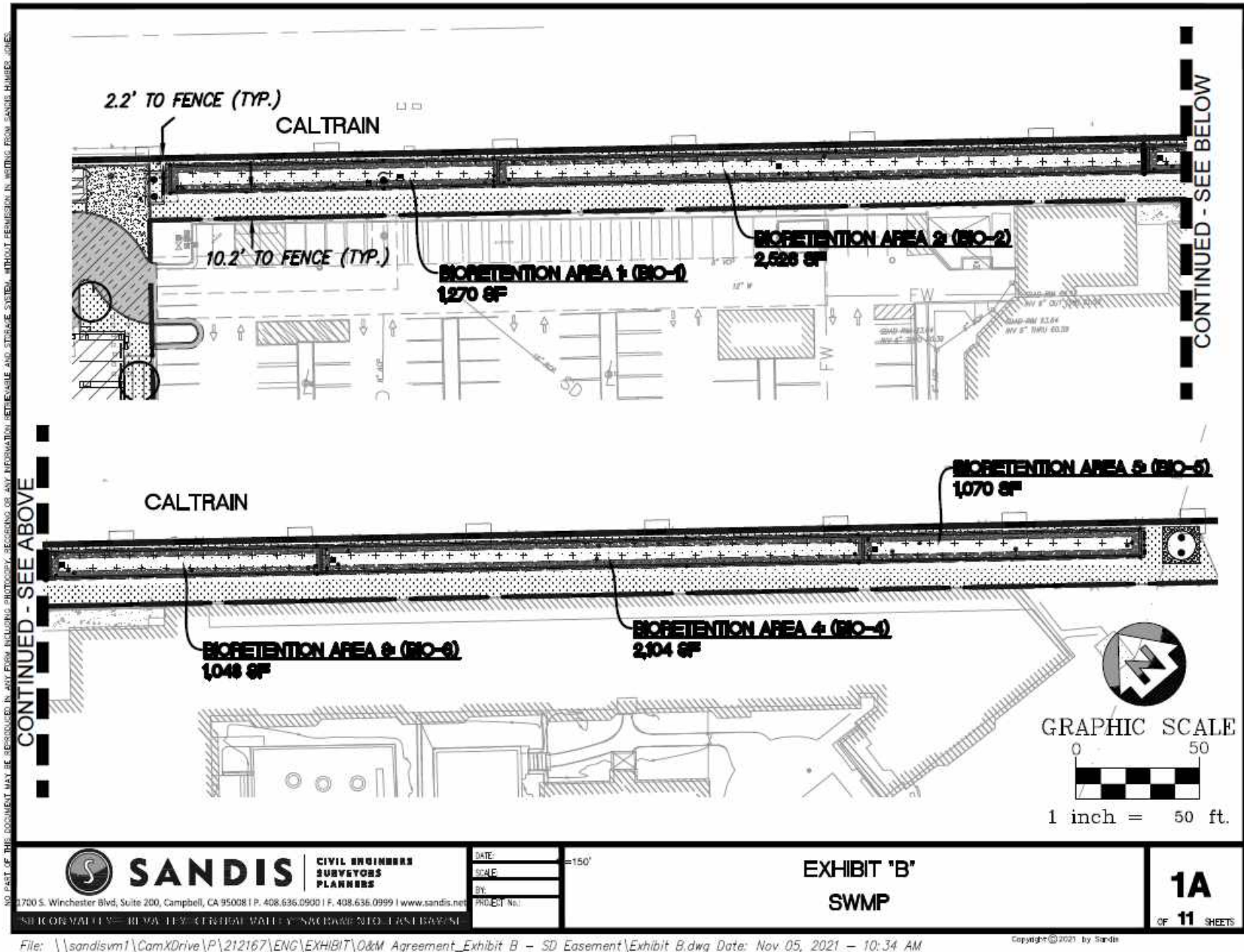
8/07/2017

Kelly S. Johnson, PLS 9126

**EXHIBIT B**  
**SITE PLAN**







## STORMWATER MANAGEMENT PLAN LEGEND



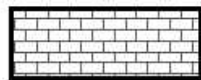
PROPOSED PERVIOUS AREA



PROPOSED VEHICULAR IMPERVIOUS AREA



PROPOSED BUILDING IMPERVIOUS AREA



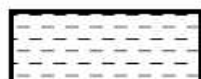
PROPOSED SIDEWALK IMPERVIOUS AREA



TREE CREDIT



BIO-RETENTION AREA



EXEMPT SIDEWALK AREA



DRAINAGE AREA BOUNDARY



FLOW LINE



FLOW DIRECTION

DMA

DRAINAGE MANAGEMENT AREA

BRA

BIO-RETENTION AREA

## HYDROMODIFICATION NOTE:

THE PROJECT IS EXEMPT FROM HYDROMODIFICATION REQUIREMENTS PER THE SAN MATEO COUNTY C.3 TECHNICAL GUIDANCE DOCUMENT. THE PROJECT SITE IS LOCATED OUTSIDE OF HYDROMODIFICATION ZONE MAPPED IN THE SAN MATEO COUNTYWIDE POLLUTION PREVENTION PROGRAM (SMCWPPP) C.3 TECHNICAL GUIDANCE.

## SITE TREATMENT AREA NOTE:

THIS PROJECT IS REPLACING MORE THAN 50% OF THE EXISTING IMPERVIOUS AREA AND THEREFORE MUST TREAT THE ENTIRE SITE.

