

# LEED PERFORMANCE PROGRAM (LPP)

## #1 OVERVIEW

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### Program overview

The City of Menlo Park supports sustainable building practices. In an effort to promote sustainability and to address impacts caused by construction, Menlo Park has adopted green and sustainable building requirements for new construction, additions and/or alteration retrofit projects. Project applicants are required to meet applicable certification levels of the LEED Green Building rating system through certification or demonstrate equivalent performance through the City of Menlo Park's LEED Performance Program (LPP). LEED stands for Leadership in Energy and Environmental Design. It was created by the US Green Building Council (USGBC). For more information about the City's LEED requirements, please visit <https://menlopark.org/LEED>.

LEED is a widely-used rating system that provides project teams a framework of prerequisites and credits for a variety of sustainability measures that can be incorporated into the design and construction strategy for a building to achieve greater energy efficiency and responsible material usage. Projects achieve different certification levels based on the number of credits they satisfy out of a maximum of 110 points. For more information about LEED please visit the USGBC website at <https://new.usgbc.org/>

Project applicants have the option to select whether they wish to pursue LEED Certification or demonstrate LEED equivalent performance through the LPP. For projects that undergo LEED certification, the Green Business Certification Institute (GBCI) is the official review body, and project teams will use the LEED Online platform to submit documentation for review and certification by GBCI. Proof of registration and certification will need to be submitted to the City.

For project applicants that elect to use the LPP, a City-approved reviewer will confirm compliance with the LEED Certification level by reviewing the required documentation through the LEED online portal. The LPP is modeled off of LEED, but includes inspections during the construction process. Applicants will still need to register their projects to use the LEED Online tool at <https://www.leedonline.com>, but LEED certification will not be required.

### Zoning districts with LEED requirements

New construction and certain additions and alterations to existing buildings within the Office (O), Life Sciences (LS), and Residential Mixed-Use (R-MU) zoning districts and in the El Camino Real/Downtown Specific Plan area (SP ECR/D) are eligible for LPP review in lieu of LEED certification. Please contact the Planning Division or see the City's [zoning map](#) to determine if your project is in one of these zoning districts. The City's Municipal Code is online at <https://menlopark.org/municipalcode>. Review the Municipal Code language at the links in this table or see the tables at the bottom of this document for more information regarding the thresholds for compliance.

<a href="#">16.43</a> Office (O) District	<a href="#">16.43.140</a> Green and sustainable building
<a href="#">16.44</a> Life Sciences (LS) District	<a href="#">16.44.130</a> Green and sustainable building
<a href="#">16.45</a> Residential Mixed Use (R-MU) District	<a href="#">16.45.130</a> Green and sustainable building
El Camino Real and Downtown Specific Plan	E.3.8.03 of <a href="#">E - Land Use and Building Character</a> <a href="http://menlopark.org/specificplan">http://menlopark.org/specificplan</a>
<a href="#">16.43</a> Office (O) District	<a href="#">16.43.140</a> Green and sustainable building

### Applicant responsibilities

Applicant responsibilities vary depending on whether the applicant chooses to submit for LEED certification through the GBCI (option 1), or to participate in the LPP (option 2). Applicants that choose LEED certification will follow the steps outlined by LEED to submit documentation for review and certification by GBCI. The LEED checklist, proof of registration and a letter from the LEED AP for the project outlining their experience and intent to certify will need to be submitted to the City prior to entitlement projects being deemed complete and building permit issuance. At the building permit stage proof of payment of certification fees will be required prior to permit issuance. Project teams must provide a letter committing to certify the project within one year and proof of payment for certification prior to building final. Proof of certification will also be required.

Applicants that choose the LPP will be required to provide documentation throughout the application process that demonstrates the project is compliant with the LEED standards, though LEED certification will not be required. This documentation will be reviewed by the City of Menlo Park in parallel with the typical review of the project application. For a list of the LPP documents, see LPP2 document map.

