TOWN OF HILLSBOROUGH

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

1600 Floribunda Avenue
Hillsborough
California 94010

Revised May 8, 2006

STANDARD CONDITIONS OF APPROVAL

for projects approved by the City Council, the Architecture and Design Review Board, and the Planning Department staff

This application has been approved, subject to compliance with these conditions, and satisfactorily meeting the requirements, codes and ordinances of the Town of Hillsborough. A final sign-off on the project (or a Certificate of Occupancy) will not be granted until the project has been inspected for compliance with these conditions and requirements. Where applicable, compliance with these conditions shall be reflected on the plans submitted for permit(s).

Note: The property owner shall sign on the last page to acknowledge these conditions, and the acknowledgement shall be submitted with the Building Permit application.

Permits Required

1. Before beginning work on the project, all necessary permits (such as Demolition, Building, Electrical, Mechanical and Plumbing) must be secured from the Building Department. Separate Permits are required for landscape installation, pools, retaining walls, and certain large tree removals.

2. An Encroachment Permit must be obtained for all work within the Town's right-of-way, including but not limited to landscaping, parking strips, driveways, curbs and gutters, and for work on Town utilities including water, sewer and storm drain piping (Hillsborough Municipal Code (HMC) Section (§) 12.24.010 and §13.32.030).

3. A Grading/Hauling Permit must be obtained for a project with a combined amount of cut and fill exceeding 50 cubic yards of material (HMC §15.24.030). Additionally, City Council approval is required whenever soil-haul to or from the site exceeds 1500 cubic yards (HMC §5.24.070). Projects and/or permits requiring City Council approval due to soil-haul exceeding 1500 cubic yards shall also be subject to environmental review (HMC §15.24.040). The environmental review process generally requires approximately three to nine months to complete and must occur prior to City Council approval. See the City Engineer's Grading/Hauling Application form for additional information. Grading is not permitted between October 15th and April 15th without approval from the City Engineer.

Plan Requirements

4. Site development, including landscaping, shall conform to the approved plans. No significant changes shall be made to the approved plans without Planning Department approval and revisions to the permit(s).

5. Where applicable, plans submitted for a Building Permit shall fully document (on the actual plans) the lot size, structural coverage and floor area (FAR) calculations. The permit plans shall fully document the construction details sufficient to demonstrate that all areas of the house which are not counted as floor area in the FAR calculations on file with the Planning Department will not be constructed as floor area. For example, attic spaces with sloped ceilings which are not included in the FAR calculations shall be detailed and constructed such that the floor-to-ceiling height is less than five feet and basement areas which are not included in the FAR calculations shall be detailed and constructed such that the floor-to-ceiling height is less than six feet (see HMC §17.32.020). Floor area which is not identified in the FAR calculations shall not be permitted.

6. The plans submitted for permit shall address truck traffic issues regarding noise, dust and vehicular and pedestrian safety; the storage of construction materials; clean-up areas; the placement of sanitary and construction facilities; and parking areas for construction vehicles and construction personnel to comply with HMC Chapter 15.26, Construction Management.

Recycling and Waste Reduction

7. Before any demolition and/or construction work is initiated, and before a Demolition or Building Permit is issued, a waste reduction plan shall be submitted to the Building Department for review and approval by the Town's Recycling Coordinator (HMC §15.18.020). The plan shall include, but not be limited to, details on types of materials to be recycled, how they will be transported, and to what facility they will be taken for recycling. A waste reduction plan packet that includes resource lists and specific recycling requirements is available at the Building Department counter. The Town's Recycling Coordinator is available to provide information and assistance on all aspects of compliance with Town recycling requirements, including the location of recycling facilities and their services. Violation of recycling requirements shall subject the violator to a penalty of up to ten times the Building or Demolition Permit fee (HMC §15.18.040).

8. Reusable items and materials shall be removed before demolition; mixed debris shall be taken to a mixed-debris recycling facility having a franchise agreement with the Town of Hillsborough, and like materials (e.g., scrap wood, metal, glass) shall be kept clean and separated for recycling. Use of debris box service shall be limited to those with franchise agreements with the Town (HMC Chapter 8.12).

