

**TOWN OF HILLSBOROUGH**  
SAN MATEO COUNTY

Planning Office  
650/375-7411  
Fax 650/375-7415



1600 Floribunda Avenue  
Hillsborough  
California 94010

**Design Review of Fences, Walls, Entry Gates,  
Columns and/or Light Posts along the street**

July 2010

**Design Approval Required:**

Design Review Approval is required before submitting an application for a Building Permit (which is also required) for the following:

- All fences, walls, columns and gates (regardless of height) that are along or within the street setback(s) of a property (typically the front 25 or 30 feet of the lot along the street); and,
- All fences and walls over six feet in height (regardless of location).

The Administrative Design Review process typically take 2-3 weeks to complete, unless revisions to the project proposal are required to meet minimum requirements of the Hillsborough Municipal Code.

**Public Notification:**

Projects reviewed administratively require public notification to all adjacent property owners (as provided by the Building and Planning Department), which are those properties contiguous to the subject property (including properties separated by public rights-of-way)\*. Public notices provided by the Building and Planning Department must be mailed by the applicant fifteen days ***prior to*** application submission.

A standard public notice, which must be completed with proposal details, has been attached in addition to the Affidavit of Mailing, both of which must be submitted with the application as proof of completed public notification. Please include a copy of the address labels used. Please contact Nancy Akin for public notice labels for properties adjacent to your project site. She can be reached via email at [nakin@hillsborough.net](mailto:nakin@hillsborough.net) or (650) 375-7411.

*\* Please note that if your project is determined (by the Planning Director) to have little or no negative visual effect, the public notice requirement may be waived, according to HMC Section 2.12.070(A)(2).*

**Building Permit Required:**

All other fences, walls, gates and columns require only a Building Permit prior to installation, unless they are part of a larger project. For Building Permits, submit three sets of construction drawings (including a site plan and footing details) to the Building Department. Fees are based on valuation.

## **Guidelines and Standards**

### **Design Guidelines:**

- Front fencing and gates are considered to be the “front door” to the community; as a result, these applications are reviewed in detail and are expected to meet high standards of design.
- Most successful are simple designs that are compatible with (but do not necessarily match) those in the neighborhood that are well-designed.

### **Maximum Height:**

- The fence height most often approved is six feet (including the light fixtures, if they are mounted on top of posts).
- The maximum height permitted by ordinance is eight feet. For fencing, gates and/or columns along the street, this eight-foot height is measured from the surface of the street, or from the ground at the front property line, whichever is higher. In other words, if a driveway slopes up from the street, the height of the fencing may not exceed eight feet from the ground at the front property line.

### **Driveway Gates:**

- Driveway gates must be set back at least 15 feet from the street to allow a vehicle to pull safely off the street in front of the gate. In some instances, additional space may be required.
- The minimum width of driveways (space between the posts, columns, etc.) is 14 feet.

### **Location:**

- The Municipal Code prohibits private construction in the public right-of-way without prior approval from the City Council; therefore, all fences, walls and posts should be installed within the private property boundaries.
- All plans must accurately document the location of the property line in relation to the proposed fencing; the location of neighboring fencing is not necessarily an accurate representation of the property line.

### **Design of Fencing Along a Street:**

- Fencing design should be compatible with well-designed fencing in the neighborhood.
- If the house is visible from the street, the scale, materials and quality of design of the fencing should also be compatible with those of the house.
- Fencing should be screened with landscaping—locate the landscaping between the street (or parking strip) and the fence.
- To reduce visual clutter, incorporate house numbers (min. 4” high) and mailbox (if it is approved by the U.S. Post Office) into the design and provide details in your plans.

- Be sure to provide a clear line-of-sight for exiting driveways; consult the Public Works Department to be sure you will be able to meet the minimum sight distance requirements.

**Cyclone Fencing:** If cyclone fencing is used, it should have a vinyl coating (black or green). Please specify the color on the plans.

