



# Stanford Research Park Handbook

2021

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Stanford Real Estate



**Stanford**  
RESEARCH PARK

# Welcome to Stanford Research Park

This Handbook summarizes the basic aspects of the relationship among Stanford University, as ground lessor in the Stanford Research Park (SRP), you as our lessee, and your tenants by addressing the typical questions that may arise in managing your asset.

Stanford Research Park is one of the world's premier university-affiliated research parks. For over 70 years, Stanford University has supported innovative companies in their pioneering research and development pursuits by providing modern facilities in a beautiful natural landscape and by fostering connections with Stanford's talent and resources. Our focus is on creating value and opportunity for this vibrant community of innovators. We are grateful to you – our lessee and tenant partners – for all you do to help create such an appealing environment.

Stanford Real Estate (SRE) is committed to preserving and enhancing the market value of Stanford Research Park for decades to come. To assist with this goal, this Handbook provides lessees and tenants with a common understanding of

process, guidelines, and standards covering design, operations, and use.

**We are here to help.** We thrive on collaboration and recommend that you contact us with any questions. We will be happy to guide you on your projects, and we have a wealth of experience in SRP to share.

This Handbook is organized with individual chapters below containing easy-to-use guidance.

- I. [Alterations to Buildings or Site: Design Review Process, Design Guidelines and Special Considerations](#)
- II. [Consents, Estoppels, Other Agreements and Encumbrances](#)
- III. [Operational Guidelines](#)
- IV. [Prohibitions](#)

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## Contact us for more information.

Design Review, Property Operations, Consents, Assignments, Agreements, Encumbrances, and General Information:  
[StanfordResearchPark@stanford.edu](mailto:StanfordResearchPark@stanford.edu)

Commuter Transportation:  
[SRPGO@stanford.edu](mailto:SRPGO@stanford.edu)

Tenant/employee programs, services, and amenities:  
[SRPconnects@stanford.edu](mailto:SRPconnects@stanford.edu)

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# I. Alterations to Buildings or Site: Design Review Process, Design Guidelines, and Special Considerations

Alterations to buildings have a positive, long-lasting effect on the market attractiveness of SRP and are highly encouraged. Any modification to your site or buildings, such as expansion, demolition, renovation, new hazardous materials use, modifications to exterior paint color, landscaping, or other site improvements must be approved by SRE. Please request our approval before you seek any applicable approvals from the City of Palo Alto. We encourage you to contact us regarding your project at an early stage.

Proposed alterations must comply with all applicable requirements in this Handbook and with your lease. If you are a tenant and not the building owner/landlord, please obtain a letter of approval for the proposed alterations from your landlord before submitting to SRE. On ground leased parcels, projects with no exterior aesthetic impacts often do not need to be approved by SRE unless the proposed interior alterations involve new hazardous materials or otherwise require SRE's approval as described in your lease.

The Design Guidelines outlined in this Handbook are separate and distinct from the City of Palo Alto's Zoning Ordinances. It is the responsibility of each lessee and designated representative to review and comply with all applicable codes and regulations of the City of Palo Alto, State of California, and other applicable government agencies. Alterations to any lands near creeks may require review by the Department of Fish and Game and the Santa Clara Valley Water District. Certain sites with a history of environmental releases or hazardous materials use may require review by the Regional Water Quality Control Board or Department of Toxic Substances Control. Review by SRE does not include an evaluation of code compliance, structural integrity, or other applicable regulations administered by government agencies. The City of Palo Alto offers multiple pathways for Planning Approval depending on the

scope of the project and the zoning requirements – Staff-level review, Minor Architectural Review, Major Architectural Review, and for certain SRP sites, Site and Design Review at Planning & Transportation Commission.

**Palo Alto will not accept a project application for architectural review, signage and the like unless SRE signs the City of Palo Alto Planning Review Application (PRA).**

For zoning information affecting SRP, visit [City of Palo Alto](#) and [City of Palo Alto Planning and Community Environment](#) for more details.

## Design Review Process

The SRE team, including the University Architect, conducts a formal Design Review, which results in approval, comments, or proposed revisions generally within 10 business days after receipt of a complete submittal package. We may request a meeting with you and your consultants to expedite our review. If a project cannot be approved as submitted, we will send a letter with conditions required to obtain SRE's approval. SRE will confirm its approval by sending a confirmation letter and executing the City's Planning Review Application as "Property Owner," which clears the way for submittal to the City of Palo Alto for its architectural review and approval.

At each stage of design – schematic design, design development, and permit plan set/construction documents – submit updated plans (i) for any proposed work that deviates in any material respect from the plans approved by SRE, and (ii) prior to performing any other work not explicitly shown on the approved plans.

