

TOWN OF HILLSBOROUGH

SAN MATEO COUNTY

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



1600 Floribunda Avenue
Hillsborough
California 94010

Administrative Review of Landscape Plans

January 2011

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.

WATER EFFICIENCY IN LANDSCAPING REQUIREMENTS:

Please make note of the new landscape regulations and submittal requirements for compliance with the Town's Water Efficiency in Landscaping Ordinance. Checklists and a water budget calculation sheet have been included in this packet to guide you through the process and additional information is available online at:

http://www.hillsborough.net/depts/building/planning/informational_handouts.asp.

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 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. **Completed Water Efficiency Checklist & Water Budget Calculation Sheet (if applicable to the project).**
5. 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 Aknin in the Planning Office to obtain address labels for the required public noticing via email at Naknin@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
Does the project involve new irrigated landscape area 2,500sf – 5,000sf*?	Yes	No
Does the project involve new irrigated landscape area > 5,000sf*?	Yes	No
<i>*If YES is circled, an Outdoor Water Efficiency Checklist must be submitted with the application</i>		
Does the project involve new irrigated turf >25% of LS area?**	Yes	No

*****If YES is circled, a water budget calculation sheet is required***

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
Existing (sq.ft.)				
To Be Removed (sq.ft.)				
To Be Added (sq.ft.)				
Total				**
% of total lot				100%

* "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
Hardscape			40% maximum
Landscape			60% minimum
Total			100%

WATER EFFICIENCY IN LANDSCAPING CALCULATION SUMMARY (required only for landscape plans with new irrigated L/S areas 2,500sq ft – 5,000sq ft (Tier One) and 5,000 sq ft or greater (Tier Two):

	Square Feet	% of Landscape Area	% Allowed
Turf Irrigated Area			25% max.**
Non-Turf Irrigated Area			
Special Landscape Area			
Water Feature(s) Area*			10% max.
Total Landscape Area		100%	---

* "Water Feature(s) area" includes pools, spas, fountains and other water features.

**If turf area exceeds 25% of L/S area, a water budget calculation sheet is required

Preliminary Grading Calculations: _____ c.y. cut; _____ c.y. fill

(over)

TOWN OF HILLSBOROUGH OUTDOOR WATER USE EFFICIENCY CHECKLIST

To Be Completed by Applicant					
<input type="checkbox"/> Single Family Residence		<input type="checkbox"/> Other		Permit Number: _____	
Applicant Name (print): _____			Contact Phone #: _____		
Project Site Address: _____					
Landscape Area Calculation (Must Match Submitted Landscape Design Plans)					
Turf Irrigated Area (sq.ft.):		_____		See Definitions on Reverse (or Next Page)	
Non-Turf Irrigated Area (sq.ft.):		_____			
Special Landscape Area (sq.ft.):		_____			
Water Feature Surface Area (sq.ft.):		_____			
Total Landscape Area (sq.ft.):		-		<input type="checkbox"/> Tier I (2,500 - 5,000 sq. ft.) <input type="checkbox"/> Tier II (> 5,000 sq. ft.)	
Landscape Parameter		Requirements		Project Compliance	
Documentation		Landscape and Irrigation Design Plan		<input type="checkbox"/> Prepared by applicant <input type="checkbox"/> Prepared by professional (Tier II)	
		Water Budget (optional)		<input type="checkbox"/> Prepared by applicant <input type="checkbox"/> Prepared by professional (Tier II)	
Turf *		Less than 25% of the landscape area is turf (above)		<input type="checkbox"/> Yes <input type="checkbox"/> No, See Water Budget	
		All turf areas are > 8 feet wide		<input type="checkbox"/> Yes	
		All turf is planted on slopes < 25%		<input type="checkbox"/> Yes	
Non-Turf *		At least 80% of non-turf area is low water use plants		<input type="checkbox"/> Yes <input type="checkbox"/> No, See Water Budget	
Hydrozones *		Plants are grouped by Hydrozones		<input type="checkbox"/> Yes	
Mulch *		At least 2-inches of mulch on exposed soil surfaces		<input type="checkbox"/> Yes	
Irrigation System Efficiency		70% ETo (100% ETo for SLAs)		<input type="checkbox"/> Yes	
		No overspray or runoff		<input type="checkbox"/> Yes	
Irrigation System Design		System efficiency > 70%		<input type="checkbox"/> Yes	
		Automatic, self-adjusting irrigation controllers		<input type="checkbox"/> No, not required for Tier I <input type="checkbox"/> Yes	
		Moisture sensor/rain sensor shutoffs		<input type="checkbox"/> Yes	
		No sprayheads in < 8-ft wide area		<input type="checkbox"/> Yes	
Irrigation Time		System only operates between 8 PM and 10 AM		<input type="checkbox"/> Yes	
Swimming Pools / Spas *		Cover highly recommended		<input type="checkbox"/> Yes (area = moderate water use plant) <input type="checkbox"/> No	
Water Features *		Recirculating		<input type="checkbox"/> Yes	
		Less than 10% of softscape area		<input type="checkbox"/> Yes	
Audit		Post-installation audit completed		<input type="checkbox"/> Completed by applicant <input type="checkbox"/> Completed by professional (Tier II)	
* must be indicated on plan set					
				initial initial	
I certify that the subject project meets the specified requirements of the Water Conservation in Landscaping Ordinance.					
Print or Type Name		Signature		Date	