**Wrought Iron Fencing and Gates:** Keep the designs simple. Gold-tipped spear features are not permitted.

**Lights and Light Fixtures:**

- No more than two posts along each street frontage should have light fixtures.
- Fixtures should have a maximum of 60 watts and be identified as such on the plans.
- Address numerals should not be internally illuminated.
- Face-mounted light fixtures, rather than top-mounted, are preferred.

**Parking Strip:**

Whenever work is done in the public right-of-way, the Code requires installation of a parking strip if none already exists. The ADRB often expects the development of a parking strip as part of the project, even if it isn't required by the Code. See attached handout for specifications.

# **Fences, Walls, Entry Gates, Columns and/or Light Posts**

## **Application Requirements**

Only complete applications can be accepted. Included here are the minimum requirements for most applications; however, each project is different. Rely on your professional judgment and expertise to ensure that your project is adequately and accurately described in your plans. If you have questions, call the Planning Office, 375-7411. Use whatever scale you believe is necessary for legibility.

A complete application will contain the following items:

1. **Application**: The attached application form, completely filled out and signed (original signature, not a fax) by the current property owner.
2. **Plans**: Two sets of full-size plans (standard sheet size is 24" x 36"; larger plans will not be accepted). Plans must be collated, stapled, folded, and addressed on the outside as indicated in the attached handout. Each plan page shall contain the property address, date of the plans, and the name, address and phone number of the person who prepared the plans. Each plan set should include:
  - A. **Location Map**: On the first page of your plans, show the project site in relation to neighboring properties. Show addresses of properties, names of streets, landmarks, etc. See example on page 6.
  - B. **Site Plan**: Drawn to scale (with scale noted) and fully dimensioned (include dimensions of driveway width, location of key features from property line or other landmark, such as the edge of pavement, back of curb, etc.).
    - ❑ Property lines and easements (if any) must be clearly and accurately indicated.
    - ❑ Show relative location of the street, adjoining lots, key features (existing posts, trees, mailbox, etc.).
    - ❑ Show the proposed locations (with dimensions) and sizes of fencing, posts, etc.
    - ❑ Include specifics (materials, finishes, colors, etc.) on all proposed hardscape.
    - ❑ Include details such as the swings on gates, location of keypads, etc.
    - ❑ For proposals along streets, clearly show the property lines, curb, gutter, and parking strip. Dimension these elements and indicate whether they are existing or new.
  - C. **Elevations**:
    - ❑ For fencing along street frontages, dimensioned elevations of the full length of the proposed fencing are required.
    - ❑ For fences along a common property line, only a representative section is required.
    - ❑ Show a typical section at a larger scale for detail, if necessary.
    - ❑ Show the relationship between the fencing and the actual site grade.
    - ❑ Height dimensions from the ground and from the street grade must be provided for all columns, gates, and fencing along a street.
    - ❑ Specify finishes and colors.

D. **Details:**

- ❑ Provide sufficient detail, such as the sizes and shapes of the horizontal and vertical members and other design features.
- ❑ Wrought Iron: indicate sizes, shapes, spacing and color (flat black, glossy black, verde gris, etc.).
- ❑ Columns: provide information regarding the cap detail, etc. If the column contains a mailbox, include it and the house numerals (min. 4" in height) in elevation.
- ❑ Show architectural light fixtures (low-level landscape lighting need not be shown): draw the fixture to scale and attach a manufacturer's cut sheet to each plan set; the cut sheet must specify the dimensions, finish and maximum wattage (no more than 60 watts) of the fixture.

E. **Landscaping:**

- ❑ Show existing landscaping (to remain and to be removed), with sizes (show actual, rather than stylized, canopies for trees) and species indicated.
- ❑ For new plant material, include species (botanical and common names), sizes rates of growth (fast, medium, slow), spacing, and total numbers for each plant material.
- ❑ Trees – For all trees (12" in diameter or greater) to be removed and for all existing pine trees within the public right-of-way and front setback area, provide an arborist report and incorporate the recommendations into the plan. Provide a copy of the arborist report with each plan set.