**Contact us for information on how to submit materials or with any questions:**  
<https://stanfordresearchpark.com/design-review>

## Required Submittals

To initiate the Design Review process, please provide the following applications, plans and details (electronic PDF file, half-size, to scale), as applicable:

Proposed Alterations	Requirements
All	<a href="#">Stanford Real Estate’s Design Review Submittal Form</a>
All	<a href="#">City of Palo Alto Planning Review Application</a>
Project Statement	Project goals, existing conditions analysis, site photographs, relevant details
Building Structure	Structural plans including relevant details related to: <ul style="list-style-type: none"> <li>• Slab, foundation, building structure, structural calculations</li> <li>• Vapor Intrusion Mitigation System (VIMS), vapor/moisture barriers</li> </ul>
Exterior Building Appearance	A well-developed set of architectural drawings with all pertinent detail such as: <ul style="list-style-type: none"> <li>• Renderings, elevations, sections</li> <li>• Change to building(s) (e.g., demolition and/or expansion square footage)</li> <li>• Roof screens, roof penetrations, antenna, solar panels</li> <li>• Changes to exterior aesthetics, including colored perspective drawings as viewed from the street at pedestrian level</li> <li>• Color/materials board representing all exterior finishes, materials, and colors</li> </ul>
Site	Site plan including all relevant details, such as: <ul style="list-style-type: none"> <li>• Site work (trenching, grading, excavation, backfill)</li> <li>• Landscaping plans, plant inventory, tree removal and/or replacement plans, certified arborist report with tree preservation or removal recommendations, irrigation details</li> <li>• Storm water/bio-retention basin installation, City-required exhibits for Storm-water Pollution Prevention Agreement</li> <li>• Parking (vehicular, bicycle)</li> <li>• Site circulation (vehicular, bicycle, pedestrian)</li> <li>• Site lighting</li> <li>• Site furnishings</li> <li>• Public art</li> </ul>
Signage	<ul style="list-style-type: none"> <li>• Dimensions, materials, colors, lighting specifications, site location/context</li> </ul>
Hazardous Materials Use	<ul style="list-style-type: none"> <li>• <a href="#">Environmental Questionnaire</a></li> <li>• Hazardous Materials Business Plan or Inventory Form</li> <li>• Plan Set Drawings, functional use map identifying chemical usage or change in use of hazardous materials, including details regarding any subsurface work (e.g., trenching); underground storage tank (UST) removal plans</li> <li>• California Environmental Report Systems (CERS) report or update</li> </ul>

## Design Guidelines

### Architectural Design

SRE supports projects of high-quality architectural design that achieve multiple important objectives for the long-term viability and versatility of the built and natural environment. SRE encourages approaching design, construction, and operations with the intention of reducing impacts on the

environment and the community, while ensuring improvements that are optimally useful to occupants and visitors in SRP. With all SRP projects, we seek to enhance this unique, innovation-oriented community with amenities, public gathering spaces, and recreational facilities, including dining and fitness centers. We encourage creative architectural and landscape design that

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complements the existing character of SRP and preserves natural site features and established landscaping. We strive for a cohesive campus-like context, balanced with encouraging new innovative architectural expression. Optimal design strives for a harmonious scale relationship through volumetric moves, materials, massing, and forms, and colors that are compatible within its context. Building composition should balance opacity and the desire for natural light, taking into account climate responsiveness, the need for privacy by building occupants, and sensitivity to our residential neighbors. The design of floor plates should promote a culture of collaboration, allowing for maximum flexibility in layout configurations and varied uses over time. Entry expression and engagement of the street-edge are encouraged with welcoming lobbies, scaled, and detailed to offer a sense of arrival. Priority is placed on orderly and safe circulation for pedestrians, bicyclists, shuttles, and vehicles. Convenient connections to natural and planned landscapes and plaza areas, walkways, external sidewalks, trails, and linkages to other SRP amenities are encouraged.

### **Sustainability**

Energy efficiency and water conservation should be incorporated in the building and landscape design and operations. Rooftop equipment should be located to reserve large areas for photovoltaic panels and prevent noise and visual impacts to neighbors. Substantial parking is to be located in a below-grade parking garage, allowing for increased landscaped and pervious surface areas and stormwater treatment. Sustainability initiatives should extend beyond the building by incorporating strategies to reduce vehicle traffic, including secure bicycle parking, shower facilities, EV and carpool spaces, EV charging stations, and passenger loading zones near entrances to support vanpool and shuttle ridership.

### **Landscaping Design and Maintenance**

SRE and the City share a common interest in maintaining a diverse, healthy urban forest canopy, and in using pest- and drought-resistant, regional indigenous native plantings to reduce irrigation water usage. We recognize the benefits that native trees provide to the quality of the

environment and natural habitat. Our goal is to balance this interest with maintaining property values and preserving improved sites for flexible redevelopment over time. SRE reserves the right to approve the new planting of any native tree species on a case-by-case basis. In taking into account which trees best complement the overall design and the environmental conditions on a given site, we encourage planting a wide range of native trees; however, we carefully scrutinize proposals for any Coast Redwoods, Coast Live Oaks, or Valley Oaks, as these species become Protected Trees under the City's Tree Preservation Ordinance, and thus limit the future flexible use and development capacity of the developed sites.

A regular maintenance program is required to protect the visual aspects of the landscape by properly trimming trees and shrubs. Regular maintenance includes promptly removing and replacing unsightly or dangerous dead or diseased plants and trees with new plantings or landscaping, controlling litter, and removing weeds. Consult with SRE if landscaping activities (e.g., tree removal or trimming, ground disturbance) are needed within 50 feet of the top of a creek bank.