Tree Protection

9. An arborist report and tree protection plan shall be submitted to the Building Department to ensure the survival of all trees that are designated "to remain" on the approved plans and which are subject to damage by construction activities and equipment and/or the storage of materials (HMC Chapter 14.04). Please see the attached sheet, Tree Protection for Construction Sites, for further information.

10. Tree protection measures identified in the tree protection plan must remain in place and adequately ensure the protection throughout the construction process; violation of this requirement shall result in a "Stop Work" order issued to the job site and may result in penalties including requirements for tree restoration and/or replacement subject to the direction of the City Engineer (HMC §14.04.06).

11. Trees to be installed within the public right-of-way shall be installed a minimum of seven (7) feet behind the back of existing curb and gutter. Trees planted in the right-of-way shall be installed with root shields/barriers. All work within the right-of-way shall require an Encroachment Permit from Public Works (HMC §21.24.010).

12. Any existing tree within an existing public utility easement where utilities exist shall be removed and replaced outside the easement area. No new trees shall be planted within easements where utilities exist.

Erosion and Sediment Control

13. Developers/owners/ builders of projects that disturb one acre or more of land area are required to show clearly on the plans the area of land disturbance. The applicant shall also demonstrate proof of permit coverage from the State Water Resource Control Board under the State Construction Activity Stormwater General Permit, consistent with the Town's National Pollution Discharge Elimination System (NPDES) permit, prior to obtaining a Grading Permit for the site (HMC §15.24.120). For more information please go to the *State Water Resource Control Board's* website at: ***http://www.swrcb.ca.gov/stormwtr/docs/finalconstpermit.pdf***

14. Regardless of project size, an erosion and sediment control plan shall be submitted for review and approval in conjunction with the plans for Building Permit (HMC Chapter 15.24). The erosion control plan shall be in compliance with the Town's Storm Water Pollution Prevention Program (STOPPP) including but not limited to perimeter erosion control, slope protection, dust control, street sweeping, storm drain inlet protection, concrete handling and disposal, and stockpile sediment control.

15. The approved erosion control plan shall be implemented continually for the duration of the project until landscaping or ground cover is installed and established**.**

16. All project contractors and the property owner(s) shall comply with NPDES Best Management Practices (BMPs) to prevent contaminated or non-storm water discharge into the storm drain system (HMC §13.50.040 and §13.50.120). General guidance for selecting and implementing BMPs can be found at: **http://www.cabmphandbooks.com/Construction.asp**

17. Failure to comply with the approved construction BMPs will result in the issuance of correction notices, citations and/or a project "Stop Work" order. Fee schedules have been established for additional inspections and for "Stop Works" (HMC §13.50.150 and §13.50.180).

Landscaping Installation and Maintenance

18. For new houses, landscaping shall be installed within 6 months of the date of issuance of a Certificate of Occupancy. Provided, however, that the applicant shall obtain a final inspection within one (1) year of the sheetrock nailing inspection (HMC §17.56.090(A)).

19. For additions and remodels, all new landscaping indicated on the plans (or required by condition) shall be installed and have received the final inspection prior to securing a final inspection from the Building Department on the house (HMC §17.56.090(B)).

20. All landscaping shall be installed in compliance with the Town's National Pollution Discharge Elimination System (NPDES) permit (HMC §13.50.120 and §15.24.120).

21. All landscaping shall be properly installed, using soil amendments and other techniques to ensure successful growth, and shall be properly maintained in good health (or replaced) for a period of at least 90 days (HMC §8.16.035 and §13.50.010).

Lighting and Street Numbers

22. Exterior lights (including those on façades, walkways, pilasters, porches, etc.) shall be installed in such a manner that there shall be no illumination on adjacent properties, streets, or the sky.

23. The house address shall be clearly delineated with numerals at least 4 inches in height that contrast with their background and are visible from the street. These numerals shall be at the street, rather than on the face of the house.

Driveways

24. Unless otherwise approved by the Fire Department, all new or reconfigured driveways shall have a minimum width of fourteen (14) feet (HMC §12.12.050(E)), with a maximum slope of 16%, except that the first fifteen (15) feet shall have a slope no greater than 5%. Please also see the Fire Department Requirements listed below.

25. All new driveway cuts are subject to the approval of the City Engineer and plans shall demonstrate optimum site distance for each location proposed.

