



# Menlo Park Building Regulations

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## *Overview*

This document (the "Regulations") contains the requirements for home improvement projects for Stanford Faculty homes located in Menlo Park. These Regulations are separate and distinct from The City of Menlo Park and San Mateo County's Zoning and Building Ordinances. The purpose of these Regulations is to guide Lessees in the discretionary process of obtaining approval for improvements to and alterations of their homes, while maintaining the attractive quality and character of the properties within Menlo Park. In addition to these Regulations, Lessees should refer to their Ground Leases and HOA Declaration of Covenants, Conditions, Restrictions and Reservation of Easements, if applicable for additional requirements related to alterations, and for other terms and conditions relating to maintenance and repair.

Contact Faculty Staff Housing (FSH) to confirm that the cover sheet issue date of this document is the most current edition of the Regulations.

## *Stanford's Review and Approval Process*

All proposed home improvement projects need to be reviewed and approved by FSH, which has the right under the Ground Lease to disapprove any alterations. The approval steps are as follows:

- Obtain HOA approval if required.
- Complete a Residential Subdivision Project Application. The application and supporting documentation are available at FSH or the FSH website at <http://fsh.stanford.edu>.
- Prepare a check for the application fee made payable to Stanford University. The current amount of the application fee is available at FSH or the FSH website.
- Submit the project application, neighbor notification (if required), check and three copies of the plans and specifications for the project (if applicable) to FSH. The plans should be the complete set that is being submitted to the City of Menlo Park (the "City") for a building permit.

Additional information regarding the home improvement process is available in the Home Improvement Projects Frequently Asked Questions (FAQ), which is available from FSH or the FSH website.

The submittal of a completed application initiates Stanford's review of your project in compliance with these Regulations. FSH will notify you in writing whether your project has been approved or disapproved.

### *Menlo Park Approval Process*

Stanford's Regulations are separate and distinct from The City of Menlo Park Zoning and Building Ordinances. Lessees must obtain approval from the City for any project requiring a building permit. Permit applications, fee schedules, customer comment forms and other useful pieces of information are available on the City of Menlo Park Building Division website. The address is: <https://www.menlopark.org/132/Building-Division>.

FSH approval is required before a permit application can be submitted to the City. A copy of the written approval or denial will be sent to the City of Menlo Park Development Services Office. It is the responsibility of the Lessees and/or their representative to review and comply with all City requirements, as well as all state and local building codes. The City will not accept plans for building permits without the FSH approval stamp on each page.

### *Project Insurance*

Before commencing the construction of any improvements or alterations, Lessees must obtain or cause their contractor to obtain the insurance coverage described below.

- To the extent not covered by property insurance maintained by the Lessee under the Ground Lease, comprehensive "all risk" builder's risk insurance, including vandalism and malicious mischief, excluding earthquake and flood, covering all improvements in place, all materials and equipment stored at the site and furnished under contract, and all materials and equipment that are in the process of fabrication at the premises of any third party or that have been placed in transit to the construction site, such insurance to be written on a completed value basis in an amount not less than the full estimated replacement cost of the alterations.
- Commercial general liability insurance covering Lessee, Stanford, and each contractor and subcontractor engaged in any work on the Lessee's property, which insurance may be effected by endorsement, if obtainable, on the liability insurance policy required to be carried pursuant to the Ground Lease, covering the performance of all work at or from the property, and in a liability amount not less than the amount required under the Ground Lease, which policy shall include thereunder for the mutual benefit of Landlord and Tenant, bodily injury liability and property damage liability.
- Workers' Compensation Insurance for all workers performing improvements or alterations at the property, in the amounts and coverages required under workers' compensation, disability and similar employee benefit laws.
- Additional coverages, per the HOA where applicable.

## *Notice of Non-Responsibility*

Prior to the commencement of any alteration, FSH will post a Notice of Non-Responsibility. Each Lessee must give FSH at least ten (10) days prior written notice of the commencement of any alteration so that FSH has sufficient time to post such notice.