### **Screening**

We require effective, attractive screening for any functional spaces such as waste management program containers, loading docks, utility yards, equipment storage areas, mechanical/electrical equipment or other equipment, duct work and ventilation/exhaust stacks, flues/vents, cooling towers and chillers, generators, transformers, storage tanks, and backflow prevention assemblies, whether located at grade or on the roof. Screening devices and noise baffling are to be included to mitigate any nuisance, hazard, or foreseeable negative impact to neighbors. SRE retains the right to require relocation, screening, or other alterations to any such equipment if neighbor complaints arise.

All major systems requiring large components should be located in mechanical rooms completely within the building. Alternately, with SRE's express approval, systems might include an exterior location at or depressed below ground level as

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necessary to limit heights to a maximum 8 feet above grade or be fully recessed into roof wells, with allowances for future equipment. Mechanical equipment must be screened on all sides. If surface-mounted roof equipment is required, it must be screened in a low-profile manner, and the roof screen must be completely integrated with the overall architectural design of the building. All equipment installed on site must meet the City's noise ordinance. Where the building site is adjacent to any residential development, we require that an acoustical engineer be involved in the design of roof screens and the choice of mechanical equipment to avoid costly retrofitting of non-compliant equipment. We further require the acoustical engineer to certify that the completed project complies with the restrictions of the Palo Alto noise ordinance.

### **Other Site Planning Features**

Walls are not permitted within the street-side setbacks, and any walls built onsite are limited to strict height requirements. Chain link or other non-architectural fences are prohibited. Lighting design should balance energy conservation with aesthetic, architectural, and safety factors. No direct glare or light spill from any source, internal or external, is to be visible from offsite or disturb adjacent residential uses. All utility lines must be underground, and utility equipment (transformers, storage tanks, meters, backflow prevention assemblies, etc.) must be screened from both onsite and offsite sight lines. Mechanical equipment and auxiliary buildings should not be located within 5 feet of property lines, and the design of auxiliary buildings should be consistent with the design of main buildings. Above-ground backflow prevention assemblies must be visually unobtrusive and screened with plantings. Surface drainage must be properly engineered to collect all storm water onsite for discharge at approved points. To reduce storm water run-off, we encourage the use of permeable surfaces where appropriate. Portable storage containers and temporary structures may be used on a temporary basis only.

### **Monument Signs**

Attractive monument signage, scaled to relate to

the site context, is allowed in setback areas. Notwithstanding any allowance by the City of Palo Alto, no tenant signage will be allowed on the building façade or eyebrow unless the tenant is the primary occupant, and then only if the tenant's campus exceeds 250,000 square feet. However, no building façade signage will be allowed regardless of tenant size on the side of the building that faces any residential use. If applicable, SRE will consider conservatively sized signage near or over the main entry door of a building that is occupied by a single tenant for wayfinding purposes. This signage is meant to assist pedestrians in distinguishing one tenant from another in a multi-tenant campus. Professional signage design is required, and lettering may be either raised or recessed. Illuminated signs must have soft, concealed, non-glare external lighting. Internal lighting, unfinished or exposed aluminum edges, and signs using plastic or similar commercial sign materials are prohibited, as are signs that are glossy, reflective, flashing, or have moving parts. Vinyl or painted lettering is prohibited.

### **Leasing Signs**

SRE permits one leasing sign per site along any major street frontage. Signs may be a maximum width of 3 feet and a maximum height of 4 feet. Signs may be printed on two sides and must have no more than two legs. Signs must be professionally designed and produced, may not be illuminated, must be maintained in a professional manner, and must be removed promptly when the space has been leased.

## **Special Considerations**

### **Historic Preservation**

Proposed demolition or alteration of any building 45 years or older must be approved in advance by SRE prior to any related discussion with or submittal to the City of Palo Alto. SRE has commissioned a historic evaluation framework for all SRP properties, which has been accepted by the City as the basis for individual property reports. SRE has successfully guided a number of projects through renovation and redevelopment projects, exercising strategic oversight and offering

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assistance in the consultant selection process, scope of work definition process, project planning and permitting process. Do not order any historic resource evaluation or submit any such evaluation to any entity without prior approval by SRE. We seek to minimize the risk associated with historical resource studies, as incomplete historic reports can have unintended consequences to any individual property or collection of properties in SRP.

### **Archeological Monitoring and Preservation**

SRP lands have been used by indigenous Californians, farmers, U.S. military, dairies, manufacturers, inventors, and innovators. Thus, there are culturally sensitive and legally protected archaeological sites in SRP, the locations of which are confidential under state law. These sites can be shallow, and although rare, it is possible that new objects of significance may be unearthed while digging. Please contact SRE before you dig, as archaeological preservation is required in SRP. Stanford University retains the right of ownership over all archaeological objects found on our lands, and this right also includes the ability to suspend the construction activity while any discovered artifacts or suspected artifacts are investigated or removed. In the past, Stanford University has experienced losses at important archaeological sites due to looting and so we appreciate your assistance in keeping these sites safe and intact. If you discover an object of archaeological interest, leave it in place, photograph it and contact SRE.