Curbs, Gutters and Parking Strips

26. Curbs, gutters, driveway approaches, and parking strips shall be installed or repaired/replaced to Town standards, as required by the City Engineer, prior to the Building Department's final sign-off on the construction project (HMC §12.04.120 and §12.24.070). Please see the attached sheet regarding parking strips.

Grading, Drainage and Utilities

27. Grading, Drainage and Utility plans shall be submitted with the first submittal of plans for plan check to the Building Department, if applicable (see HMC Chapter 15.24). Delays will result if these plans are not submitted with the initial submittal.

28. Grading plans shall include the total area of land disturbance (in square feet) clearly delineated on the plans, total cut/fill/import/export quantities in cubic yards, and total impermeable areas in square feet (structural and hardscape). All quantities shall be shown in tabular form on grading plans (HMC §15.24.040).

29. Positive measures shall be taken during the design of projects that contain basement excavations to prohibit draining/pumping of the ground water after construction is completed. If sub-foundation drains are used they shall not drain any water below the normal high water mark for ground water aquifers/springs. The Geotechnical Engineer of record shall determine the normal high water mark for the project, using defendable engineering methods, and design the project to withstand both lateral earth pressures and

hydrostatic pressures. The applicant shall submit plans for dewatering during construction if needed (the plan shall include all discharge locations, methods, and details).

30. All storm water collected from impervious surfaces, including but not limited to roofs, patios/decks and driveways, shall drain to an approved drainage system after filtration / detention through landscaping features where feasible. All roof leaders shall be directed to landscape features prior to being collected in closed conduits which lead to an approved facility. No collected water shall be allowed to drain onto any adjoining property, unless there is an approved easement and an approved drainage facility (HMC §13.50.040).

31. All projects that increase the onsite imperviousness (structural and hardscape) by more than or equal to 1,000 square feet shall be required to detain the difference between the existing and proposed runoff quantities for the site as a whole using the Town's criteria for calculating runoff.

32. All utilities to, and within, the project shall be placed underground. All public utilities shall be located and provided within public utility easements and sized to meet Town and utility company standards. If the City Engineer determines that installation of a new water main or hydrant is required as a public improvement for fire suppression, these facilities should be installed before framing of the structure begins.

33. Pressure reducing and isolation valves shall be installed for all water services. Isolation valves shall be placed on the discharge side and within one foot of the water meter box (HMC §15.16.080(C)). Pressure reducing valves are required when the system pressure exceeds 80 psi and shall be located on the exterior wall of the structure and/or between the isolation valve and the structure. A backflow prevention device shall be installed between the meter and the isolation valve.

34. A water backflow prevention device and isolation valve shall be installed for all irrigation and fire suppression systems (HMC §15.16.085). A pressure-reducing valve may be necessary depending on the maximum operating pressure of the irrigation system.

35. Ultra-low-flush toilets, meeting the Town's requirements, shall be installed for all remodeled and/or new bathrooms.

36. If the addition, replacement or repair of a sewer lateral is required by the City Engineer, such improvements shall be installed prior to issuance of the Certificate of Occupancy (HMC §13.32.110).

37. Sanitary sewer lateral cleanouts shall be installed at the property line and within three feet of the building as required by the City Engineer and the Building Official (HMC §13.32.080). A sewer backflow prevention device is required on all sewer laterals, unless otherwise waived in writing by the Building Official. The Town's Backflow Protection Ordinance requires that at least two elements of backwater protection system be installed on all properties by January 2007, unless waived by the Building Official.

Pool, Spa, and Fountain Discharges

38. Pool (including swimming pools, hot tubs, spas and fountains) discharge drains shall not be connected directly to the storm drain system (HMC §13.50.010).

39. When draining is necessary, a hose or other temporary system shall be directed into a sanitary sewer cleanout. The cleanout shall be installed in a readily accessible area within 20 feet of the pool (HMC §13.50.010).

40. Pool water shall be de-chlorinated prior to discharging to the sanitary system (HMC §13.50.010).

Fire Department Requirements

41. Installation of an automatic fire sprinkler system is required for all new homes and accessory structures equipped with sleeping areas, cooking areas and/or bathrooms (HMC §15.20.090).

