TOWN OF HILLSBOROUGH

SAN MATEO COUNTY

Planning Division
650/375-7422
Fax 650/375-7415

1600 Floribunda Avenue
Hillsborough
California 94010

Administrative Review of Architecture and Design Review Board Applications

December 2012

What types of architectural projects qualify for Administrative Review?

Planning staff may review and administratively approve, on behalf of the Architecture and Design Review Board, some minor projects, which are:

- *Consistent with the Town's Zoning Ordinance;*
- *Consistent with the Town's Design Guidelines; and,*
- *Of minimal potential negative impact to the neighborhood.*

Projects including additions at the second or third floor; result in a net increase of more than 500 sq. ft. of enclosed floor area; removal of trees 12" or greater in diameter; typically do **NOT** qualify for staff administrative approval and must be approved in a public hearing by the ADRB.

Second story additions which are less than 500 square feet in size, to existing dwellings and not visible from the public right of way, may be considered for administrative review, as determined by Planning Staff. *(Second floor additions meeting the criteria above may be required to install story poles as a part of the administrative review process)*

Public Notification:

Projects reviewed administratively require public notification to all adjacent property owners (as provided by the Building and Planning Divisions), which are those properties contiguous to the subject property (including properties separated by public rights-of-way)*. Public notices must be mailed by the applicant on the day of application submission. The Public Notice period shall be the 15 calendar days from mailing date. A completed public notice, which consists of the Affidavit of Mailing, Public Notice with attached reduced size plans, must be submitted with the application as proof of completed public notification. Please also be certain to include the address labels used. Please contact the Planning Division for public notice labels for properties adjacent to your project site. You may contact via email at vgrundmann@hillsborough.net or (650) 375-7422.

** 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).*

Requirements for Consideration for an Administrative Approval:

It will be important to review the Town's Development Standards, Design Guidelines and ADRB Application in the design development and plan preparation processes. Please include the following items in your administrative review submittal:

1. Completed "General Data" sheets and Authorization sheet with the owner's original signature, which are attached. Please refer to the Town's Development Standards for detailed explanations of "F.A.R.", "Structural Coverage", etc. and how they are calculated.
2. Traverse closure calculations or (only if the lot is perfectly rectilinear) an architect's verification of lot size must be attached to the "General Data" sheets. This is required for each application.
3. One set of clear, dimensioned plans drawn to scale on standard 24" x 36" sheets with sufficient detail to fully document the project in relation to the existing house. Refer to the Completeness Checklist within the ADRB Application Packet for detailed instructions on plan preparation.

   All plans must:
   - Include a location map (see attached example);
   - Show the location of the project (with dimension lines) relative to **accurate** property lines and easements;
   - Show the project in relation to the existing floor plan and elevations;
   - Specify materials, trims and colors and include cut sheets for light fixtures, skylights or any other features attached.
   - Include graphic interior garage dimensions, the parking strip along the street, trees (if any) near the proposed work;
4. Color photos of the site, the view from the street, the area of the proposed project, each elevation of the existing house, etc. When proposing an addition, the photos must be of a high quality and must demonstrate sufficient detail to show how the proposed addition (including finishes, trims, etc.) relates to the existing structure. Colors should be as true as possible, especially when proposed colors are "to match existing." A photo key on a reduced site plan is helpful. Polaroid photos may not be used.
5. The $322 filing fee. An additional fee will be charged, to cover Town costs, if additional staff time or plan revisions are required.
6. Completed Public Notification Packet including: Affidavit of Mailing, Public Notice with attached reduced sized plans and Notification Labels shall be submitted to the Planning Division.

Landscape Plans: For projects which include landscaping, see the handout on Administrative Review for landscaping for additional information.

When the application is complete, drop them off at the Planning Division or call 375-7422 to schedule an appointment to meet with a Planner. **Please understand that approval cannot be made without the required information.** Unless the application includes landscaping (which must be forwarded to the Town's part-time consulting Landscape Architect), the results of the review can usually be expected within two to four weeks. If the design or the application cannot be approved, one revised application can be made. If it still cannot be approved on behalf of the Board, or if there is evidence of concern in the neighborhood, the project will require a full application for consideration by the Architecture and Design Review Board. A 10 day appeal period follows your Planning approval. You may submit to the Building Division after the appeal period ends.

Attachments: Authorization Form, General Data Sheets, Location Map, Folding Diagram & Public Notice Procedures

Town of Hillsborough

Administrative Review of Architectural 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)

Phone Number(s): _____ Fax: _____

Project Designer/Contractor: _____

Mailing Address: _____
(Street or P.O. Box)

_____ **BUSINESS LICENSE #:** _____
(City, State and Zip Code)

Phone Number(s): _____ Fax: _____

Email Address: _____

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 notification packet via email: ☐

(over)

General Data

Project Address: _____

Assessor's Parcel Number: _____

Lot Size: _____ sq. ft. Net Lot Size (if applicable): _____ sq. ft.
"Traverse Closure Calculations" or the architect's verification **must be** attached. If the site includes an access easement (for right-of-way or driveway access to another lot), also provide "Traverse Closure Calculations" for the **net lot size**, which is the lot size to be used in calculating the FAR and lot coverage.

