



**COMMUNITY DEVELOPMENT DEPT.**

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**PERMIT SUBMITTAL REQUIREMENTS**  
**FOR DEMOLITION OF A POOL**

This handout describes the minimum submittal requirements for the demolition of a pool. In certain situations, additional materials may be required. All work must meet the minimum requirements of the City of Menlo Park's Municipal Code. **A Demolition permit does not include the grading or excavation of the site, or the commencement of construction activities associated with the proposed improvements to the site. Separate Building permits are required for these construction activities.**

If the application for a Demolition permit is not associated with a project submitted to the Building Division for a Building permit, a site inspection may be required to verify the location of heritage trees on the property or adjoining properties. If there are heritage trees in the vicinity of the proposed demolition, an arborist report recommending tree protection measure may be required for review by the Building Division. After approval of the arborist report by the Building Division, a letter from the arborist who prepared the report will be required to verify the mandated tree protection measures are in place.

All back fill compaction and grading is to be performed under the observation of a Geotechnical Engineer and in accordance with the Geotechnical Engineers report. At the completion of the work and prior to the final inspection, the Geotechnical Engineer shall submit a letter verifying that the work was performed under their observation and in accordance with their recommendations.

If the application for a Demolition permit is associated with a project that has received a Use permit or Variance from the City of Menlo Park Planning Division, the applicant is strongly encouraged to provide written documentation demonstrating compliance with all of the conditions associated with the project.

There will be **three (3) sets** of plans required for submittal. A complete set of plans includes the following:

- Three (3) copies of a lot plan showing the location of the pool to be demolished, all buildings on the site, and all heritage trees on the site.
- A Geotechnical report prepared by a licensed Geotechnical Engineer specifying the amount of the pool structure that is to be removed, the excavation backfill material, the compaction requirements, the compaction testing procedures with the associated ASTM standard to which it is to be tested, and any drainage requirements.
- Two (2) copies of an Arborist report will be required if there are heritage trees in the vicinity of the proposed demolition.
- A letter from the arborist who prepared the Arborist report to verify the mandated tree protection measures are in place.