## STORMWATER MANAGEMENT NOTES:

1. THIS PLAN PRESENTS METHODS AND CALCULATIONS FOR COMPLYING WITH THE REQUIREMENTS OF PROVISION C.3 OF THE MUNICIPAL REGIONAL STORMWATER PERMIT IN ACCORDANCE WITH THE SAN MATEO COUNTY PROGRAM AND THE CITY OF MENLO PARK REQUIREMENTS.
2. THE FOLLOWING TREATMENT MEASURES ARE PROPOSED TO REGULATE THE QUALITY OF STORM WATER LEAVING THE SITE:
  - 2.1. BIO-RETENTION AREA – RUNOFF IN THIS AREA IS DIRECTED TO A BIO-RETENTION PLANTER/AREA FOR FILTRATION, INFILTRATION AND EVAPOTRANSPIRATION PRIOR TO EXISTING THE SITE. PLANTING AND SOIL REQUIREMENTS APPLY, SEE DETAIL.
3. SIDEWALK AREA ADJACENT TO EXISTING ROAD EXEMPT FROM C.3 TREATMENT PER TABLE 2-1 IN THE SAN MATEO COUNTY C.3 TECHNICAL GUIDANCE MANUAL.
4. ANY BIORETENTION AREA WITHIN 10 FT OF THE BUILDING FOUNDATION MUST BE APPROVED BY THE GEOTECHNICAL ENGINEER AND AN IMPERVIOUS LINER WILL MOST LIKELY BE REQUIRED.



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SILICON VALLEY • TRI VALLEY • CENTRAL VALLEY • SACRAMENTO • FIRST DAY, INC.

DATE:	10/1/2018
SCALE:	NONE
DRAWN BY:	DS
APPROVED BY:	ND
DRAWING NO.:	212167

EXHIBIT "B"  
SWMP LEGEND + NOTES

SHEET

**2**


OF 11 SHEETS

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Bioretention Summary Table														
Drainage Area	TOTAL AREA		IMPERVIOUS AREA		PERVIOUS AREA		Percent Impervious	Tree Credit (sf)	Net Impervious Area (sf)	Net Runoff Coefficient, c	Q (cfs)	Treatment Area Required (sf)*	Treatment Control	Treatment Area Provided (sf)
	sq. ft.	Ac.	sq. ft.	Ac.	sq. ft.	Ac.								
Bioretention Treatment (4% of Net Impervious Area)														
Total	352298	8.09	296837	6.81	55460	1.27	84.3%	39,025	257,812	0.81	1.303	10312	BRA	10410
Allowable Bioretention Treatment Area														
Bioretention Area	Bioretention Area		Net Allowable Treatment Area**		Allowable Discharge through Orifice (cfs)									
	sq. ft.	Ac.	sq. ft.	Ac.										
B/O-1	1,652	0.04	41,300	0.95	0.15									
B/O-2	3,279	0.08	81,975	1.88	0.30									
B/O-3	1,359	0.03	33,975	0.78	0.13									
B/O-4	2,730	0.06	68,250	1.57	0.25									
B/O-5	1,390	0.03	34,750	0.80	0.13									
Total	10,410	0.24	260,250	5.97										
*Treatment Area Required was sized using the 4% of Net Impervious Area per the San Mateo Countywide Water Pollution Prevention Program														
**Net Allowable Treatment Area was sized using the 4% of Net Impervious Area and no area larger than 2 acres draining towards one bioretention area per San Mateo Countywide Water Pollution Prevention Program														
Exempt Sidewalk Area														
Drainage Area	TOTAL AREA		IMPERVIOUS AREA		PERVIOUS AREA		Percent Impervious							
	sq. ft.	Ac.	sq. ft.	Ac.	sq. ft.	Ac.								
SA-1	14,877	0.34	14,877	0.34	0	0.00	100.0%							
TOTAL	14,877	0.34	14,877	0.34	0	0.00	100.0%							

Tree Credit Tabulation		
Existing Trees		
Tree Number	Canopy Radius (ft)	Available Tree Credit-Area of Canopy (sf)
37	Varies	3,225.39
Proposed Trees		
# Proposed Evergreen Trees (200 SF/Tree)	Available Tree Credit (sf)	
149	29,800.00	
# Proposed Deciduous Trees (100 SF/Tree)	Available Tree Credit (sf)	
60	6,000.00	
Total Available Tree Credit		39,025.39