The Notice of Non-Responsibility is a legal document that provides notification to interested parties that the project is the financial responsibility of the Lessee, not the University. The Notice also provides notification to interested parties that liens can be secured only to the leasehold (i.e. building and improvements) and not to the fee interest (i.e. land) of the property. The Notice of Non-Responsibility must be recorded with the County of San Mateo regardless of a project's need for a City building permit.

Stanford University, as landowner, in compliance with the California Civil Code, is responsible for posting a copy of the Notice of Non-Responsibility in "some conspicuous place on the site" before construction begins. The Notice must remain posted during the entire period of construction.

## *As-Built Plans*

The Lessee's contractor must prepare and maintain (a) on a current basis during construction, annotated plans and specifications showing clearly all changes, revisions and substitutions during construction, and (b) upon completion of construction, as-built drawings showing clearly all changes, revisions and substitutions during construction, including, without limitation, field changes and the final location of all mechanical equipment, utility lines, ducts, outlets, structural members, walls, partitions and other significant features. After the alterations have been completed, the Lessee shall deliver copies of the as-built drawings and annotated plans to FSH.

## *Underground Utilities*

Call Underground Services Alert at least 48 hours (two working days) prior to the start of construction at Underground Services Alert ("USA") 1-800-642-2444.

USA will then notify PG&E, SBC, Maps and Records, City of Menlo Park and any other affected utilities services. USA will visit the site to mark underground utility locations to avoid any damage and/or loss of service that might be caused by the construction. Maps of existing utility locations, if available, are filed with the City of Menlo Park. Utility maps are filed separately from building plans and should be specifically requested for any excavation work.

## *Notification of Neighbors*

Lessees are required to notify neighbors of impending construction activity for major renovations including all additions. The neighbor notification form is attached to the project application. The form must be completed by all neighbors identified by FSH and submitted with the project application as a condition of Stanford's approval of the project. Each neighbor's signature confirms receipt of notification and is not intended for their approval or denial of the project. Neighbor notification is

not required for minor projects, however; as a courtesy, strongly encouraged. Sudden construction activity without prior warning can be upsetting to neighbors.

Additional procedures may be required per the HOA where applicable.

## *General Building Regulations*

### EXTERIOR MODIFICATIONS

No modification to the exterior design is permitted.

### CONTRACTORS

All contractors and subcontractors must be licensed in the State of California.

### SUBDIVISION OF LOTS

Subdivision of lots by Lessees is not permitted.

### BUILDING FOOTPRINTS

No improvements may be constructed (or reconstructed) in any portion of the property other than the original building footprint.

### HEIGHT RESTRICTIONS

No improvements may be constructed above the height of the original building structure.

### GARAGES

No alterations will be approved that modify a garage for an alternative use.

### ROOFS

Roofs must be replaced with materials comparable to the original roof. FSH will review all residential re-roofing projects. Applicant may be asked to provide an actual sample of roof material to FSH for review.

### ROOF ATTACHMENTS

Aerials, antennas and other installations on the roof (other than satellite dishes) will be subject to the prior written approval of FSH, which FSH may withhold in its sole discretion.

### SATELLITE DISHES

Satellite dishes of less than 18" in diameter may be installed, subject to reasonable review and approval by FSH.

#### SOLAR PANELS

The installation of solar panels are permitted, subject to reasonable review and approval by FSH. FSH shall have the right to apply restrictions to such installations in order to protect the integrity of the home and the interests of neighboring homes.

#### FIREPLACES

No improvements or alterations shall include the installation of fireplaces or wood-burning stoves.

#### CONSTRUCTION ACCESS

Contractors may only use public streets for bringing materials to the property and shall not cross any other property other than the one on which they are working (except in shared driveways, where contractors must use reasonable efforts to avoid any interference with access to adjacent homes). Repair of any damage to all rights-of-way or adjacent properties due to construction activities is the responsibility of the Lessee. Special conditions imposed by the City may apply.

#### SERVICE LINES

All new utility service lines must be underground.

#### ACCESSORY BUILDINGS

Accessory buildings are not permitted. Portable accessory buildings located within enclosed yards must not be visible from outside the enclosed area.