### **Biological Monitoring and Preservation**

SRP is home to several plant and animal species, some of which are protected by state and federal law. Development in certain areas – primarily adjacent to creeks – requires advance assessment for biological preservation requirements to simplify the permit process. SRE may coordinate with the University biologist to conduct an initial onsite assessment to identify any at-risk wildlife, such as nesting birds, and to recommend required mitigations. SRE appreciates your use of bird-friendly glass and design in your improvements to minimize bird strikes.

### **Pre-Construction Requirements**

All governmental approvals necessary to meet applicable laws must be secured in advance of starting construction. Copies of all approvals (e.g., permits, resolutions, conditions of approval) must be sent to SRE. Written notice to SRE is required 60 days in advance of any ground disturbing activities (e.g., demolition, digging, trenching, grading). SRE must approve permanent excavation and/or removal of soil. SRE may elect to have its archaeologist, biologist or environmental consultant inspect the site prior to or during construction. Written notice to SRE is also required 10 business days prior to commencing construction so that an appropriate Notice of Non-Responsibility can be posted. Where excavation is necessary and the possibility exists of encountering existing underground utility lines, the Underground Service Alert organization must be called (800-642-2444) 2 days prior to commencement of excavation. All reasonable precautions to safeguard existing trees and protect nesting birds must be taken during construction. Copies of soil testing reports and confirmation of disposal site(s) related to approved off-haul of associated soils must be sent to SRE within 30 days of disposal. For additional requirements regarding subsurface work, refer to the Hazardous Materials section below.

### **Post-Construction Requirements**

We may request a visit to view the completed alterations. Upon project completion, a notice of completion must be filed for recordation and a copy must be delivered to SRE. One set of electronic record drawings (as-builts) must be forwarded to SRE within 60 days of completion.

### **Maintenance**

A regular maintenance program is required to protect the high-quality aesthetics of your property and maintain the building(s) in excellent, clean condition. Occasionally, SRE may request the removal or improvement of an existing eyesore or defect to maintain the appeal of SRP.

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## II. Consents, Estoppels, Other Agreements and Encumbrances

### Subleases and Assignment Consents and Estoppels

SRP ground leases stipulate that lessees must obtain consent from SRE for all new subleases (of any tier), sublease amendments, and ground lease assignments. In order to initiate the consent process, provide the following items to us as soon as negotiations for a potential transaction commence. Submit items to [StanfordResearchPark@stanford.edu](mailto:StanfordResearchPark@stanford.edu).

#### Consent to Subleases (of any tier) and Sublease Amendments

- Provide fully executed Sublease (with signature pages and exhibits attached)
- Lessee's Consent to Sublease (if sub-sublease, sub-sub-sublease, etc.)
- Completed [Environmental Questionnaire](#)
- Tenant improvement work details, if applicable (scope of work, timing, etc.)

#### Consent to Ground Lease Assignments

- Provide Assignment Agreement
- Information on the assignee, including financials, company information, business plan, planned improvements, etc.

Assuming the contemplated tenant sublease agreement and/or assignment agreement complies with the terms of the ground lease, SRE will prepare and distribute the consent documents to your designated representative. After SRE has received all of the required documents and all other parties' signatures, SRE will date and sign the document last. Signatures may be executed in counterparts so long as signature pages are compiled into a single PDF file and delivered to [StanfordResearchPark@stanford.edu](mailto:StanfordResearchPark@stanford.edu).

#### Environmental Release Requirement

For each new occupant on Stanford Research Park property, the form of consent contains a release of liability for the pre-existing environmental condition benefitting Stanford University. The

University has a strict policy of not inviting potential litigants on our lands and requires a non-negotiable release of liability from every single occupant (tenant, subtenant of any tier).

In the consent agreement, SRE often lists any current, applicable site-specific or regional environmental orders by name, address, date, and reference number. We do this as a courtesy and with the words "see for example" to help a prospective occupant or operator conduct a thorough due diligence of the site prior to signing a lease. Because all occupants in Stanford Research Park are sophisticated, we expect lessees, tenants and subtenants have the resources available for such due diligence, including hiring an environmental consultant to assist with understanding the pre-existing environmental condition to the satisfaction of the prospective occupant or operation. The environmental orders can be found here:

*Regional Water Quality Control Board (RWQCB):*  
<https://geotracker.waterboards.ca.gov/>  
*Department of Toxic Substances Control (DTSC):*  
<https://www.envirostor.dtsc.ca.gov/public/>

#### Estoppels

Occasionally, SRE will issue an estoppel to a lessee as part of a ground lease assignment or financing. When requesting an estoppel, the lessee should provide the complete names of the parties to whom lessee is requesting the estoppel be certified and when the desired estoppel is needed. After SRE has received the request, any background information/documents provided by lessee and any factual information SRE can confirm without a duty of inquiry, SRE will prepare the estoppel, subject to the provisions of the applicable lease.