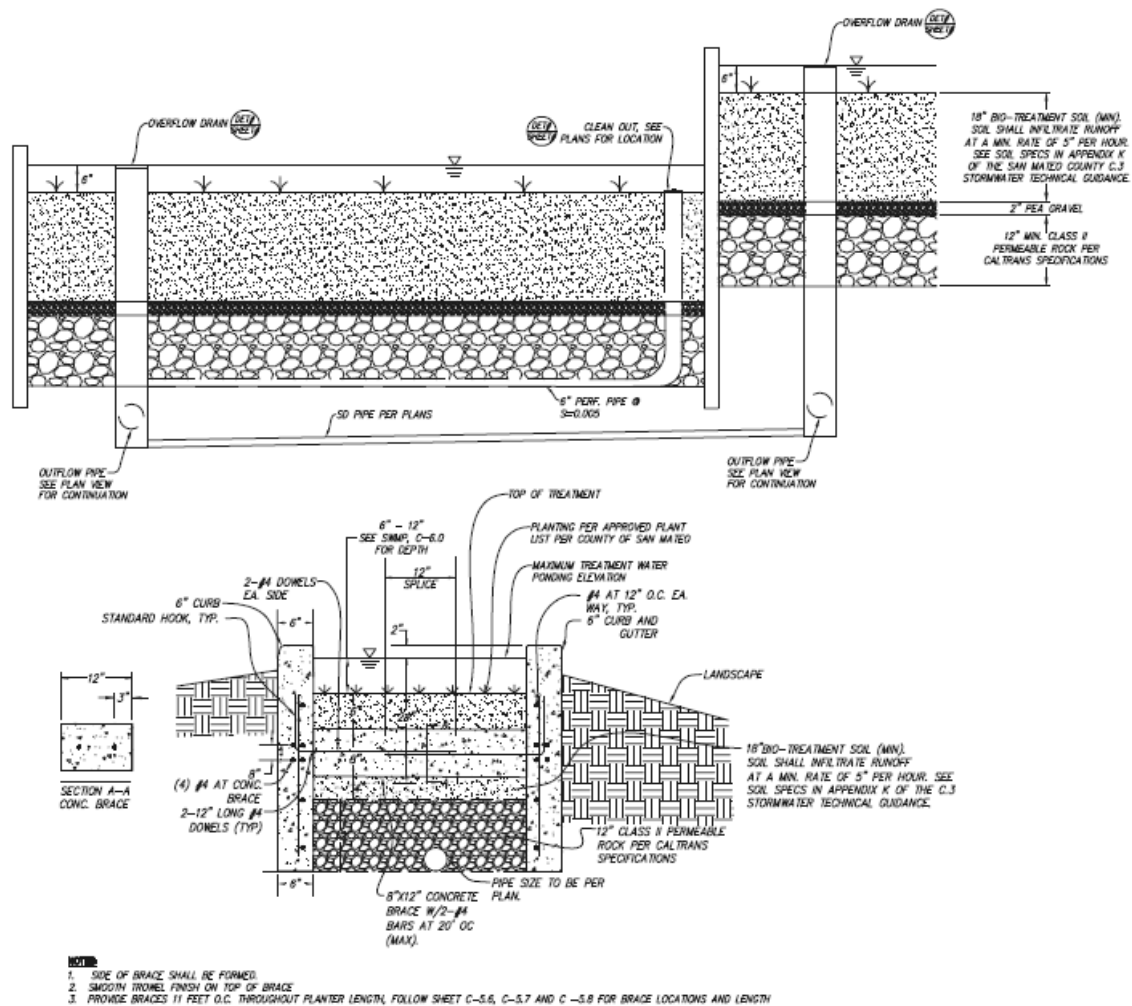
 <b>SANDIS</b> 700 S. Winchester Blvd, Suite 200, Campbell, CA 95008   P. 408.636.0900   F. 408.636.0999   www.sandis.net	<b>CIVIL ENGINEERS SURVEYORS PLANNERS</b>	DATE: 10/1/2018	<b>EXHIBIT "B"</b> <b>SWMP CALCULATIONS</b>	SHEET <b>3</b> OF 11 SHEETS
		SCALE: NONE DRAWN BY: DS APPROVED BY: ND DRAWING NO.: 212167		

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## CONCRETE BRACE AT BIO-RETENTION MEDIANS

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1

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DATE:	10/1/2018
SCALE:	NONE
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APPROVED BY:	ND
DRAWING NO.:	212167

**EXHIBIT 'B'**  
**SWMP DETAILS**

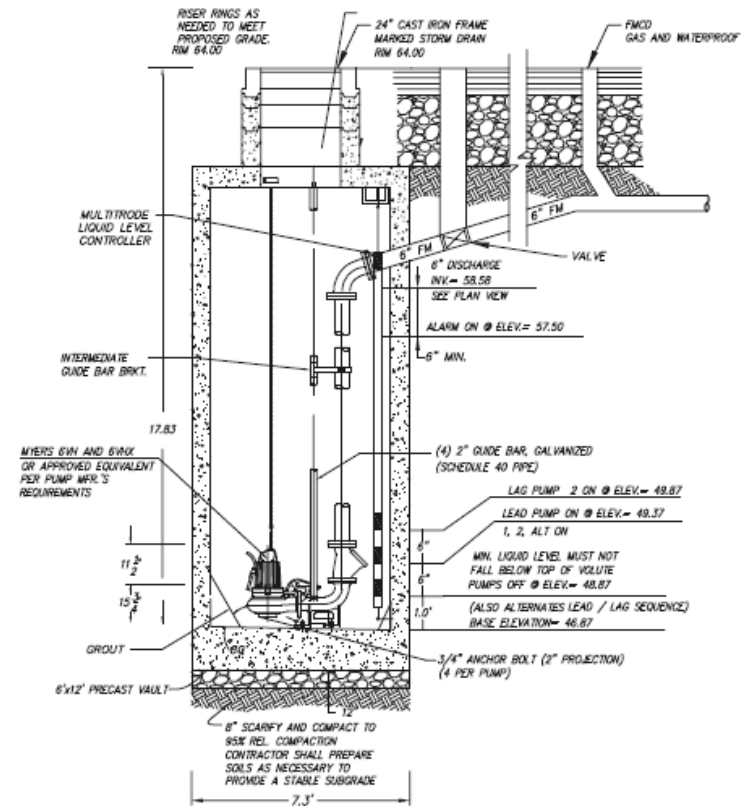
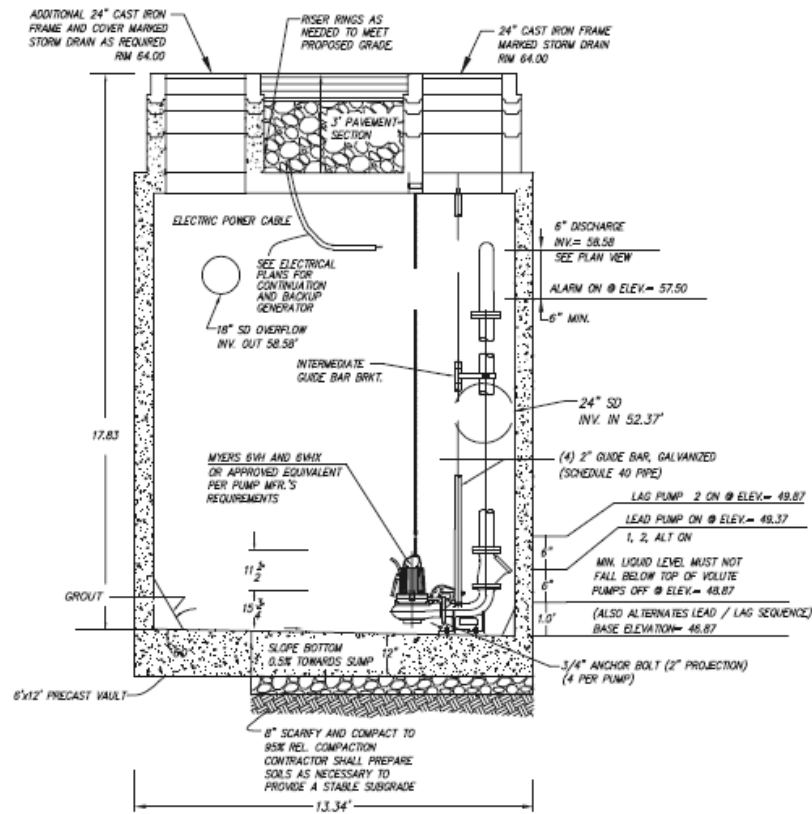
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**4**

