

Portola Valley Accessory Dwelling Unit (ADU) Standards

STANDARDS	
Zones allowed	All residential zones
Lot restrictions	None
Minimum lot size	None
Min / Max ADU size	Min: None Max for External ADUs: 1,200 sf Max for Internal ADUs: 1,700 sf
ADU building height	28 feet
Setbacks	Varies depending on zoning district and size of the parcel
Parking requirements	Internal ADUs: None External ADUs: One parking spot is required but may be shared with primary unit on parcels 1 acre or greater. Tandem parking and parking in setbacks are allowed.
Owner occupancy	Owner must live in the main dwelling or the ADU. Short-term rentals are not allowed.
Sample fees*	ADU 1 (800 sf, detached): \$14,048 ADU 2 (500 sf, garage conversion): \$8,839
Other requirements	<ul style="list-style-type: none"> • Second Addresses allowed • ADUs must comply with all requirements of the underlying zoning district • Existing buildings and ADU(s) cannot exceed the total amount of allowable floor area or impervious surface for the parcel • If the primary dwelling has sprinklers, the ADU must have sprinklers • Single family lots with 3.5+ acres can have two ADUs, otherwise only one ADU is allowed
Process	<p>There are three review levels:</p> <ul style="list-style-type: none"> • Ministerial Review - up to 1,200 sf that comply with certain design requirements. • Staff Discretionary Review - Multiple design related issues requiring discretionary review. • ASCC Review - Special review needed, such as historic, second driveway or non-residential zone. <p>Making an appointment to meet with a planner in the initial stages of the project can help avoid challenges and is highly recommended.</p>
Exceptions	Some parcels under 1 acre may not qualify for ADUs based on location and fire safety requirements.
INFORMATION	
Contact	Dylan Parker, Assistant Planner 650-851-1700 x 230. dparker@portolavalley.net
Website	https://www.portolavalley.net/building-planning/planning-for-housing-in-portola-valley
ADU Ordinance	https://www.portolavalley.net/home/showdocument?id=12679

Disclaimer: standards and process may vary. Consultation with the contact is recommended before starting any project.

**Fees are specific to each project and will vary. Fees change regularly. These are provided as examples only.*