#### Permitted Use Clauses (Use Clause Exceptions)

Since the 1950s, Stanford Research Park leases have included "permitted use" clauses that restrict use of SRP lands to companies engaged in research

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and development (R&D), albeit some lease restrictions vary from others. Over the years, the R&D use clause restrictions have had the desired effect of attracting tenants focused on R&D, in medical, technology, automotive, life science and other innovative industries. As SRP grew, and an ecosystem comprised of R&D companies developed, Stanford University recognized the benefit of permitting a limited number of non-R&D firms to provide essential professional services that support the core R&D community in SRP. SRE considers exceptions to the permitted use restriction clauses on a case-by-case basis. However, consistent with the SRP strategic plan, R&D firms may not fall below 75% of total tenancies measured by square footage.

### **Use Definitions**

*Research & Development (R&D):* A company qualifies as an R&D use when the core business (i.e., the whole company) is engaged in the engineering, product design, and development of devices or products related to technologies. Examples of R&D include commercial industries related to computer software and hardware firms, instrument analysis, robotics, artificial intelligence, drug discovery, pharmaceuticals, biologics, therapeutics, biotechnology, genomics, proteomics, microbiology, chemistry, medical device, medical technology, and diagnostics. “R&D” may include limited manufacturing, fabricating, processing, and assembling of prototypes, devices, compounds, or products, or related activities, where such activities are incidental to research, development, or evaluation. R&D companies may include related administrative uses (i.e. finance, legal, human resources, management, marketing, sales, accounting, purchasing or corporate offices; provisions of services to others onsite or offsite; and related educational uses), provided such uses remain ancillary to and supportive of the primary uses of “research and development” and are part of the same research and development firm.

*Non-R&D (Professional Services):* Examples of non-R&D uses (professional services) include law firms, consulting firms, investment banks, venture capital firms, accounting firms, real estate services, and co-working and office workplace solutions.

### **Importance of Permitted Use Restrictions**

When a lease contains a use restriction, either limiting the use to R&D or limiting the use to non-R&D (professional services), SRE considers this material consideration for entering into a lease. Thus, the “whole company” core business of any occupant must comply with the permitted uses throughout the lease term. We are often asked if a research unit within a professional services firm can qualify as an R&D use, and our long-standing approach is that the whole company’s primary function must be an R&D-focused business. Therefore, a financial services firm, for example, would not qualify as an R&D use even if it desired to locate its information technology team in a building in SRP that is subject to a lease with a use restricted to R&D firms.

### **Permitted Use Exceptions**

We grant exceptions to R&D-restricted leases if the total non-R&D uses do not exceed 25% of tenancies in SRP. In consideration for any use clause exception, the master lessee must agree to pay Stanford a “permitted use waiver surcharge” amounting to 17% of the net base rental income received from the approved lessee during the term. The waiver only applies to the specific approved occupant, and the waiver surcharge is paid to Stanford directly on a quarterly basis for the duration of the approved lease term. SRE’s determination whether to grant or deny a permitted use clause exception is in SRE’s sole discretion. An exception for a particular occupant is in no way a permanent exception for the specific space. SRE reserves the right to deny an exception to future occupants in the same space. The guidelines do not constitute a waiver of SRE’s rights to strictly enforce restrictive use clauses.

### **Review Process**

After receipt of a written request for a permitted use clause exception, we will convene a committee comprised of representatives from SRE and senior academic and University leadership. The committee will determine whether to grant the request based on its review of the information provided, and its professional judgment as to whether granting such a request would be in the best interests of SRP and Stanford University,

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taking into account the strategic plan of SRP related to the balance of non-R&D and R&D uses. SRE's decision whether to grant or deny a permitted use clause exception will be based on an evaluation of whether the prospective occupant provides essential services to R&D occupants in SRP; offers synergy with Stanford University through an existing or potential relationship; and is a leading firm in its field. If granted, the permitted use clause exception will be narrowly defined to include the specific amount of space, square footage, lease term and approved tenancy. When you contact us to discuss your permitted use proposal, please include the following information in your request: lessee's name and building address; square footage and lease term desired for prospective occupant; and complete information about the prospective occupant and its core business that addresses the requirements.

### Tri-Party Lender Agreements

SRE understands that lessees may desire to finance their leasehold positions and has a well-established practice of entering into tri-party agreements with lessees and their institutional lenders to facilitate financing via deeds of trusts. Under no circumstances, however, will Stanford University allow its fee interest to be encumbered or compromise its rights under the existing ground lease. When a tri-party agreement is required, submit the documents below to [StanfordResearchPark@stanford.edu](mailto:StanfordResearchPark@stanford.edu). Please provide the following items to formally initiate SRE's tri-party agreement process:

- Loan agreement
- Current title report
- Summary of the transaction, including purpose of loan, loan amount, assumed LTV%, loan term, amortization period, and interest rate
- Summary of assets used as security
- Summary of loans that will be repaid as a result of the proposed financing
- Estimated closing date

Assuming all parties agree to the terms of the tri-party agreement, SRE will prepare and distribute the tri-party agreement to your designated

representative. After SRE has received all of the required documents and all other parties' signatures, SRE will date and sign the document last. Signatures may be executed in counterparts so long as signature pages are compiled into a single PDF file and delivered electronically to [StanfordResearchPark@stanford.edu](mailto:StanfordResearchPark@stanford.edu).