OF 11 SHEETS

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## STORM DRAINAGE DUPLEX LIFT STATION

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2

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SILICON VALLEY TRI VALLEY CENTRAL VALLEY SACRAMENTO EAST BAY ST.

DATE: 10/17/2018
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**EXHIBIT 'B'  
SWMP DETAILS**

SHEET

**5**

OF 11 SHEETS

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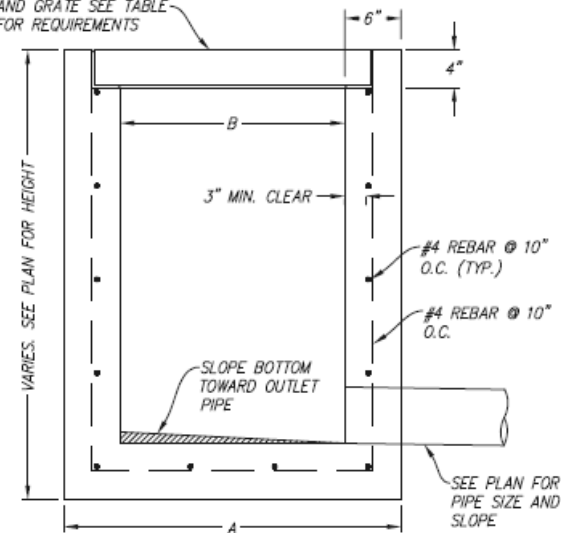
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FRAME AND GRATE REQUIREMENTS		
CATCH BASIN LOCATION	LOADING REQUIREMENTS	MIN. GRATE SPACING REQUIREMENTS
VEHICLE ACCESS ROAD	H20 RATED	4" CROSS BARS O.C. W/ 1 $\frac{3}{16}$ " BEARING BARS O.C.
PEDESTRIAN PATH	LIGHT DUTY/NON-TRAFFIC	1/4" MAX. OPENINGS
LANDSCAPE	LIGHT DUTY/NON-TRAFFIC	4" CROSS BARS O.C. W/ 1 $\frac{3}{16}$ " BEARING BARS O.C.

CATCH BASIN SIZE	A	B	MAX PIPE SIZE
12"	2'-0"	1'-0"	6"
24"	3'-0"	2'-0"	18"
36"	4'-0"	3'-0"	30"

FRAME AND GRATE SEE TABLE ABOVE FOR REQUIREMENTS



**NOTES**

1. T&G JOINT AS REQUIRED FOR STRUCTURES OVER 4'-0" DEEP.
2. FRAME SHALL BE ANCHORED TO CONCRETE PER MANUFACTURER'S SPECIFICATIONS.

CONCRETE SQUARE CATCH BASIN  
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3



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APPROVED BY: ND  
DRAWING NO.: 212167

**EXHIBIT 'B'**  
**SWMP DETAILS**

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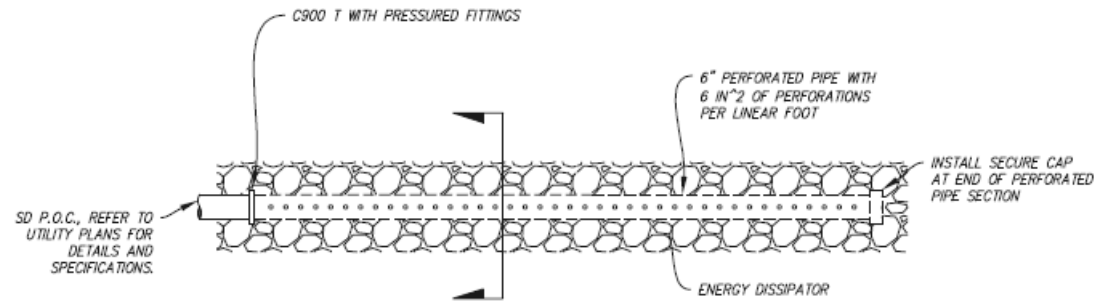
**6**

OF 11 SHEETS

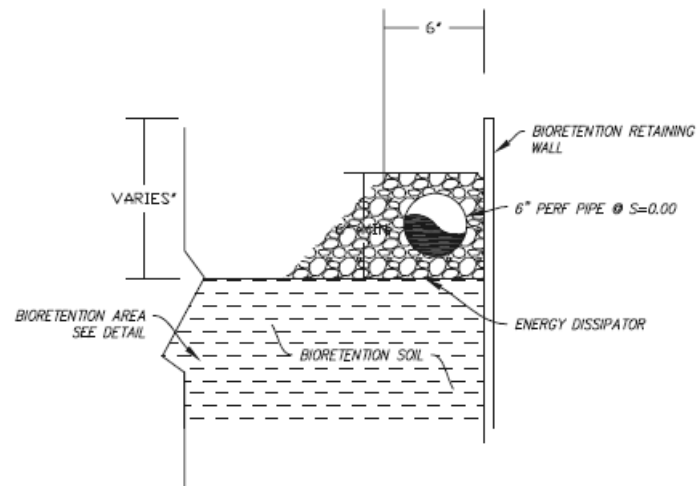
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PLAN



