

TOWN OF HILLSBOROUGH  
SAN MATEO COUNTY

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

**Administrative Review of  
Landscape Plans**

July 2010

**WHAT TYPES OF LANDSCAPE PROJECTS QUALIFY FOR ADMINISTRATIVE REVIEW?**

Only projects that are consistent with the Town's Design Guidelines and have little or no negative impact on the neighborhood may be approved administratively. Generally, these are landscape plans which are primarily planting projects and which **do not** include:

- *Non-conforming structures or improvements;*
- *Tennis courts; or*
- *Removal of trees that are 12" or greater in diameter.*

Landscape plans which contain any of the above components cannot be approved administratively and are subject to review by the Architecture and Design Review Board at a public hearing. Please see the "Landscaping Application Packet" for important instructions and the ADRB Meeting Schedule for submittal dates.

**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 Aknin for public notice labels for properties adjacent to your project site. She can be reached via email at [naknin@hillsborough.net](mailto:naknin@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).*

**PLEASE REFER TO THE “LANDSCAPING APPLICATION PACKET” AND (IF APPLICABLE) THE “FENCING AND GATES” APPLICATION FOR SPECIFIC INSTRUCTIONS FOR PREPARING PLANS AND ATTACHMENTS. THE FOLLOWING ITEMS ARE REQUIRED:**

1. Completed “Authorization” and “General Data” sheets (attached).
2. Two (2) sets of clear, fully dimensioned plans drawn to scale on a standard sheet size of 24” x 36”, with sufficient detail to fully document the project. Please fold and address the plans according to the attached instructions.
3. Location map (included in the plans or stapled to each plan set) which must show the addresses of all surrounding properties – see attached example.
4. Photos of the site, the area of the project, etc. (stapled to each plan set), and a photo key, showing from what points the photos were taken.
5. Two additional site/planting plans (full size is preferred) with geometric verifications: one with high-water-use calculations and one with hardscape calculations for the front yard and/or the full site (see “Landscaping Application Packet” for instructions).
6. Arborist reports, light fixture cut sheets, etc. (if applicable) stapled to each plan set.
7. The filing fee is \$435.00 to cover the Town’s costs.
8. Completed Public Notification Packet including: Affidavit of Mailing, Public Notice and Notification Labels.
9. Electronic files of application materials and drawings.

**ADDITIONAL PROCEDURAL NOTES:**

- Please contact Nancy Akin in the Planning Office to obtain address labels for the required public noticing via email at [Nakin@hillsborough.net](mailto:Nakin@hillsborough.net) or (650) 375-7411.
- When the application materials are complete, including proof of public notification, submit them to the Planning Office.
- The plans may be forwarded to the Town’s Consulting Landscape Architect for review. ***Please advise your clients that a site visit is typically conducted by the Town’s Consulting Landscape Architect.***
- If special approvals from the Engineering and/or Fire Department are necessary, additional fees will be charged to cover Town costs for routing, reviewing and processing the request(s).
- Please allow 2 - 4 weeks for a determination on the application. Applications are processed in the order received. When the review is complete, the applicant and the designer will be notified by the Planning Office.
- If a project approval is not possible (in two attempts/submittals) or if there is evidence of concern in the neighborhood, the project may require review by the Architecture and Design Review Board at a public hearing.
- If an application is not approved and is resubmitted with changes, additional fees will be charged to cover the Town’s costs.

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

Town of Hillsborough

## Administrative Review of Landscaping Projects

### 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: \_\_\_\_\_

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

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

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

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

**Note:** *If the landscape architect/designer is not located in California, a local project representative must be identified. Please include phone and fax numbers.*

**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:**

## General Data for Landscaping Application

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

Assessor's Parcel No.: \_\_\_\_\_

Lot size: \_\_\_\_\_ sq. ft.      Source of information: \_\_\_\_\_  
*(Town of Hillsborough should not be cited as the source)*

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Circle One

Is this the required landscape plan for a new house?      Yes      No

Does the project include removal of trees that are 12" or greater in diameter?      Yes      No

Does the project include fencing, columns and/or gates along a street?      Yes      No

Does the project include a new driveway cut location?      Yes      No

Does the project include any structure(s) other than fencing, such as an arbor, gazebo, or poolhouse?      Yes      No

Does the project include a new pool/spa site?      Yes      No

### For projects involving installation of new pool/spas:

Distance from property line at closest point: \_\_\_\_\_

Distance from a structure (house, pool house, etc.) at closest point: \_\_\_\_\_

## General Data for Landscaping Application, Continued

**LOT COVERAGE CALCULATIONS** (required for all landscaping applications):

	Structure	Hardscape	Landscape*	Total Lot
<b>Existing</b> (sq.ft.)				
<b>To Be Removed</b> (sq.ft.)				
<b>To Be Added</b> (sq.ft.)				
<b>Total</b>				<b>**</b>
<b>% of total lot</b>				<b>100%</b>

\* "Landscape area" is the total area of the site, minus the area covered by structures and other hardscape (non-porous, impervious areas such as areas covered by concrete, walls, paving, etc.)

\*\*This amount should equal the lot size from above.