42. Installation of an automatic fire sprinkler is required for all additions and remodels (or combination thereof) that equal 1,500 sq. ft. or more (HMC §15.20.090(A)(2)).

43. Automatic fire sprinkler systems shall conform to the requirements of the National Fire Protection Association pamphlet #13D for residences. Automatic fire sprinkler contractors should call the Central County Fire Department Fire Prevention Bureau at 650/375-7421 for sprinkler requirements or to schedule a fire flow test (HMC §15.20.090(B)).

44. Every new structure or addition shall have an adequate supply of water for firefighting purposes; this water supply is termed “fire flow”. Fire flow shall be determined at a ratio of water to fire area (square footage per single parcel). Every new structure or addition shall have immediate access to fire hydrants. The number of fire hydrants required per property and their spacing is determined by the amount of required fire flow. Refer to Appendix III-A and III-B of the Uniform Fire Code to determine the fire flow for a given amount of square footage and the number of fire hydrants required (California Fire Code, Title 24 §903).

45. An all-weather road surface capable of supporting the weight of fire apparatus shall be in service prior to combustible materials being delivered to the construction site (California Fire Code, Title 24 §8703).

46. All hydrants shall have a 3-foot diameter clearance from all obstructions and 6-foot clear width to the street (California Fire Code, Title 24 §1001.7.2).

47. To maintain an effective firebreak, flammable vegetation and combustible growth shall be removed and cleared away. Fire-resistant landscaping is recommended. (See California Fire Code, Title 24 §1103.2.4)

48. New structures and additions shall be situated such that the furthest point of the entire building shall not exceed 150 feet from the public street (California Fire Code, Title 24 §902).

49. New structures and additions shall be situated such that the furthest point of the entire building shall not exceed 500 feet from the nearest public fire hydrant (California Fire Code, Title 24 Appendix III-B).

50. Roofing materials shall be Class “A” roof coverings as classified by the Uniform Building Code (HMC §15.20.100).

51. Chimneys used in conjunction with fireplaces, barbecues, or heating appliances in which solid fuel is used shall be provided with an approved spark arrestor. Portions of trees that extend within 10 feet of the outlet of any chimney must be removed. (See HMC § 15.20.080.)

52. Wood siding or wood decks are prohibited to any building constructed on a lot contiguous to Town Open Space if such building is located on a slope in excess of ten percent (10%) (HMC §15.20.120 and §15.20.130).

53. Wood siding or wood decks on existing structures shall be removed from any building on a lot contiguous to Town Open Space if such building is located on a slope in excess of ten percent (10%) before any exterior remodeling of such building or structure shall be permitted (HMC §15.20.120 and §15.20.130).

Floodplain Management Regulations - *these relate only to the following properties:*

50 & 99 **Baywood Ave.**;

100, 130,150, 170, 190, 194, 222, 230, 240, 250, 260, 310, 320, 330 & 340 **Bridge Rd.**;

10 & 20 **Creekwood Way**;

91, 96, 100, 760, 805, 807, 815, 891 & 893 **Crystal Springs Rd**.;

107, 109, 123 & 139 **De Sabla Rd.**;

125, 235, 245, 303, 325, 333, 401, 501, 515, 525, 545, 555, 565, 585, 595, 731, 739, 757, 763, 775 & 777 **El Cerrito Ave.**;
5 & 8 **Homs Ct.**;

15, 25, 30 & 35 **Laureldale Rd.**;

90 **Rockridge Rd.**;

300, 320 & 383 **Sierra Drive**; and,

200, 260 & 270 **Stonehedge Rd.**

54. Any proposed development in the area designated as “Special Flood Hazard Area” will require a Development Permit, which is a preliminary assessment of the project by the Flood Plain Administrator/Building Official, before an application is made for a Building Permit (HMC §15.44.030).

55. The Flood Plain Administrator/Building Official shall grant or deny Development Permits in accordance with the HMC Chapter 15.44.

Creek Protection

56. No structures shall be constructed or installed within twenty (20) feet from the top of bank of any water course.

Property Owner Acknowledgement

I am the owner of this property and, by signing this document, I acknowledge that I understand and agree to the terms of the Standard Conditions dated March 1, 2004.

