



ENTRY FEATURE SUBMITTAL REQUIREMENTS

Town of Woodside

2955 Woodside Road
Woodside, California 94062
650 851.6790
www.woodsidesidetown.org

Entry Feature - Structures within 50 feet (30 feet in the R-1 Zone) of the front property line, such as vehicular gates, pedestrian gates, pylons, lighting, wingwalls, mechanical equipment, entry key pads, and call boxes.

All Entry Features are subject to Conceptual Design Review with the Architectural and Site Review Administrator (ASRA). The submittal requirements for this review include:

- An application signed by the owner.
- Applicable fees per the Town Fee Schedule.
- \$60 check made out to the Woodside Fire Protection District.
- A copy of a recent title report.
- 2 full sets, 3 half size sets, and a PDF set of plans. You can submit 5 full size sets if the half size sets are difficult to read.
 - Include a Site Plan of the entire property showing the following:
 - Location, extent, and type of all existing and proposed fencing, pylons and gates.
 - Property lines, easements, stream corridors, trails and other relevant features.
 - Call out height, materials, setbacks from road, and gate swing direction. Gates must be setback 25 feet from the road in the open position.
 - The plans shall call out the model number and show the location of all proposed light fixtures. Also provide cut sheets for all light fixtures attached to the plans.
 - The plans shall include the location of all items, including mechanical equipment, call box, and fire department knox box. All items must be on the subject property and not in the right-of-way.
 - Provide the percentage and square footage of the openness of the gate. All gate surfaces must be at least 40% open in design.
 - Identify wildlife passage features (periodic breaks in fencing, raised/lowered sections, etc.).
- At least one color rendering.
- Actual sample materials for the proposed entry feature(s).
- Stake the location of proposed pylons 14 days prior to ASRA meeting.

The Planning Department will review the application to determine if it is complete or if more information is required based on the submitted materials.

Contact Planning staff (650 851-6790) at the Planning Department should you have any questions.