SECTION

STORM DRAIN DIFFUSER

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4

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SCALE:	NONE
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APPROVED BY:	ND
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SWMP DETAILS**

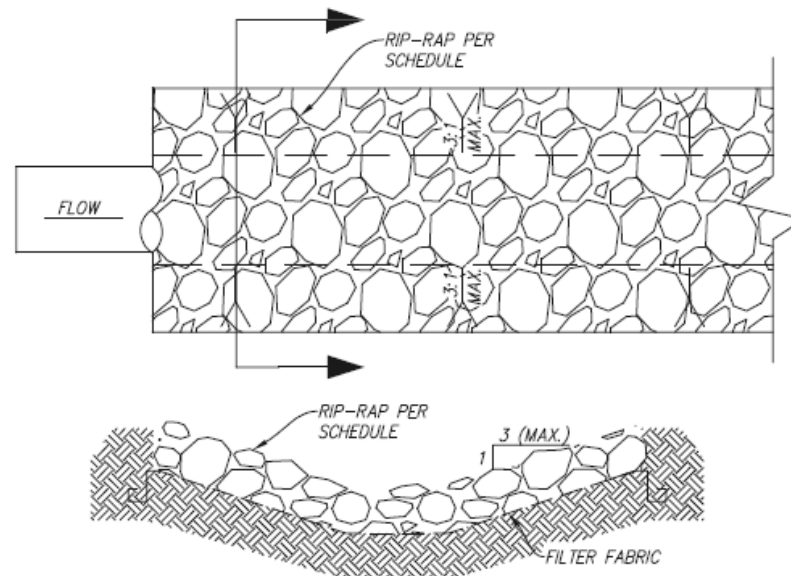
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**7**

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## SECTION

## NOTE:

RIP RAP SIZING TO BE DETERMINED BY ENGINEER

"d50" DIA.	"X" DEPTH	% SMALLER THAN GIVEN SIZE BY WEIGHT	INTERMEDIATE ROCK DIMENSION (IN.)
≤ 6"	0.5'	70-100	12
		50-70	9
		35-50	6
		2-10	2

ENERGY DISSIPATER

N.T.S.

5

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SWMP DETAILS**

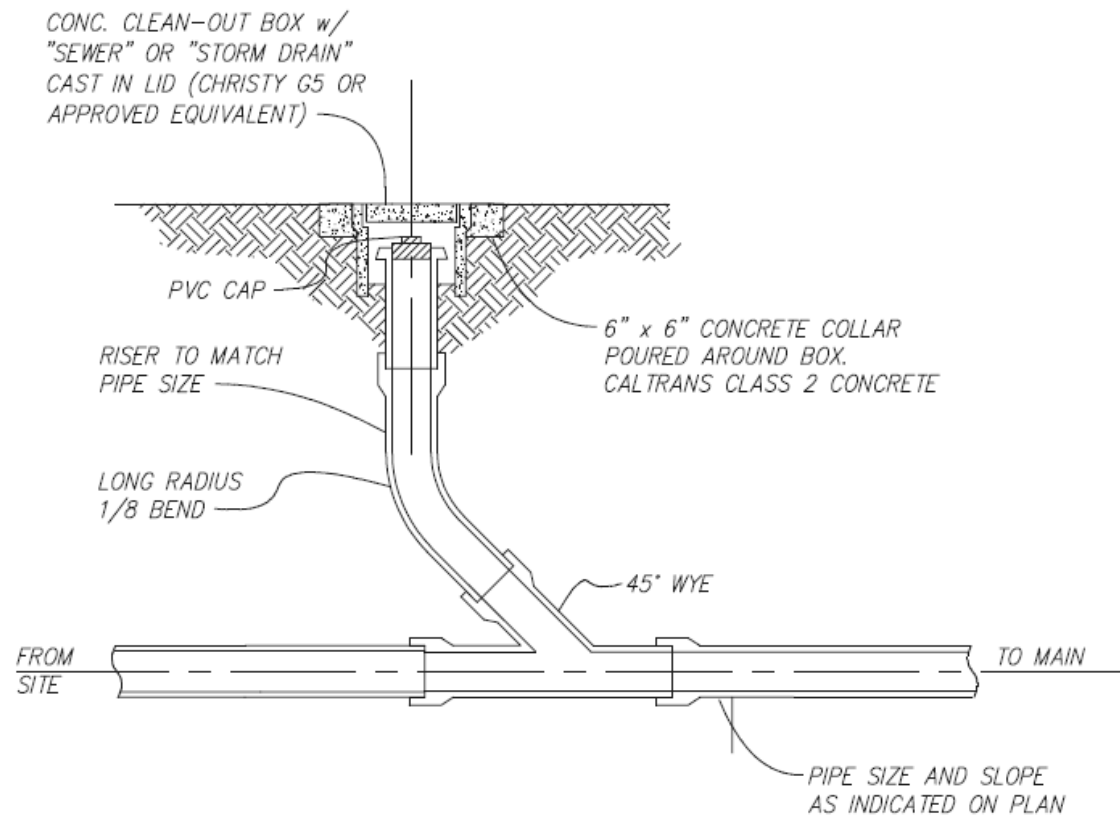
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CLEANOUT WITH LATERAL STUB

