

TOWN OF HILLSBOROUGH
SAN MATEO COUNTY

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

**REQUESTING AN EXTENSION
OF AN ADRB APPROVAL**

June 2009

The Architecture and Design Review Board may consider a request for a one-year extension of time. The extension must be filed **prior to** the expiration of ADRB approval. To request an extension, submit a letter of request to the Planning Office. The letter should include:

1. The property owner's name, telephone number and mailing address;
2. The address of the subject property (if different from above);
3. The signature of the property owner authorizing the application for extension;
4. A clear statement of why the extension is necessary; and
5. The required filing fee of \$419.00 (payable to the Town of Hillsborough).

An application for extension is considered at a public hearing and requires the mailing of public notices. The Planning staff will provide a "Public Notice", mailing list, and instructions for preparing the notices and mailings.

To ensure that your application can be accepted for the ADRB agenda you request, submit your letter of request prior to the FINAL Filing Deadline (please refer to the Architecture and Design Review Board Meeting Schedule and Filing Deadlines).

If you have any questions, please call the Planning Office, 650/375-7411.