TOWN OF HILLSBOROUGH OUTDOOR WATER USE EFFICIENCY CHECKLIST

DEFINITIONS

Turf: A ground cover surface of mowed grass. Annual bluegrass, Kentucky bluegrass, Perennial ryegrass, Red fescue, and Tall fescue are cool-season grasses. Bermuda grass, Kikuyu grass, Seashore Paspalum, St. Augustine grass, Zoysia grass, and Buffalo grass are warm-season grasses.

Special Landscape Area (SLA): An area of the landscape dedicated solely to edible plants, areas irrigated with recycled water, water features using recycled water and areas dedicated to active play such as parks, sports fields, and golf courses, where turf provides a playing surface.

Water Feature: A design element where open water performs an aesthetic or recreational function. Water features include ponds, lakes, waterfalls, fountains, artificial streams, spas, and swimming pools (where water is artificially supplied).

Landscape and Landscape Area: All the planting areas, turf areas, and water features in a landscape design plan subject to the Maximum Applied Water Allowance calculation. The landscape area does not include footprints of buildings or structures, sidewalks, driveways, parking lots, decks, patios, gravel or stone walks, other pervious or impervious hardscapes, other non-irrigated areas designated for non-development (e.g., open spaces and existing native vegetation), agricultural uses, commercial nurseries and sod farms.

Hydrozone: A portion of the landscaped area having plants with similar water needs. A hydrozone may be irrigated or non-irrigated.

Irrigation Efficiency (IE): The measurement of the amount of water beneficially used divided by the amount of water applied. Irrigation efficiency is derived from measurements and estimates of irrigation system characteristics and management practices. The minimum average irrigation efficiency for purposes of this Ordinance is 70%. Greater irrigation efficiency can be expected from well-designed and maintained systems.

Certified Professional or Authorized Professional: A certified irrigation designer, a certified landscape irrigation auditor, a licensed landscape architect, a licensed landscape contractor, a licensed professional engineer, or any other person authorized by the state to design a landscape, an irrigation system, or authorized to complete a water budget.

Automatic Irrigation Controller: An automatic timing device used to remotely control valves that operate an irrigation system. Automatic irrigation controllers schedule irrigation events using either evapotranspiration (weather-based) or soil moisture data.

Reference Evapotranspiration (Eto): A standard measurement of environmental parameters which affect the water use of plants.

WUCOLS: The Water Use Classification of Landscape Species published by the University of California Cooperative Extension, the Department of Water Resources and the Bureau of Reclamation, 2000.

Tier 1 Landscapes: All new construction and rehabilitated landscapes with irrigated landscape areas between 2,500 square feet and 5,000 square feet requiring a building or landscape permit, plan check or design review, or requiring new or expanded water service.

Tier 2 Landscapes: All new construction and rehabilitated landscapes with irrigated landscape areas greater than 5,000 square feet requiring a building or landscape permit, plan check or design review or requiring new or expanded water service.



Town of Hillsborough
Water Efficiency in Landscaping
WATER BUDGET CALCULATION WORKSHEETS

An Excel Spreadsheet Version of this Worksheet Can Be Found on the Town's Website:

http://www.hillsborough.net/depts/building/planning/informational_handouts.asp

SECTION A. HYDROZONE INFORMATION TABLE

Please complete the hydrozone table(s) for each hydrozone. Use as many tables as necessary to provide the square footage of landscape area per hydrozone.