### Easements, Licenses, and Access Agreements

Easements and licenses are commonly approved when one party needs access to another party's property to install, maintain, and repair utility lines or gain access for a reasonable purpose. SRE must provide written consent for the easement, license, or access agreement or before it is executed and whether or not it is recorded on title. Examples of some types of easements include:

- Private easements between two lessees for access rights between two properties for utility lines and ingress or egress access
- Public utility easement to the City of Palo Alto for access to and maintenance of utility lines
- Public access easement to the City of Palo Alto for sidewalks, bike paths, etc.

### Review Process

To request an easement or license, contact SRE with a preliminary set of information:

- A description of where the work is proposed to take place and the access pathway requested. Include an aerial map of the property if available with a depiction of the proposed easement or license area.
- The names of the grantor and grantee, which would be parties to the easement or license.
- An aerial map of the property with the location of existing easements that may be relevant to the proposed easement or license area.

Assuming all parties agree to the proposed easement or license agreement, SRE will prepare and distribute the easement or license form, as forms for public easements granted to the City of Palo Alto have been pre-negotiated and may not be revised. The lessee must provide a legal description, plat map from a licensed engineer, and an updated title report for the properties affected

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by the easement or license. After SRE has received the documents, SRE will sign and notarize the easement and send it to the City of Palo Alto to be signed and recorded. Easements can have a long lead time since the process requires multiple stakeholders, such as lessees, attorneys, civil engineers, and the City of Palo Alto staff.

## Stormwater Agreements

As part of the Bay Area region's pollution prevention program, storm water management practices are required to mitigate impacts on overall water quality and flow. The City of Palo Alto regulates storm water management in SRP, which is in the Santa Clara Valley Water District. Any new development or alteration that changes impervious surface area or material changes that affect stormwater runoff on a site may require a Permanent Stormwater Pollution Prevention Measures Maintenance Agreement ("Stormwater Agreement") issued by the Regional Water Quality Control Board (RWQCB) and implemented by the City of Palo Alto. Stanford, as the fee owner of the site, enters into the Stormwater Agreement with the City, and requires lessees to agree in writing to comply with the Stormwater Agreement regulations.

### Review Process

To initiate the Stormwater Agreement process, the lessee should submit the following items to SRE:

- Lessee entity name, Assessor Parcel Number (APN) and address for project
- Description of improvements prepared by lessee and engineer
- Legal property description, including plat map
- Alterations which require a Stormwater Agreement must include a completed Santa Clara Valley Urban Runoff Pollution Prevention Program Provision C.3 Data Form
- Inspection process maintenance checklist
- Identification of entity responsible for the monitoring, maintenance and reporting requirements associated with the Stormwater Agreement.

Once a complete package is submitted, if acceptable, SRE will issue a letter requiring lessee to enter into a separate binding agreement with Stanford in connection with proposed alterations requiring the Stormwater Agreement, and lessee shall accept and fully perform all of Stanford's obligations to comply with the Stormwater Agreement and the relevant City ordinance, including any indemnities. SRE will prepare and distribute the Stormwater Agreement based on the City's form and send to the City for review. Once the City approves the draft, and so long as lessee has executed the separate binding agreement with Stanford, SRE will execute the Stormwater Agreement to the City for signature and recordation. SRE will provide a recorded copy to the lessee to implement the requirements of the Stormwater Agreement. Lessee shall provide copies of the annual reports to SRE as confirmation of compliance with the terms of the Stormwater Agreement.

### Additional Resources

- [City of Palo Alto's Storm Water Pollution Prevention Municipal Code](#) (Chapter 16.11).
- Valley Water ([Santa Clara Valley Water District](#))
- [City of Palo Alto Stormwater Guidelines](#)
- [Santa Clara Valley Urban Runoff Pollution Prevention Fact Sheet](#)
- [Construction Stormwater General Permit \(Regional Water Quality Control Board\)](#)

### Post-Installation

After the stormwater management system is installed, lessee will schedule an inspection with the City of Palo Alto to obtain approval of the stormwater management system. Post-inspection, the Stormwater Agreement can be finalized. Although the Stormwater Agreement is between Stanford University and the City of Palo Alto, the lessee is responsible for fulfilling the obligations of the Stormwater Agreement as stated in the consent letter. Lessee shall establish maintenance and annual reporting processes to fulfill the obligations of the Agreement.

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## III. Operational Guidelines

### Adjacency to Neighboring Properties

Palo Alto is a dynamic city that balances the needs of its diverse residential neighborhoods with its thriving business districts, including SRP. In addition, there are several housing communities located within and adjacent to SRP boundaries. It is important to work together deliberately and consistently so that we may coexist in a respectful and neighborly manner. We seek to maintain cooperative relations with the residential communities in the vicinity of SRP, and we recognize the importance of designing, developing, operating, and maintaining buildings to avoid negative impacts on adjacent neighbors. If you become aware of complaints regarding operational issues resulting from your building or site, we ask that you make efforts to respond within 2 business days after becoming aware and diligently and continuously act to resolve the issues.