#### WALLS AND FENCES

The replacement of existing walls and fences must be reviewed and approved by FSH. All replacements shall be made of the same materials as the existing wall or fence. Lessees shall not add walls or fences, or make modifications to any walls or fences that do not surround the enclosed areas of the property. Check with the City for other special restrictions regarding walls and fences.

#### SPAS AND SPORTS COURTS

Spas, sports courts and related equipment shall be located within private yards, and shall be subject to FSH approval. All spa plans must show accessory structures, backwash drain provisions, fencing, dome enclosures and proposed changes in plantings, if any, in accordance with landscape requirements described below.

#### TRASH AND RECYCLING ENCLOSURES

Trash and recycling receptacles must be stored within the enclosed areas of the property and must be screened from the view of the street and adjoining properties by means of an enclosure of suitable design and dimensions. Storage sheds are not acceptable for trash and recycling receptacles. Bins with yard waste and recycling are to be brought to the curb on the scheduled pick up day.

#### LANDSCAPE DESIGN AND TREES

The impact a project will have on the surrounding neighborhood is not limited to the effects created by buildings. Lawns, gardens, trees and other landscape elements have a significant impact. Landscaping by Lessees should conform to the character of the neighborhood.

Wherever possible, drought-tolerant, Mediterranean-climate plants should be used to conserve water and energy. Refer to the attached Recommended Plant List and Prohibited Plant List in Appendices A and B.

Any tree removal must be approved by FSH. FSH may require replacement trees of a specific size at a more suitable location. Lessees should also check with the County for its tree removal ordinance.

#### VARIANCES

Where certain hardships exist, variances to these Regulations may be granted after review by FSH. Variances may be rejected in the sole discretion of FSH. Variances may be considered if the Lessee demonstrates hardship by documenting all of the following findings in writing:

- The property for which the variance is sought is unique. Steep topography, poor drainage, or odd-shaped lots are examples of lots with unique circumstances.
- Based on the uniqueness of the lot, the Lessee does not have the same development rights as owners of typical lots in the subdivision, and therefore suffers an unreasonable hardship.
- Note: Existing building conditions, such as existing building setback encroachments, do not constitute an unreasonable hardship.
- As determined by FSH, the granting of a variance will not be detrimental to the surrounding property owners or to the character of the neighborhood.

Lessees considering applying for a variance may make an appointment with FSH to discuss the likelihood of qualifying for a variance. The Lessee should bring a site plan, drawn to scale, showing property lines, all existing buildings on the subject property, the area proposed for addition, and footprints of buildings on neighboring lots.

When a variance application is made, FSH will notify affected neighbors within three hundred (300) feet of the subject property that a variance request has been made. Affected neighbors will be given two (2) weeks to review the variance application at FSH and comment in writing on its impact to their property or neighborhood.

Variances must be approved by FSH in writing. Typically, variance requests will be processed within four (4) weeks. Variances from City standards must be processed separately through the City after review and approval by FSH.

#### OTHER

Additional general building regulations may be required per the HOA where applicable.

*Appendix A: Recommended Plant List*

NAME	COMMON NAME
<b>Trees</b>	
**Aesculus californica	California buckeye
**Cedrus deodara	Deodar cedar
**Ceratonia siliqua	Carob tree
Cercis canadensis	Eastern Redbud
Citrus species	Lemon, orange, kumquat
Cornus 'Eddies White Wonder'	Western Dogwood
Crataegus Species	Crabapple
Eriobotrya japonica	Loquat
Geijera parviflora	Australian willow
Koelreuteria paniculata	Golden raintree
Lyonothamnus floribundus	Catalina ironwood
Olea europaea	Olive
Pinus (many)	e.g.; Eldarica pine
Pistacia chinensis	Chinese pistache
Prunus species	Plum, cherry
**Quercus (many)	e.g.; Coast live oak
Rhus lancea	African sumac
Tristania conferta	Brisbane box
<b>Shrubs</b>	
Arbutus unedo	Strawberry tree
Arctostaphylos (many)	e.g. Northern California manzanita
Callistemon citrinus	Lemon bottlebrush