_____ _____

Owner's Signature ***Date***

Print Owner's Name: _____

Property Address: _____

***Note*: This form must be signed and submitted as part of the Building Permit application.**

Attachments: Tree Protection for Construction Sites
Requirements for Parking Strips

TOWN OF HILLSBOROUGH

SAN MATEO COUNTY

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

1600 Floribunda Ave.
Hillsborough
California 94010

TREE PROTECTION FOR CONSTRUCTION SITES

The protection of trees is a high priority in the Town of Hillsborough. Tree protection measures are required *prior to* issuance of a Grading Permit or a Demolition Permit.

Steps for Tree Protection

1. Consult with an arborist about what measures must be taken to preserve and enhance the life of trees which are designated "to remain" on the site during and after the construction process. Have a report prepared by a licensed arborist.

2. Submit to the Building/Planning Department the arborist report, along with two (2) copies of a tree protection plan which incorporates the recommendations. The plan shall include:
   - The specific location of the trees, with the species identified and their actual canopies shown;
   - The location of the construction trailer, debris box(es), portable toilets (if any), worker/equipment parking areas (if any), and the staging areas for construction materials;
   - A list of the equipment (which is moved by having someone drive/operate it) which will be used for the job; and,
   - The locations of, and specifications for, the tree protection measures consistent with the arborist report.

   Note: For some jobs the installation of netting will **not** be a sufficient protection measure; construction fencing may be required to protect the roots of trees, especially if there will be heavy equipment on the site or if grading is involved.

3. When the report and tree protection plan have been approved, install the plan. **The approved plan shall be kept on the construction site at all times.**

4. Before work on the job may commence, or any Demolition, Grading, or Building Permit is issued, the tree protection measures must be installed and certified by a licensed arborist that the plan has been installed according to the report and the approved plan. To document the arborist's certification, a signed, stamped and dated letter from the arborist must be submitted to the Building Department; once the arborist certification is received, you may arrange for an inspection by the Town.

5. If at any time during the construction period the tree protection measures are found to have been jeopardized, the job will be stopped until steps #2 – 4 have been repeated, including remediation for any potential damage. If damage has occurred sufficient to endanger the life of a tree which was to have been protected, a public hearing to consider mitigation measures may be required.

TOWN OF HILLSBOROUGH

SAN MATEO COUNTY

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

1600 Floribunda Ave.
Hillsborough
California 94010

Requirements for Parking Strips

(the area immediately behind the curb)

Parking Strip Requirements: **Chapter 12.24.020 of the Hillsborough Municipal Code requires the installation of a 5-foot wide parking strip along the street frontage of the property whenever work is done within the public right-of-way; they are also required for all new houses and for all construction projects involving more than 50% of the living area of a house. The development of a parking strip meeting Town standards (see below), including dimensions and specifications for materials, should be included in the project site plan as part of all project applications.**

The exceptions to this requirement are:

1. If, due to existing topography, construction of a retaining wall greater than 18" high is required within the right-of-way to install the parking strip; or,
2. If the health of significant trees would be jeopardized as a result of the installation of a parking strip (an arborist report must be provided with each plan set as part of the project application).

Note: Exceptions to parking strip requirements must be granted in writing by the City Engineer ***prior to*** submitting an application for review by the Architecture and Design Review Board.

Parking Strip Standards: All work within the public right-of way requires an Encroachment Permit, which must be obtained from the Public Works Department (please call 375-7444 for further information). Town standards require that the parking strip is constructed of a material which can be compacted to 95% relative compaction. Among the acceptable materials are:

- Asphalt (2" AC, 4" AB)
- Textured Asphalt (2" AC, 4"AB)
- Brick (sand or lean mortar bedding)
- Interlocking Pavers (sand bedding)