#### Requirements

We ask that all lessees take reasonable measures to minimize impacts to residential neighbors. This includes, but is not limited to, the following:

*Company Representative:* Designate a representative in your organization to liaise and maintain cooperative relations with residential neighbors. This representative should openly communicate with neighbors, such as to provide them with advance notice of activities that might impact the neighborhood (e.g., construction traffic and noise, after-hours corporate events) and provide copies of such notices to SRE. This representative must respond to complaints regarding construction or operational issues, handle any issues that may arise, and keep SRE representatives apprised of issues of concern to SRP or the City of Palo Alto.

*Light Spill:* To minimize the effect of artificial light on residential neighbors, SRE requires that all neighborhood-facing windows be equipped with mechanical shades that automatically close during designated nighttime hours.

*Noise:* The [City of Palo Alto's Noise Ordinance](#) requires decibel levels to remain below a certain level. Plan your site to locate mechanical equipment away from residences and maintain equipment to minimize noise emissions. If you are hosting an event or planning construction or maintenance that might exceed the maximum allowable decibels, inform the neighbors, and plan a schedule that minimizes impact.

*Parking:* Lessees are required to manage parking demand such that all employees and visitors park vehicles onsite. SRP employee and visitor parking is not permitted in residential neighborhoods.

### Commuter Transportation Programs

SRE provides extensive commuter transportation services and support through SRPGO. We encourage or require lessees to participate in SRPGO to reduce traffic congestion, improve air quality and reduce greenhouse gas emissions. SRPGO provides many services free of charge to users. Occupants and their employees may opt into premium services for a fee. Through SRPGO, commuters can optimize travel to and from SRP using a wide range of available modes of transportation, including Caltrain shuttles, flexible carpools, regional and local transit, commuter buses, and more.

The program features a trip planner that identifies routes and modes around the Bay Area to and from SRP, complimentary shuttles to and from the downtown Palo Alto, access to subsidized carpools, and guaranteed rides home. Contact SRP's Transportation Manager at [SRPGO@stanford.edu](mailto:SRPGO@stanford.edu) so that we can develop a customized program that meets your company's commuter needs. Visit [SRP Transportation](#) for more information. We are eager to work with you to develop and support a program to promote SRPGO within your organization.

Please provide to the team the following items:

- Designate a Commuter Transportation liaison

- Participate in monthly SRP Connects employer meetings to receive valuable updates on commuter transportation programs
- Coordinate participation in the annual commute survey
- Provide number of persons working at the premises upon Stanford's annual request.
- Promote Stanford Research Park's commuter transportation options and programs to all occupants on an on-going basis.

## Hazardous Materials

Some occupants in SRP use hazardous materials, and in doing so, must comply with all federal, state, and local government agencies' requirements. For optimal environmental health and safety of the community, we expect best management practices and full compliance with all laws and regulations associated with hazardous materials, and their usage, handling, storage, disposal, and reporting obligations. We also expect occupants to prevent spills or other releases on the premises and report to the correct government agencies and SRE. Notify SRE as soon as possible, and in all cases within 24 hours of a spill or other release, or an emergency repair.

Occupants who use hazardous materials are required to hire consultants to assist with hazardous materials compliance. If you use or plan to use hazardous materials, you must comply with this Handbook, the lease, and all applicable laws. We expect best practices related to mitigation measures to prevent or control releases. If you are designing a facility for usage and storage of hazardous materials, or changing the use, quantity, or storage of hazardous substances, please provide 30 days' notice to SRE. If you are planning to surrender your lease when hazardous materials are or have been in use during your tenancy (e.g., partial, or full facility closure), please refer to the Hazardous Materials Facility Closure section below.

It is critical that lessees secure SRE approval of any changes to the use, quantity, or storage of hazardous materials. SRE must approve your Hazardous Materials Business Plan (HMBP),

inventory form and functional use map; any changes to a Hazardous Materials Business Plan must be reported to SRE proactively and promptly. SRE must also approve any plans related to the permanent removal of any soil and any excavation work. Copies of any test results or reports related to soil or groundwater investigations of any kind must promptly be provided to SRE. We may elect to monitor these activities. Our review and approval do not include an evaluation of regulations administered by governmental agencies.

### Additional Resources

- Refer to the State of California's [Department of Toxic Substances \(DTSC\)](#) for hazardous waste management and cleanup standards.
- Register electronically with the California Environmental Protection Agency's [California Environmental Reporting System \(CERS\)](#) for your hazardous materials business plan and inventory reporting. This will trigger a notification to the [Palo Alto Fire Department](#), which will conduct the necessary inspections.
- If a spill or other release affects waterways (creeks, streams, groundwater), refer to [Groundwater Protection Division of Region 2 of the Regional Water Quality Control Board](#)
- Determine if you need to report any spills or other releases to [DTSC](#), [RWQCB](#) or the [California Governor's Office of Emergency Services](#)
- [For air quality issues, refer to the Bay Area Air Quality Management District](#)
- [City of Palo Alto Hazardous Materials Forms and Information](#)
- [City of Palo Alto Hazardous Materials Disclosure](#)
- [County of Santa Clara Hazardous Materials Compliance Division](#) – for chemical assessments, storage, disposal, treatment options, etc.
- [UNIDOC](#) – for forms associated with specific hazardous material storage, management, and processes.

