# TOWN OF HILLSBOROUGH

SAN MATEO COUNTY

Planning Office
650/375-7422
Fax: 650/375-7415

1600 Floribunda Avenue
Hillsborough
California 94010

## Projects Referred to the City Council

Including Houses 8,000 Square Feet and Larger

Planning staff will provide you with key information, including the City Council meeting date, the date by which materials need to be submitted, and information regarding preparing the public notices. Please provide the following:

1. Ten (10) copies of the project plans (the exact same plans which the ADRB considered), folded and addressed on the outside, as was originally required. The City Council prefers reduced plans, preferably 12" x 15", if they are clearly legible at that size. Stapled to each plan set should be:

   A. A copy of the ADRB application (the "General Data" sheets);
   B. A set of the site photos and photo key; and,
   C. All of the cut sheets, correspondence, etc., which were provided to the ADRB by the applicant.

   Be sure that the plans include a list, by size and species, of all trees twelve (12) inches or greater to be removed, plus any replacement trees which are proposed.

2. Story pole/staking diagrams: Attach to each plan set a reduced site plan indicating the location and heights of story poles and location of stakes, if any.

3. A colored front elevation or perspective rendering suitable for display at the Council meeting – bring this to the meeting; do not submit it to the Planning Office.

4. The City Planner may require plans in a pdf file or other electronic file format for use in the public hearing.

### City Council Site Visit

The City Council (as a group) typically conducts a site visit immediately preceding the City Council meeting. The property owner(s) and/or the project representative should be present for the visit. It is a good idea to have a set of full size plans and the colored elevation at the site visit. Be sure that the site is accessible to the City Council and that the address is visible.

Contact the City Clerk's Office, 375-7400, during the week prior to the City Council meeting to verify the scheduled date and time of the site visit. For the site visit, the City Council requires story poles, trees to be removed marked with construction tape, and new driveway cuts to be staked.

*Please note:* The Planning Office does not publish, or influence the placement of items on the City Council meeting agenda. To request copies of the City Council's Agenda or staff reports, please contact the City Clerk's Office, 375-7400.