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6



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SILICON VALLEY • FRI MOUNTAIN • CENTRAL VALLEY • SACRAMENTO • FIRST DAY, SE

DATE: 10/1/2018  
SCALE: NONE  
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**EXHIBIT 'B'**  
**SWMP DETAILS**

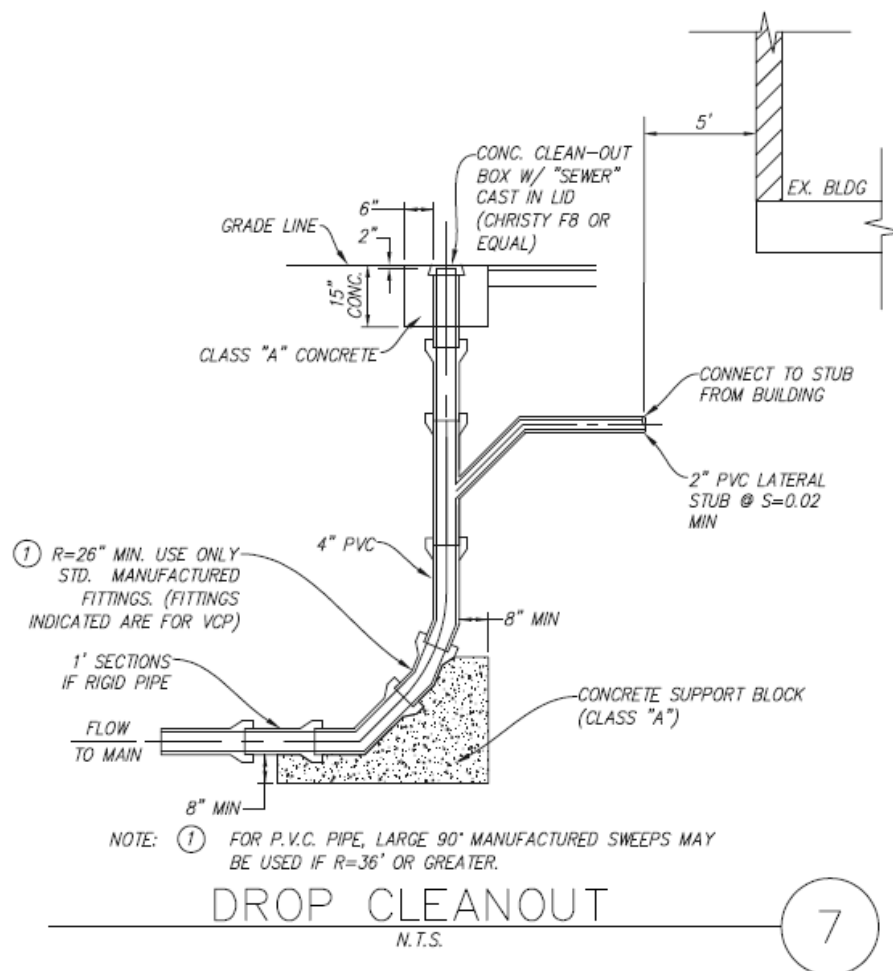
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**9**

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DATE:	10/17/2018
SCALE:	NONE
DRAWN BY:	DS
APPROVED BY:	ND
DRAWING NO.:	212167

**EXHIBIT "B"**  
**SWMP DETAILS**

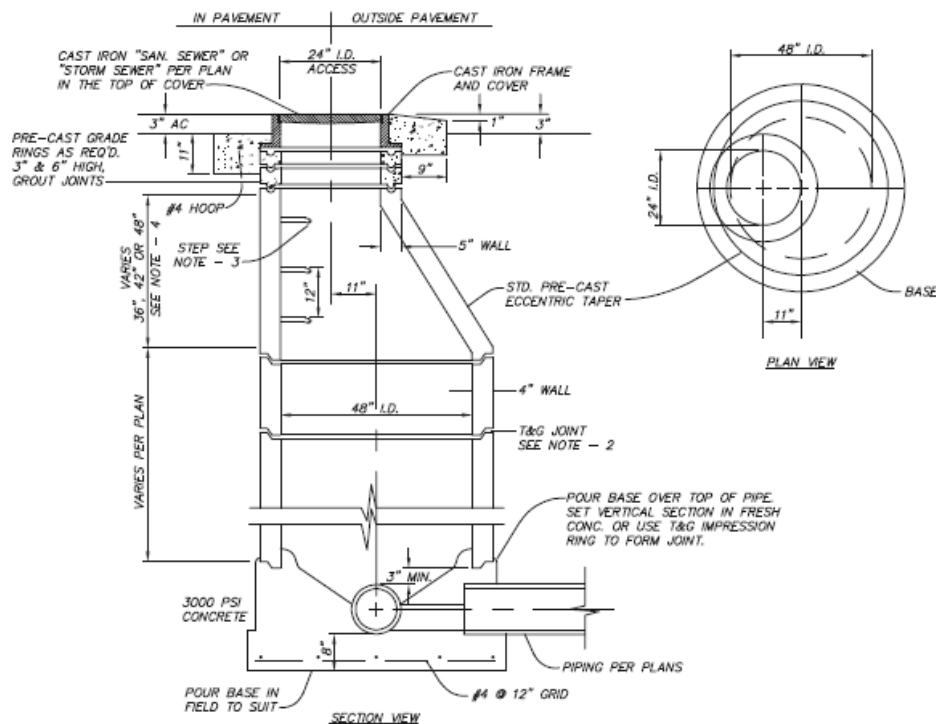
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**10**

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## NOTES:

1. PRE-CAST MANHOLE MATERIAL SHALL BE MANUFACTURED TO ASTM SPECIFICATION C478.
2. GROUT JOINTS WITH 1:3 MORTAR MIX OR USE RAM-NEX JOINT COMPOUND.
3. USE POLY COATED STEPS, 3/4\" DIA. GALV. STEEL STEPS ARE SPACED 12\" O.C. VERTICALLY AND 6\" FROM JOINTS. SEE LOCAL CODE FOR USE OF STEPS.
4. A 36\" TAPER MAY BE COMBINED WITH A 12\" VERTICAL TO FORM A 48\" TAPER SECTION.
5. ALL CONCRETE JOINTS SHALL BE LEANED, WETTED, A MORTARED PRIOR TO SETTING THE NEXT SECTION. THE JOINTS SHALL BE PACKED, TOLLELLED AND BRUSHED WHILE THE MORTAR IS PLASTIC.
6. MANHOLE SHALL BE SET TO GRADE SUBSEQUENT TO PLACING AC OR RCC.
7. XYPEX CONCENTRATE/CRYSTALLINE COATING ON INTERIOR CONCRETE SURFACES.
8. STEPS NOT REQUIRED IN MANHOLES 3.5 FEET OR LESS IN DEPTH.

TYPICAL MANHOLE DETAIL

N.T.S.

8

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DATE: 10/17/2018  
SCALE: NONE  
DRAWN BY: DS  
APPROVED BY: ND  
DRAWING NO.: 212167EXHIBIT 'B'  
SWMP DETAILS

SHEET

11

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**EXHIBIT C**  
**MAINTENANCE PLAN**  
**Bioretention Area Maintenance Plan for *Middle Plaza***

April 15, 2019

Project Address: 550 El Camino Real, Menlo Park, CA 94025 Assessor's

Parcel No.: 071-44-440

Property Owner: Stanford University / John Donahoe Phone No.: (650) 724-4913

Designated Contact: BJ Sewak Phone No.: (650) 725-9262

Mailing Address: 450 Serra Mall, Stanford, CA 94305

The property contains five (5) bio-retention areas, located as described below and as shown in the attached site plan.

**Bio-Retention Areas No. 1 thru 5** are all located next to each other at the northeastern corner of the site. See Exhibit B.

### **I. Routine Maintenance Activities**

The maintenance objectives for the rain gardens include keeping up the pollutant removal efficiency of the channel by maintaining a dense, healthy vegetated cover. Routine maintenance activities, and the frequency at which they will be conducted, are shown in Table 1.

<b>Table 1</b> <b>Routine Maintenance Activities for Rain Gardens</b>		
<b>No.</b>	<b>Maintenance Task</b>	<b>Frequency of Task</b>
1	Mow turf grass to maintain a height of 3-4 inches. Remove grass cuttings. Avoid producing ruts when mowing.	As needed. (Frequent – seasonally)
2	Irrigate during dry weather.	As needed.
3	Remove obstructions and trash from rain garden.	Monthly, or as needed
4	Inspect rain garden to check for erosion and sediment and debris accumulation and dispose of sediment and debris properly.	Twice a year: 1) one inspection should occur at the end of the wet season in order to plan and schedule summer maintenance, 2) the other inspection should occur after periods of heavy runoff.
5	Remove sediment accumulating near culverts and in channels when it builds up to 75 millimeters (3 inches) at any spot, or if it covers vegetation, and dispose of sediment properly.	As needed.
6	Inspect rain garden using the attached inspection checklist.	Monthly, or as needed.

### **II. Prohibitions**

The use of pesticides and quick release fertilizers shall be minimized, and the principles of integrated pest management (IPM) followed:

1. Pest control should avoid harming non-target organisms and negatively affecting air and water quality and public health.
2. Employ non-chemical controls (biological, physical and cultural) before using chemicals to treat a pest problem.
3. Only licensed, trained pesticide applicators shall apply pesticides.
4. Apply pesticides only when monitoring and preventative, non-chemical methods have failed to keep pests below acceptable levels.
5. Apply the least toxic and the least persistent pesticide that will provide adequate pest control.
6. Spray only where the infestation exists. Apply pesticides at the appropriate season and time of day to maximize effectiveness and minimize the likelihood of discharging pesticides into street and storm drain.
7. Do not over apply pesticide. Do not apply pesticides on a prescheduled basis.
8. Avoid application if rain is expected, unless using pre-emergent pesticides.
9. Follow the manufacturer's instructions for mixing and applying pesticides.
10. Unwanted/unused pesticides shall be disposed as hazardous waste
11. Limit fertilizer use unless soil testing indicates a deficiency. Slow-release or organic fertilizer is preferable. Check with municipality for specific requirements.
12. Sweep up spilled fertilizer and pesticides. Do not wash away or bury spills.
13. Prune plants properly and at the appropriate time of year.
14. Provide adequate irrigation for landscape plants. Do not over water.

### **III. Mosquito and Vector Control Contacts**

Standing water shall not remain in the treatment measures for more than five days, to prevent mosquito generation. Should any mosquito issues arise, contact the San Mateo County Environmental Health Department, Vector Control Program for assistance. Mosquito larvicides shall be applied only when absolutely necessary, and as indicated by the Vector Control Program, and then only by a licensed professional or contractor. Contact information is provided below.

San Mateo County  
 Environmental Health  
 Vector Control Program  
 1351 Rollins Rd.  
 Burlingame, CA 94010  
 PH: (650) 344-8592

**EXHIBIT D**  
**INSPECTION AND MAINTENANCE CHECKLISTS**

**Annual Inspection Report**  
For Stormwater Treatment Measure(s)

This report and the attached Inspection and Maintenance Checklist(s) document the inspection and maintenance conducted for the identified stormwater treatment measure(s) subject to the Maintenance Agreement between the City of Menlo Park and the property owner during the annual reporting period indicated below.

