

TOWN OF HILLSBOROUGH

SAN MATEO COUNTY

Planning Office
650/375-7411
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1600 Floribunda Avenue
Hillsborough
California 94010

APPEAL PROCEDURE

Updated June 2009

The Architecture and Design Review Board is advisory to the City Council. However, once the Board makes a decision, it automatically becomes final unless the decision is appealed to the City Council, in writing, within fifteen (15) days after the Board's decision.

The applicant (property owner) or any other interested party may file an appeal. To file an appeal, submit a letter of appeal to the City Council (c/o the City Planner, 1600 Floribunda Avenue, Hillsborough, CA 94010). The letter must include:

1. The appellant's name, telephone number and mailing address;
2. The address of the subject property;
3. A clear and detailed statement of what, specifically, you are appealing and why; and,
4. The required filing fee is \$2,301.

Once an appeal is filed, the public hearing will be scheduled for the next available City Council meeting, based on the time required for the legal noticing and City Council packet preparation. The City Council typically meets the second Monday of each month. The City Planner will notify the appellants and/or the property owner of the date. The appellant will receive instructions on preparing the public notices required for the City Council's consideration of the appeal.

Public Notices: The Planning Office will provide a "Public Notice", mailing list, and instructions for preparing the notices and mailings. The appellant will be required to follow the procedures described in the instructions and meet certain deadlines, just as the applicant did with the original submittal of the project. Failure to accurately complete the requirements by the stated deadlines will result in a determination of incompleteness and invalidation of the appeal.

If you have any questions, please call the Planning Office, 375-7411.