BOTANICAL NAME	COMMON NAME
Shrubs (continued)	
Ceanothus (many)	e.g. California lilac
Cercis occidentalis	Western redbud
Chaenomeles varieties	Flowering quince
Cistus (several)	e.g. Rockrose
Cotinus coggygria	Smokebush
Dodonaea viscosa	Hopseed bush, Hop bush
Escallonia (several)	e.g. Redclaws
Fremontodendron californicum	California flannel bush
Garrya elliptica	Coast silktassel
Grevillea (several)	e.g. Woolly grevillea
Lavandula (several)	e.g. Spanish Lavendar
Leptospermum scoparium	New Zealand tea tree
Myrtus communis	Myrtle
Prunus ilicifolia	Hollyleaf cherry
Punica granatum	Pomegranate
Rhamnus alaternus	Italian buckthorn
Raphiolepis (several)	Indian hawthorne
Rosmarinus officinalis	Rosemary
Herbaceous Plants	
Acanthus mollis	Bear's breech
Achillea(several)	e.g. Common yarrow
Aloe (several)	e.g. Tree aloe
*Amaryllis belladonna	Naked ladies
Aspidistra elatior	Cast-iron plant
Coreopsis grandiflora, verticillata	Coreopsis
Diets iridioides	Fortnight lily, Afriacan iris



BOTANICAL NAME	COMMON NAME
Herbaceous Plants (continued)	
Diplacus hybrids	Monkey flower
Erigeron karvinskianus	Santa Barbara daisy, Fleabane
Eriogonum (several)	e.g. Santa Cruz Island buckwheat
Eschscholzia californica	California poppy
Geranium incanum	Cranesbill
*Iris (many)	e.g. Douglas iris, Gladwin iris
Kniphofia uvaria	Red hot poker
Lantana montevidensis	Trailing lantana
Limonium perezii	Sea Lavender
*Narcissus (many)	e.g. Narcissus, daffodils
*Oenothera berlandieri	Mexican evening primrose
*Pelargonium (several)	e.g. Geraniums
Romneya coulteri	Matilija poppy
Salvia species	e.g. Cleveland sage, Mexican bush sage
Santolina chamecyparissus	Lavender cotton
*Sedum (many)	e.g. Stone crop
Senecio cineraria	Dusty miller
Stachys byzantina	Lamb's ears
Teucrium chamaedrys	Germander
Verbena (many)	e.g. Perennial verbena
Zauschneria californica	California fuchsia

BOTANICAL NAME	COMMON NAME
Vines	
Bougainvillea (several)	Bougainvillea
Distictus species	Trumpet vines
Macfadyena unguis-cati	Yellow trumpet vine or Cat claw ivy
Vines (continued)	
Polygonum aubertii	Silver lace vine
*Wisteria sinensis	Chinese wisteria

\* May be invasive if not controlled. Use in areas enclosed by header or concrete edges and not in areas that have borders adjacent to open space.

\*\* Give ample root space. Plant in minimum 5' x 5' open soil space. Best to plant where roots can spread without limits.

*Appendix B: Prohibited Plant List*

BOTANICAL NAME	COMMON NAME
Trees, Shrubs, Herbaceous Plants and Vines	
Acacia baileyana	Bailey's acacia
Acacia cultiformis	Knife acacia
Ailanthus altissimus	Tree of heaven
Bamboo-all species	Bamboo - all species
Cortaderia selloana/jubata	Pampas grass
Cytisus-all species	e.g. Scotch broom
Foeniculum vulgare	Common fennel
Ligustrum-all except L. japonicum 'Texanum,' which shall be permitted	Privet
Populus-all except for sterile male clones	Poplar
Pyracantha-all species	e.g. 'Santa Cruz' pyracantha, Firethorn
Salix-all species	e.g. Weeping willow
Spartium-all species	e.g. Spanish broom
Vinca major	Periwinkle

**These species are prohibited because of their likelihood to escape and to become difficult to eradicate once escaped.**