3. **Photos:** To each set of plans, attach one set of photos showing the proposed location of the fencing and/or posts. Snapshots and color photocopies are acceptable; Polaroid photos are not. Attach a photo key if there will be any question as to the location from which each photo was taken.
4. **Samples:** If you are proposing to use any unique or special materials or colors, provide a materials/sample board (no larger than 8.5" x 11").
5. **Fee:** The fee for an application for only gates and/or columns (not including fencing along a street) is \$387. The fee for an application for fencing along a street, whether or not it includes gates and/or columns, is \$415. If more than one preliminary staff review is required, or if there is a required revision, additional fees will be charged to cover the Town's costs.
6. **Public Notification:** A complete public notification packet including: Affidavit of Mailing, Public Notice and Notification Labels.
7. **Electronic files of application materials and drawings.**

When the plans and the application form are complete, submit the application package, along with the filing fee, to the Planning Office for review.

**Design Review of Fences, Walls, Entry Gates, Columns and/or  
Light Posts along the street**  
Application Form

*(Please Type or Print Legibly)*

**Address of Site:** \_\_\_\_\_

**Authorization of property owner(s):** In signing this application, I/we, as property owner(s) have full legal capacity to, and hereby do, authorize the filing of this application. I/we understand that conditions of approval are binding. I/we agree to be bound by those conditions, subject only to the right to object at the hearing or during the appeal period.

Please circle:    Mr. and Mrs.       /       Mr.       /       Mrs.       /       Ms.       /       Dr.

Name(s): \_\_\_\_\_

Signature(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Street or P.O. Box) (City, State and Zip Code)

Email Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Fax: \_\_\_\_\_

**ARCHITECT/DESIGNER:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Street or P.O. Box) (City, State and Zip Code)

Phone Number(s): \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_ **BUSINESS LICENSE #:** \_\_\_\_\_

**WHO WILL COMPLETE THE MAILING OF PUBLIC NOTICES?** \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Fax: \_\_\_\_\_