<b>Applicant responsibility by project phases</b>				
	<b>Entitlement</b>	<b>Building permit</b>	<b>Construction</b>	<b>Before final inspection</b>
<b>Option 1 LEED certification via GBCI</b>	Applicants required to provide supplemental report including: 1. LEED Project Registration 2. LEED AP Cover Letter 3. LEED Checklist	Applicants required to provide supplemental report including: 1. LEED Project Registration and proof of payment for certification 2. LEED AP Cover Letter 3. LEED Checklist	n/a	Applicants required to submit scorecard and letter of commitment to certify within one year.
<b>Option 2 LPP</b>	See LPP 4.1 for details  Applicants required to provide: 1. Entitlement supplemental report a. LEED project registration b. LEED AP cover letter c. Checklist d. Information forms and calculations LEED green building plan sheets	See LPP 4.2 for details  Applicants required to provide: 1. Building permit supplemental report a. LEED templates and supporting documents b. Energy model report c. Water use calculator LEED green building plan sheets	See LPP 4.3 for details  Applicants required to provide: 1. Construction supplemental report a. Construction schedule b. LEED strategy plan c. Construction waste management plan d. Construction indoor air quality plan e. Commissioning report 2. Inspection reports 3. LEED construction documentation 4. LEED templates and supporting documents	Applicants required to provide: 1. LEED construction documentation 2. Inspection reports 3. Commissioning report
<b>Requirements overview</b>				
<p>The table below shows an overview of the LEED requirements within the O, LS, and R-MU zoning districts. Please review the chapters in the links above for the complete requirements. Where "Designed to meet LEED standards" is required, applicants must submit the appropriate LEED checklist with a cover letter from the project LEED AP with the project application and complete all applicable LEED certification documents prior to approval of the final inspection for the building permit.</p> <p>The LEED certification documentation is to be reviewed either for LEED certification or for LPP verification by a third party approved by the City for which the applicant will pay for review and/or certification. Project teams should refer to the USGBC guidelines to determine the appropriate rating system.</p> <p>The affected area of addition and/or alteration projects is counted cumulatively toward the requirement thresholds over five years. Building owners may upgrade the core and shell of the entire building to the current energy code, and purchase 100-percent renewable energy and other energy offsets for the life of the building to exempt addition and/or alteration projects within the building from the LEED requirement for three building code cycles. Speak with a planner for more information regarding this option.</p>				

Excerpt from table 16.43.140(1)(B)/16.44.130(1)(B)/16.45.130(1)(B)						
Project type	New construction			Additions and/or alterations		
	10,000 sq.ft. – 20,000 sq.ft.	25,001 sq.ft. – 100,000 sq.ft.	100,001 sq.ft. and above	1 sq.ft. to 9,999 sq.ft. of conditioned area, volume or size	10,000 sq.ft. to 25,000 sq.ft. of conditioned area, volume or size	25,001 sq.ft. and above of conditioned area, volume or size
<b>Residential and non-residential certification level required</b>	Designed to meet <i>LEED Silver BD+C</i>	Designed to meet <i>LEED Silver BD+C</i>	Designed to meet <i>LEED Gold BD+C</i>	Cal Green Mandatory	Designed to meet <i>LEED Silver ID+C</i> or update core and shell of entire building to Energy Code and meet section 16.43.140(2)(B)	Designed to meet <i>LEED Gold ID+C</i> or update core and shell of entire building to Energy Code and meet section 16.43.140(2)(B)
The table below shows an overview of the LEED requirements within the SP ECR/D zoning district. Please review the chapters at the links above for the complete requirements.						
Excerpt from table E5						
Project type	New construction			Additions and/or alterations		
	Group R buildings (SFR, duplex, MF)	Group B and Group M buildings (office, retail, etc.) 5,000 sq.ft. and above	Larger development projects with two or more buildings on a lot one acre or larger in size	First-time build-outs of commercial interiors 20,000 sq.ft. or more in buildings of Group B and M occupancies	Major alterations 20,000 sq.ft. or more in existing buildings with Group B, M and R occupancies, where interior finishes are removed and significant upgrades to structural and mechanical, electrical and/or plumbing systems are proposed	
<b>Certification level required</b>	LEED Silver	LEED Silver	LEED Silver ND	LEED Silver	LEED Silver	
How to get started						
Visit the links above or contact the Planning Division by phone 650-330-6702 or email <a href="mailto:planning@menlopark.org">planning@menlopark.org</a> to discuss the details of the proposed project. Project applicants pursuing compliance through the LPP will receive links to the LPP2 (Document map) and additional information from Planning Division staff.						