**I. Property Information:**

Property Address: 550 El Camino Real, Menlo Park, CA 94025  
Property APN: 071-44-440  
Property Owner: Stanford University / John Donahoe  
\_\_\_\_\_

**II. Contact Information:**

Name of Inspector completing this report: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
FAX: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Inspector's Employer: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
FAX: \_\_\_\_\_ Email: \_\_\_\_\_

Address to which correspondence regarding this report should be directed:

\_\_\_\_\_  
\_\_\_\_\_

**III. Reporting Period:**

This report, with the attached completed inspection checklists, documents the inspections and maintenance of the treatment measure(s) during the calendar year: \_\_\_\_\_.

**IV. Stormwater Treatment Measure Information:**

The following stormwater treatment measure(s) are located on the property identified above and are subject to the Maintenance Agreement:

Number	Name of Treatment Measure	Location of Treatment Measure on the Property
1	Bio-Retention Area 1	North-East corner of the site in the "finger", see Exhibit B



Property Address: \_\_\_\_\_

2	Bio-Retention Area 2	North-East corner of the site in the "finger", see Exhibit B
3	Bio-Retention Area 3	North-East corner of the site in the "finger", see Exhibit B
4	Bio-Retention Area 4	North-East corner of the site in the "finger", see Exhibit B
5	Bio-Retention Area 5	North-East corner of the site in the "finger", see Exhibit B

**V. Summary of Inspections and Maintenance:**

Summarize the following information using the attached Inspection and Maintenance Checklists:

Number	Date of Inspection	Date of Operation and Maintenance Activities Performed	Activities Performed

**VI. Sediment Removal:**

Total amount of accumulated sediment removed from the stormwater treatment measure(s) during the reporting period: \_\_\_\_\_ cubic yards.

How was sediment disposed of?

- ☐ landfill  
☐ on-site as described in and allowed by the maintenance plan  
☐ other: please explain \_\_\_\_\_

**VII. Certification:**

I hereby certify, under penalty of perjury, that the information presented in this report and attachments is true and complete.

Property Address: \_\_\_\_\_

\_\_\_\_\_  
Signature of Inspector

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or Print Name

**RETURN TO:** Stormwater Coordinator, City of Menlo Park, 701 Laurel St., Menlo Park, CA  
94025, (650) 330-6740, FAX (650) 327-5497

**EXHIBIT E**  
**ANNUAL INSPECTION REPORT**  
**Inspection and Maintenance Checklist for**  
**Bio-Retention Areas**

Property Address: 550 El Camino Real, Menlo Park, CA 94025Property Owner: Stanford University / John Donahoe

Inspector(s): \_\_\_\_\_

Phone: \_\_\_\_\_

Treatment Measure: ☐ Bio-Retention Area No. 1  
☐ Bio-Retention Area No. 2  
☐ Bio-Retention Area No. 3  
☐ Bio-Retention Area No. 4  
☐ Bio-Retention Area No. 5

Date of Inspection: \_\_\_\_\_  
Date of Inspection: \_\_\_\_\_  
Date of Inspection: \_\_\_\_\_  
Date of Inspection: \_\_\_\_\_  
Date of Inspection: \_\_\_\_\_

Type of Inspection: ☐ Before-rainy season ☐ After-rainy season ☐ Monthly ☐ Quarterly ☐ Annual

Defect	Maintenance Is Needed If:	Maintenance To Be Performed	Maint- enance Needed? (Y/N)	Comments (Describe maintenance needed and if needed maintenance was not conducted, note when it will be done.)
Sediment Accumulation on Vegetation	Sediment depth exceeds 2 inches.	Remove sediment. Rain garden should be level from side to side and drain freely toward outlet. There should be no areas of standing water once inflow has ceased.		
Standing Water	Water stands in the rain garden or buffer between storms and does not drain freely.	Remove sediment, trash blockages, check dams. Improve grade from head to foot of rain garden or buffer. Add under-drains or convert to a wet rain garden.		
Constant Baseflow	Small quantities of water continually flow through, even when it has not rained in weeks. An eroded, muddy channel has formed in the bottom.	Add low-flow pea-gravel under-drain throughout the bottom.		



## Bio-Retention Areas Inspection Checklist

Property Address: 550 El Camino Real, Menlo Park, CA

<b>Defect</b>	<b>Maintenance Is Needed If:</b>	<b>Maintenance To Be Performed</b>	<b>Maint- enance Needed? (Y/N)</b>	<b>Comments</b> (Describe maintenance needed and if needed maintenance was not conducted, note when it will be done.)
Poor Vegetation Coverage	Planted vegetation is sparse or bare or eroded patches occur in more than 10% of the bottom of the rain garden or buffer.	Replant so more than 90% of the bottom is covered with vegetation. Determine why growth of planted vegetation is poor and correct that condition.		
Overgrown Vegetation	Planted vegetation becomes excessively tall, Nuisance weeds and other vegetation start to take over.	Mow Vegetation per maintenance plan. Remove nuisance vegetation so that flow is not impeded. Remove clippings from the rain garden and dispose of appropriately.		
Excessive Shading	Vegetation is not thriving because sunlight does not reach rain garden.	Trim back over-hanging limbs and remove brushy vegetation on adjacent slopes.		
Inlet/Outlet	Inlet/outlet areas are clogged with sediment and/or debris.	Remove material that is clogging inlet and outlet areas.		
Trash and Debris Accumulation	Trash and debris have accumulated in the rain garden or buffer.	Remove trash and debris.		
Erosion/ Scouring	Bottom of rain garden or buffer is eroded or scoured with channelization.	Fill ruts or bare areas less than 12 inches wide, with crushed gravel. Regrade eroded areas greater than 12 inches wide. Reseed or replant with plugs of grass from the upper slope.		