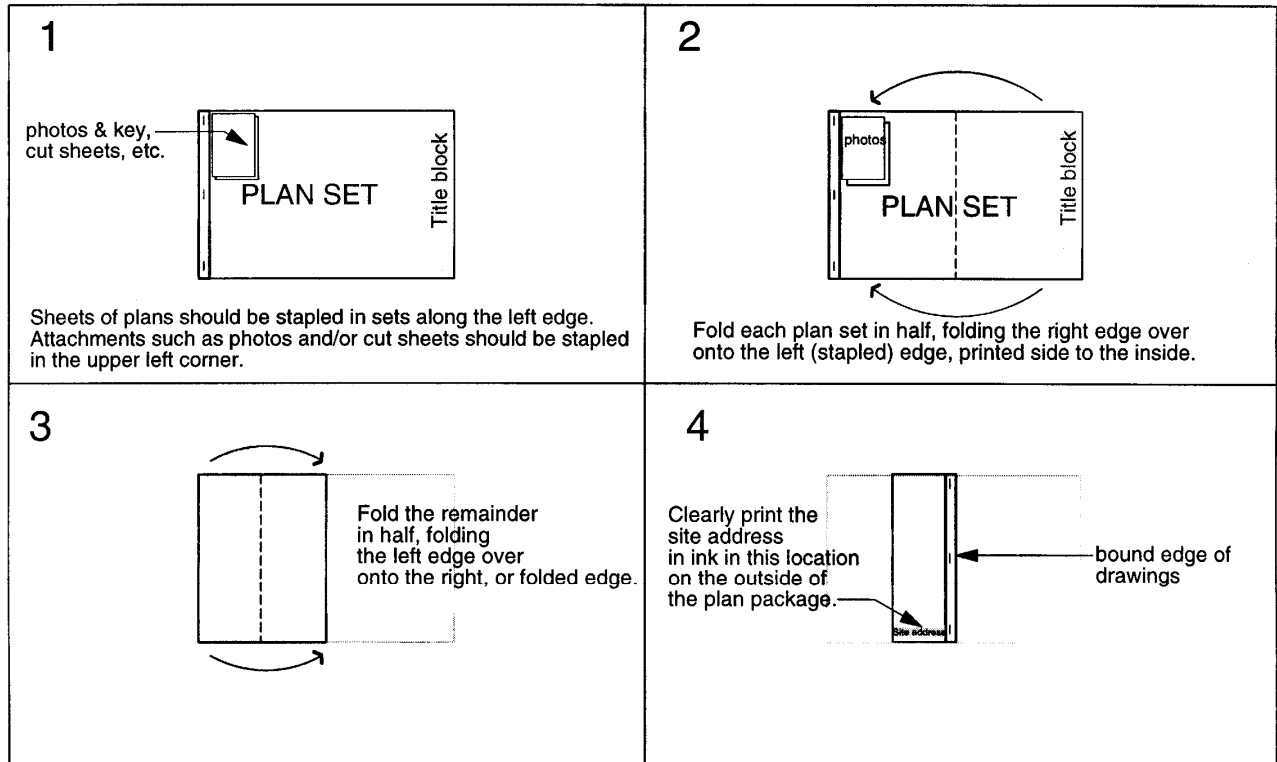
Email Address: \_\_\_\_\_

***Please check here if you would like to receive your public notice materials via email:***

☐

## Plan Folding Instructions

All plans shall be folded and addressed on the outside in the following manner:

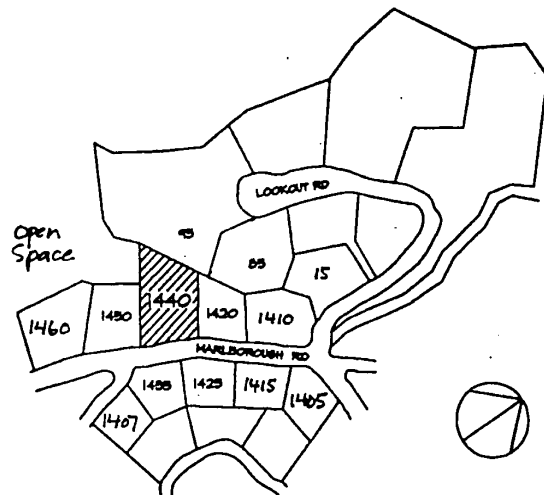


For reduced plans:

1. Staple photos, cut sheets and other attachments in the upper left corner.
2. Fold the plan sets in half, either way, depending on the orientation.
3. Clearly print the site address on the outside, as in Step #4, above.
4. Plan sets should open like a book, from right to left.

## Sample Location Map

This is an example of a location map which must be on the first page of each plan set. Show the project site relative to nearby properties and streets. Include the addresses of all adjacent (including to the back and across the street) properties. If a pre-printed map is used, be sure that the entire street name is included for all adjacent streets. The location map should be oriented on the page in the same manner as the project site plan.



# TOWN OF HILLSBOROUGH

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650/375-7411  
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1600 Floribunda Ave.  
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California 94010

## Administrative Review Public Notice Procedures August 2008

1. Attached for your use are:
  - A standard "Public Notice" to be completed for your project;
  - A mailing list of the adjacent property owners who are required to receive the "Public Notice"; and,
  - An "Affidavit of Mailing".
2. Prepare stamped (not metered), plain business-size (4 1/8" x 9 1/2") envelopes addressed to all property owners on the mailing list. Include the Assessor's Parcel Number and the property owner's name and address exactly as they appear on the mailing list. You may photocopy the list onto labels; or, onto a sheet of paper and cut out, and carefully tape the addresses onto the envelopes. **Be sure that foreign addresses have sufficient postage.** Each envelope must have:
  - The following return address:

**Town of Hillsborough  
Building Planning  
1600 Floribunda Avenue  
Hillsborough, CA 94010-6498**
  - Print clearly on the front, lower left corner: **"Official Public Notice"**

**Note:** Rubber stamps for both of these items are available for your use at the counter in the Planning Office.

***See Example, other side of this page.***
3. Photocopy an adequate number of copies of the "Public Notice" for all the property owners on the mailing list. Fold and insert one into each prepared envelope. Seal the envelopes.
4. Mail the completed "Public Notices" so as to ensure a postmark by no later than fifteen days prior to the target submittal date. Administrative Review projects require a minimum fifteen (15) day public review period. Complete the "Affidavit of Mailing", attach to it a copy of the "Public Notice" and a copy of the mailing list you used. Transmit it to the Planning Office with project plans after the 15-day noticing period has ended.

**No exceptions can be made** to these procedures or deadlines, due to the legal requirements for the neighborhood to receive a full 15-day notice. If you have a question or problem with these instructions, please contact staff at (650) 375-7411.

Failure to complete these requirements properly and on time must, legally, result in the postponement of the project's review.



## EXAMPLE OF PREPARED MAILING ENVELOPE FOR PUBLIC NOTICES

Tips for mailings:

- Utilize business-size (4 1/8 -inch by 9 1/2-inch)
- Apply the correct postage for the address
- Be aware of additional postage requirements for foreign addresses
- Postage rates can be obtained online at <http://www.usps.com/> (United States Postal Service Website)

Town of Hillsborough  
Building & Planning  
1600 Floribunda Avenue  
Hillsborough, CA 94010

STAMP

APN: 032-260-220  
Hillsborough City School District  
300 El Cerrito Avenue  
Hillsborough, CA 94010

**OFFICIAL  
PUBLIC NOTICE**

# TOWN OF HILLSBOROUGH

Planning Office  
650/375-7411  
Fax 650/375-7415



1600 Floribunda Avenue  
Hillsborough  
California, 94010

## NOTICE OF APPLICATION Administrative Design Review

### Town of Hillsborough Planning Department

The owner(s) of the property at \_\_\_\_\_ has submitted / will be submitting  
(Project Address)  
an application to the Hillsborough Planning Department, including plans dated \_\_\_\_\_  
and prepared by \_\_\_\_\_ for the following project:  
(Architect / Designer Name or Firm)

[Enter project description including square footage of addition, location of addition and FAR percentage proposed, date of plans and any revisions].

### Public Comment/Viewing Period (15 days from date of postmark):

Comments may be submitted to the Applicant or Planning Department until: \_\_\_\_\_

Owner name / contact information: \_\_\_\_\_

Architect / Designer name / contact information: \_\_\_\_\_

Target date of application submission: \_\_\_\_\_

If you would like to submit a letter to Planning Staff regarding the application or have any questions, please contact the Planning Department at:

Town of Hillsborough  
Building & Planning Department  
1600 Floribunda Avenue  
Hillsborough, CA 94010

Phone: (650) 375-7411 ~ Fax: (650) 375-7415

A 15-day appeal period follows the approval for this project in which any person may submit an appeal to the City Council. Instructions for filing appeals are available in the Planning Office.



**TOWN OF HILLSBOROUGH**  
**Administrative Review Public Notice**  
**AFFIDAVIT OF MAILING**

I am over the age of eighteen (18) years, and, on \_\_\_\_\_  
(date), I mailed the Town of Hillsborough Administrative Review Public Notice, a  
copy of which is attached, to all the addresses set forth in the attached list,  
consisting of \_\_\_\_\_ (number) pages, by placing a true copy thereof in a  
sealed envelope and depositing it in an official depository under the exclusive  
care and custody of the United States Postal Service,  
\_\_\_\_\_(city, county, state),  
addressed in the same manner as reflected on the attached mailing list.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Attach: Copy of the "Public Notice"  
Copy of the Mailing List that was used  
Reduced set of plans (8 ½ x 11)