



Planning Dept. Plan Review Requirement Guidelines for the Building Counter

It is recommended that any new residences, new accessory buildings, and all full site developments submit to the Planning Department prior to building permit submittal.

The following do not require Atherton Planning Dept. Approval

- **Re-roof** – that does not change the height, size, or shape of the structure.
- **Interior remodel/ renovations** – that do not add floor area or increase habitable space.
- **Roof mounted PV systems**
- **Grading & Drainage**
- **Pool remodels** – that do not increase the pool area/ change the location.
- **Replacement AC units** – that do not change size or location of the units.
- **Repairs** – that are simply change outs or maintenance. Any exterior equipment that is relocated or enlarged may need to be reviewed for setbacks and noise.
- **Minor Accessory Buildings** - less than 120SF, meeting locational requirements and less than 8 feet.
- **Minor Accessory Structures** – bridges and walkways over ponds, mailboxes, flagpoles and outside lighting on poles not over 3 feet, flat work less than 6 inches, wells less than 6 inches and 10 feet or more to any property line, seatwalls not over 24 inches, bird baths and pedestals.

For new projects being submitted, the following is to be collected

- **Fence: \$165.18**
Entry gates & columns, posts, walls, retaining walls, wing walls and other similar structures. Review Section 17.46.020 (C) for exempt fences and walls. *Single/ minor* landscape structures (one retaining wall, bbq, fireplace, artwork, fountain, and/or water feature, etc)
- **Accessory Structures: \$464.58**
Athletic courts, pools, arbors/trellises/ pergolas, in ground spas, pool/spa equipment, generators, new or relocated A/C units (detached), *multiple* landscape structures (retaining walls, bbqs, outdoor kitchens, fireplaces, firepits, antennas, artwork, fountains, etc). One fee for the multiple landscape structures if all are on same site.
- **Accessory Buildings: \$980.78**
Garages, pool houses, second dwelling units (detached), guest houses, greenhouses, sunrooms, workshops, storage sheds, carports, patio covers, gazebos, barns, stables, etc.
- **Additions: \$1006.59**
- **New Main Residence: \$1445.36**