## Emergency Response

The Stanford Research Park Emergency Radio Network (SRP-ERN) is a collaborative effort by SRE and lessees to provide a resilient network for inter-company communication regarding mutual aid for emergency situations, whether due to human, technological, or natural/environmental causes. The network enhances lessees' ability to communicate their concerns about any hazards. Along with participating SRP lessees, Stanford University and the City of Palo Alto are network members.

The SRP-ERN utilizes encrypted communications, which facilitates messaging between lessee organizations that may be needed for mutual aid in cases of emergency response and day-to-day crime fighting while restricting messaging to the authorized lessee representatives. It is designed to handle sensitive encrypted voice messages regarding the status of lessees' facilities before and after an emergency. The network radios operate without cellular or internet service.

### Membership Process

All lessees and tenants are encouraged to join the SRP-ERN as members. Each participant must:

- Purchase a specific digital radio from a menu to be provided
- Read the SRP-ERN Policy & Procedures Manual
- Schedule training with the SRP-ERN team
- Submit a signed ERN Network Access Agreement and ERN Signature Acknowledgement
- Participate in periodic Working Group meetings and practice drills to help ensure operational readiness of the system.

## Inspections

On a periodic basis, we conduct inspections of properties in SRP. Any lessees or tenants out of conformity with maintenance, operational, regulatory, or standards of SRP will be notified of the issue and requested to take action. These

inspections are very important to maintain SRP's consistency of operations.

## Preventing Trespassing

To maintain the open and porous nature of SRP's overall landscape while preventing unwanted use, we encourage you to post signage that gives people the "right to pass by permission." This is a first defense against prescriptive easements and trespassing. A prescriptive easement gives the public the right to use private property based on longstanding "adverse use," which can arise when people pass through a property without permission, but the owner does not prevent it. Contact SRE before you design and commission right-to-pass signage. We will advise you on the approved language, location and posting requirements, and process for posting the signs.

## Surrender

As a lease termination date approaches, there are a number of steps that we will take together to transition the property to a new ownership and/or occupant. Approximately 6 months prior to surrender, we will walk the property and premises with your designated representative to identify any items that must be addressed as a condition of surrender. Any new construction or exterior installation not officially approved by SRE is subject to restoration requirements at lessee's expense.

### Inspection Process

Prior to our inspection, submit the following (as applicable):

- Name, phone number, and company name of contractors, including utilities, along with respective account numbers
- Copies of all current service contracts covering building systems and common area services, last system inspection reports, and lists (including related costs) of all outstanding repair and replacement items recommended by those current contractors
- Forwarding information for your company (street address, phone number, contact, email)
- Keys, codes, and other security access information

- Building plans and other documents that illustrate alterations made during the term
- Pro-rated estimate on property taxes with supporting documentation
- Preferred format of deposit refund
- Recorded notice of lease termination
- [Close-out hazardous material permits](#)

#### **Hazardous Materials Facility Closure**

When a lessee or tenant vacates its premises, closure actions must be coordinated with the applicable government agencies and with SRE. If you are no longer using equipment such as tanks, sumps, conveyance pipelines, etc., we request these items be removed from the property once SRE approves the associated removal. Any reported spills or releases may require additional

## **IV. Prohibitions**

#### **Drones**

Launching, landing, or operating a remotely operated aircraft (aka unmanned flying vehicle (UFV)), including a rocket, weather balloon, model aircraft, drone, or unmanned aircraft systems (UAS) from or on lands within the boundaries of SRP is prohibited.

#### **Matadero Creek Restrictions**

Human use of the creek corridor is prohibited. All trash and materials must be disposed of properly.

#### **Mobile Fueling**

Mobile fueling services are prohibited within SRP at any time except for diesel generator re-fueling.

#### **Pest and Wildlife Control**

No feeding or nurturing of feral animals or other wildlife is permitted. Feral cat feeding stations or support structures are prohibited throughout SRP.

#### **Pesticides & Rodenticides**

Pyrethrins, Imidacloprid, Fipronil must be used with caution. The following pesticides are prohibited within SRP: Metaldehyde, Disulfoton, Carbaryl, Malathion, Pyrethroids (Bifenthrin,

investigations that may lead to testing of building components, soil, and groundwater, and possible remediation. Notifications regarding, and copies of, closure plans and reports for decommissioning facilities (e.g., plating shops, maintenance shops, labs, storage facilities, etc.) must be provided to SRE 6 months prior to initiating closure activities. We may send a representative to be present during these activities. Immediately before surrender, we will revisit the building with a representative from your company to sign off on the items that were required as a condition of surrender. Refer to the County of Santa Clara's [Hazardous Materials Compliance Division](#) for information about closure.

Cypermethrin, Cyfluthrin, Permethryn). Use of rodenticides is prohibited. To reduce abundance of small mammal pests, trap animals and dispose of them according to environmental regulatory guidelines. Secure trash to avoid attracting pests.

#### **Tier II Hazardous Substances**

Refer to the City of Palo Alto's ordinance that prohibits certain chemicals within 300 feet of residential, day care, and other sensitive receptor uses.

Contact the Stanford Real Estate Team at [StanfordResearchPark@stanford.edu](mailto:StanfordResearchPark@stanford.edu) with any questions.