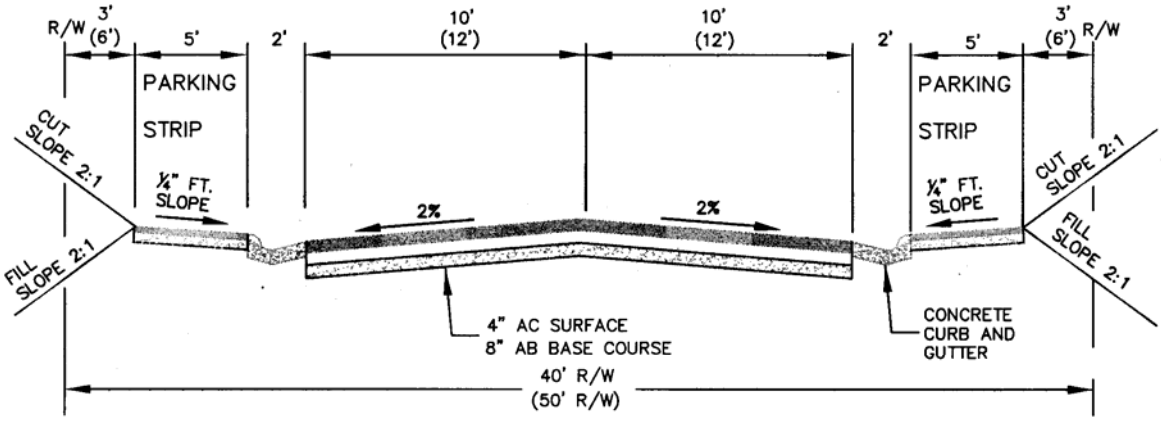
"Grass-crete" and other products which, when installed, resemble lawn are not acceptable as a parking strip material within the public street because they result in a surface which does not look like it provides for vehicles. The use of concrete, aggregate base, pea gravel or other loose gravel materials at the parking strip is prohibited.

The 5-foot wide parking strip shall have a 2" x 6" redwood header along the back edge and shall be constructed with a two percent (2%) cross-slope towards the curb and gutter. Typical right-of-way sections are provided on the reverse of this page.

Hillsborough Municipal Code Chapter 12.16.010 specifies that the property owner is responsible for the maintenance and repair of frontage improvements up to, and including, the curb and gutter.

(over)

TOWN OF HILLSBOROUGH
STANDARD DETAILS



CHAPTER 12.24.020 OF THE HILLSBOROUGH MUNICIPAL CODE REQUIRES THE INSTALLATION OF A 5-FOOT WIDE PARKING STRIP ALONG THE STREET FRONTAGE OF THE PROPERTY WHENEVER WORK IS DONE WITHIN THE PUBLIC RIGHT-OF-WAY OR WHEN A BUILDING PERMIT IS ISSUED INVOLVING MORE THAN 50% OF A DWELLING.

THE PARKING STRIP SHALL HAVE A 2"X6" REDWOOD OR PRESSURE TREATED HEADER ALONG THE BACK EDGE AND SHALL BE CONSTRUCTED WITH A TWO PERCENT (2%) CROSS-SLOPE TOWARDS THE CURB AND GUTTER. TOWN STANDARDS REQUIRE THE PARKING STRIP TO BE CONSTRUCTED WITH A BASE MATERIAL, WHICH CAN BE COMPACTED TO 95% RELATIVE COMPACTION. AMONG THE ACCEPTABLE MATERIALS ARE:

- ASPHALT (2"AC, 4"AB)
- TEXTURED ASPHALT (2"AC, 4"AB)
- INTERLOCKING PAVERS (SAND BEDDING)

CONCRETE, AGGREGATE BASE OR PEA GRAVEL IS NOT ALLOWED AS THE FINISHED SURFACE.

PLEASE BE INFORMED THAT HILLSBOROUGH MUNICIPAL CODE CHAPTER 12.16.010 REQUIRES THE PROPERTY OWNER TO BE RESPONSIBLE FOR THE MAINTENANCE AND REPAIR OF FRONTAGE IMPROVEMENTS UP TO AND INCLUDING THE CURB AND GUTTER.

NOTE: ALL WORK WITHIN THE PUBLIC RIGHT-OF-WAY REQUIRES AN ENCROACHMENT PERMIT. THE APPLICATION AND PERMIT MAY BE OBTAINED FROM THE BUILDING DEPARTMENT. THE COST OF THE PERMIT IS BASED ON THE VALUE OF THE WORK.

REQUIREMENTS FOR PARKING STRIPS

(THE AREA IMMEDIATELY BEHIND THE CURB)

TOWN OF HILLSBOROUGH, 1600 Floribunda Ave. Hillsborough, CA. 94010
(650)375-7411

DATE: 1/23/06	SCALE: N.T.S.	ST 4.2