**HARDSCAPE CALCULATIONS FOR SETBACK AREAS ALONG STREETS** (required only for proposals involving work within the street setback area(s), which is typically the 25 or 30 feet immediately behind the property line, adjacent to a street or, for a corner lot, the streets):

	Square Feet	% of Setback Area	% Allowed
<b>Hardscape</b>			40% maximum
<b>Landscape</b>			60% minimum
<b>Total</b>			<b>100%</b>

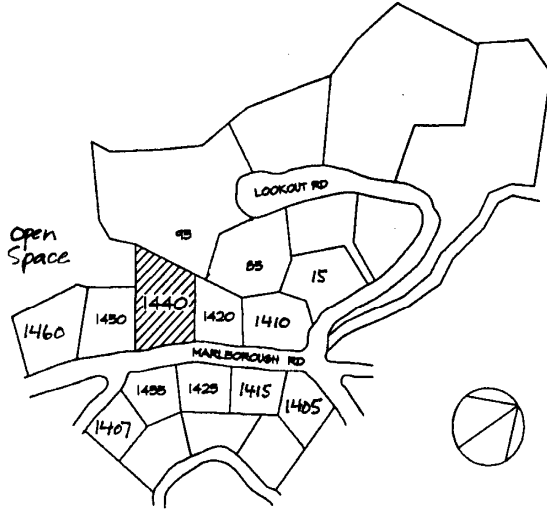
**HIGH WATER USE CALCULATIONS** (required only for landscape plans for a new house, or plans that involve 10,000 sq. ft. or more of site area):

	Square Feet	% of Landscape Area	% Allowed
<b>High Water Use Area*</b>			34% maximum
<b>Total Land-scape Area</b>		<b>100%</b>	---

\* "High water use area" includes pools, spas, fountains and other water features; lawn or turf areas; and other high water use plants.

**Preliminary Grading Calculations:** \_\_\_\_\_ c.y. cut; \_\_\_\_\_ c.y. fill

(over)



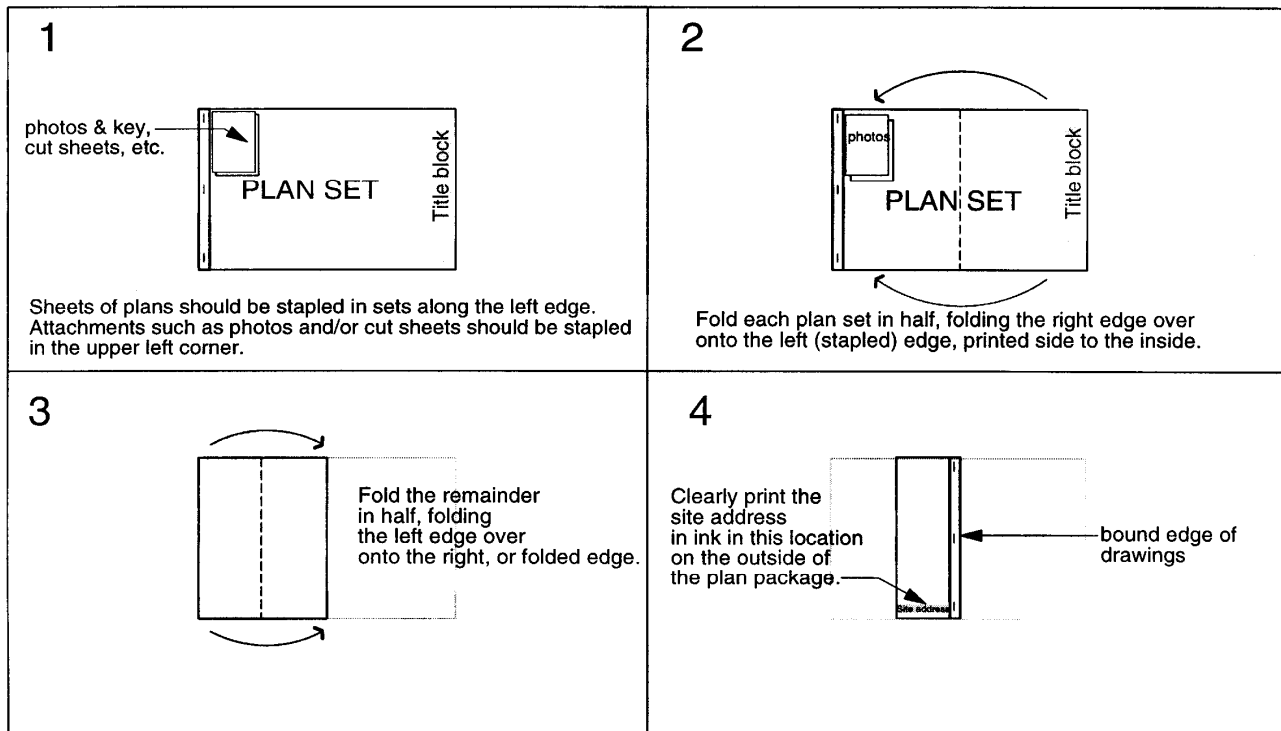
LOCATION MAP

### 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 neighboring properties (including to the back and across the street).
- If a pre-printed map is used as a base, be sure that full street names are included.
- The location map must be oriented on the page in the same manner as the project site plan.

### Plan Folding Instructions



### Plan folding instructions 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.