Hydrozone (a)	Zone or Valve Number	Irrigation Method (b)	Area (Sq. Ft.)	Percent (%) of Landscape Area
Total				100%

(a) Hydrozone:

HW = High Water Use Plants
MW = Moderate Water Use Plants
LW = Low Water Use Plants

(b) Irrigation Method:

MS = Micro-spray O = Other
S = Spray D = Drip
R = Rotor B = Bubbler
B = Bubbler

WATER BUDGET CALCULATION WORKSHEETS

SECTION B. WATER BUDGET CALCULATIONS

Section B1. Maximum Applied Water Allowance (MAWA)

The project's Maximum Applied Water Allowance shall be calculated using this equation:

$$\text{MAWA} = (\text{ETo}) (0.62) [(0.7 \times \text{LA}) + (0.3 \times \text{SLA})]$$

where:

MAWA = Maximum Applied Water Allowance (gallons per year)

ETo = Reference Evapotranspiration (inches per year)

0.62 = Conversion factor (to gallons per square foot)

0.7 = ET Adjustment Factor (ETAF)

LA = Landscaped Area includes Special Landscape Area (square feet)

0.3 = the additional ET Adjustment Factor for Special Landscape Area (1.0 - 0.7 = 0.3)

SLA = Portion of the landscape area identified as Special Landscape Area (square feet)

Maximum Applied Water Allowance = _____ gallons per year

Show calculations.

Effective Precipitation (Eppt)

If considering Effective Precipitation, use 25% of annual precipitation. Use the following equation to calculate Maximum Applied Water Allowance:

$$\text{MAWA} = (\text{ETo} - \text{Eppt}) (0.62) [(0.7 \times \text{LA}) + (0.3 \times \text{SLA})]$$

Maximum Applied Water Allowance = _____ gallons per year

Show calculations.

SECTION B. WATER BUDGET CALCULATIONS

Section B2. Estimated Total Water Use (ETWU)

The project's Estimated Total Water Use is calculated using the following formula:

$$ETWU = (ET_o)(0.62) \left(\frac{PF \times HA}{IE} + SLA \right)$$

where:

ETWU = Estimated total water use per year (gallons per year)

ET_o = Reference Evapotranspiration (inches per year)

PF = Plant Factor from WUCOLS

HA = Hydrozone Area [high, medium, and low water use areas] (square feet)

SLA = Special Landscape Area (square feet)

0.62 = Conversion Factor (to gallons per square foot)

IE = Irrigation Efficiency (minimum 0.70)

Hydrozone Table for Calculating ETWU

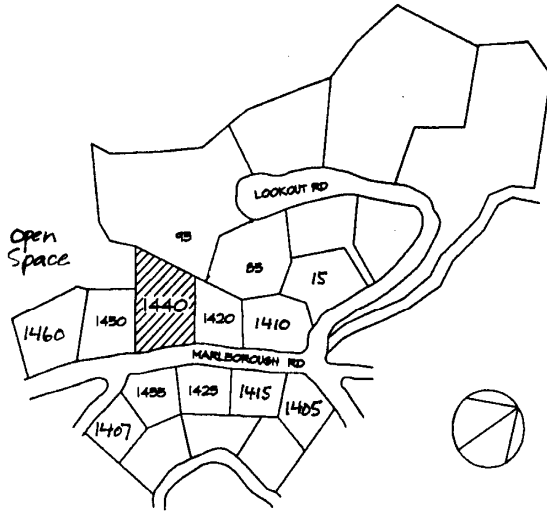
Please complete the hydrozone table(s). Use as many tables as necessary.

[illegible]

Estimated Total Water Use = _____ gallons

Show calculations.

--



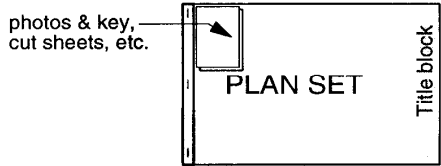
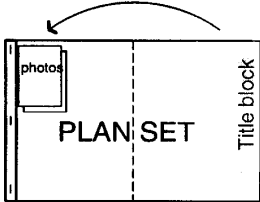
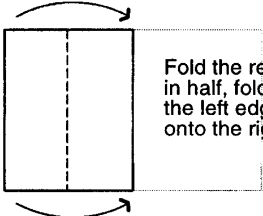
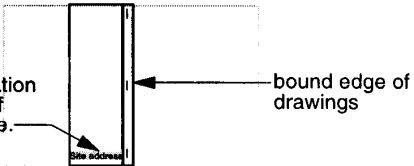
LOCATION MAP

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

<p>1</p>  <p>photos & key, cut sheets, etc.</p> <p>PLAN SET</p> <p>Title block</p> <p>Sheets of plans should be stapled in sets along the left edge. Attachments such as photos and/or cut sheets should be stapled in the upper left corner.</p>	<p>2</p>  <p>photos</p> <p>PLAN SET</p> <p>Title block</p> <p>Fold each plan set in half, folding the right edge over onto the left (stapled) edge, printed side to the inside.</p>
<p>3</p>  <p>Fold the remainder in half, folding the left edge over onto the right, or folded edge.</p>	<p>4</p>  <p>bound edge of drawings</p> <p>Site address</p> <p>Clearly print the site address in ink in this location on the outside of the plan package.</p>

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.

TOWN OF HILLSBOROUGH

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



1600 Floribunda Ave.
Hillsborough
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)