Project Description: _____

_____

The project includes *(check all that apply)*:

- ❑ The teardown of an existing house and/or other structures
- ❑ Installing entirely new roofing material
- ❑ New floor area at the second or third story
- ❑ The removal of trees (trunk diameter 12" or greater)
- ❑ Fencing, gate(s), pilasters along the street
- ❑ The installation of new landscaping
- ❑ A driveway cut in a location where there currently is not one
- ❑ A Second Unit – an independent living unit
- ❑ Retaining walls higher than 4.5 feet
- ❑ Replacing (same shape/size/location) existing windows
- ❑ Grading in excess of 1,500 cubic yards
- ❑ Detached accessory structure(s)

Roof Material (manufacturer, style, color): _____

Exterior Materials: _____

Date of original construction: _____ **Original Architect**: _____

Distance from main house (new/existing portion) to property lines at the closest points:

Front: _____ Back: _____

Left Side: _____ Right Side: _____

Building Height (in feet), at highest point, from:

Existing grade _____ New/final grade _____

Total number of bedrooms (or rooms which meet the definition of bedroom): _____

Number of on-site parking spaces provided: In garages _____; Other, "open" parking spaces which are indicated (with dimensions) on the plans (not including those in the required back-up space behind garage doors) _____. ("Tandem" spaces are not counted.)

Preliminary grading calculations: _____ c.y. cut; _____ c.y. fill.

LOT COVERAGE Calculations This is the "footprint" – See the Development Standards**:**

You may attach additional pages, if necessary.

	Structure	Hardscape*	Landscape	Total
Existing sq. ft.				
To be removed sq. ft.				
To be added sq. ft.				
TOTAL sq. ft.				**
% of total lot				100%

Total allowable: _____ (to be completed by staff)

*****Hardscape is impervious surface such as driveways, parking spaces, roofed porches, entries, lanais, porticos, swimming pools, courts, patios, decks, walkways, steps, solar panels, gazebos, pergolas, etc. See the Development Standards for information.*

******This is the lot size, or the net lot size, from previous page.*

FRONTYARD HARDSCAPE Calculations Required *only* for proposals involving work within the front yard setback area, which is usually the front 25 or 30 feet of the lot**:**

	Square Feet	% of Setback Area	% Allowed
Hardscape			40% maximum
Landscape			60% minimum
TOTAL			**100%**

FLOOR AREA (F.A.R.) Calculations Include all enclosed floor space, including garages; see the Development Standards for specifics as F.A.R. calculations for some areas such as those with low sloping ceilings, high ceilings, or basements may not be calculated at 100%. Additional columns may be added for accessory buildings, etc., if necessary:

FAR	Basement	First Floor	Second Floor	Total
Existing sq. ft.				
To be removed sq. ft.				
To be added sq. ft.				
TOTAL sq. ft.				

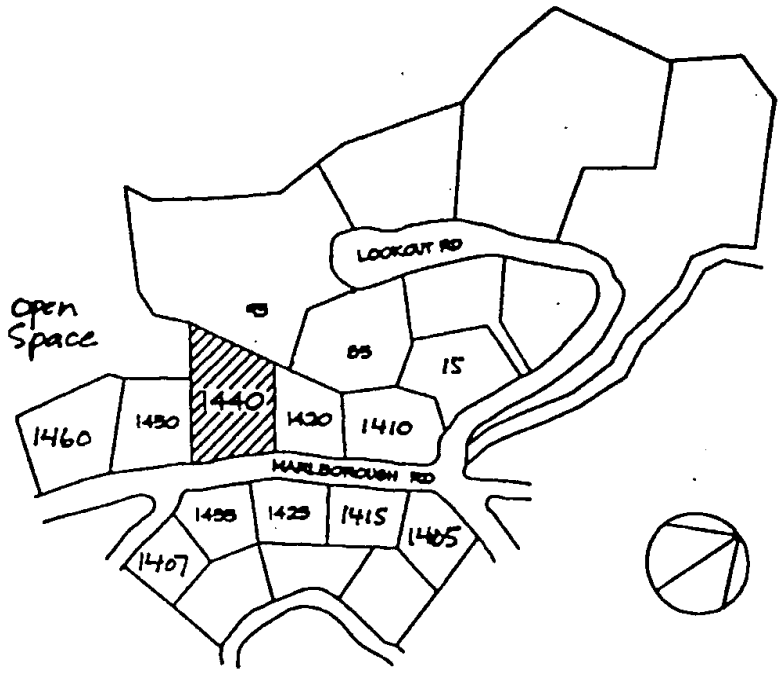
Total (proposed) floor area = _____ % F.A.R. (based on lot size, or net lot size, if applicable)

SQUARE FOOTAGE Calculations This is the actual house/structure size –. count all enclosed floor space, including garages, basements, attics, etc., at 100% (do not use FAR calculations):

Square Footage	Basement	First Floor	Second Floor	Total
Existing sq. ft.				
To be removed sq. ft.				
To be added sq. ft.				
TOTAL sq. ft.				

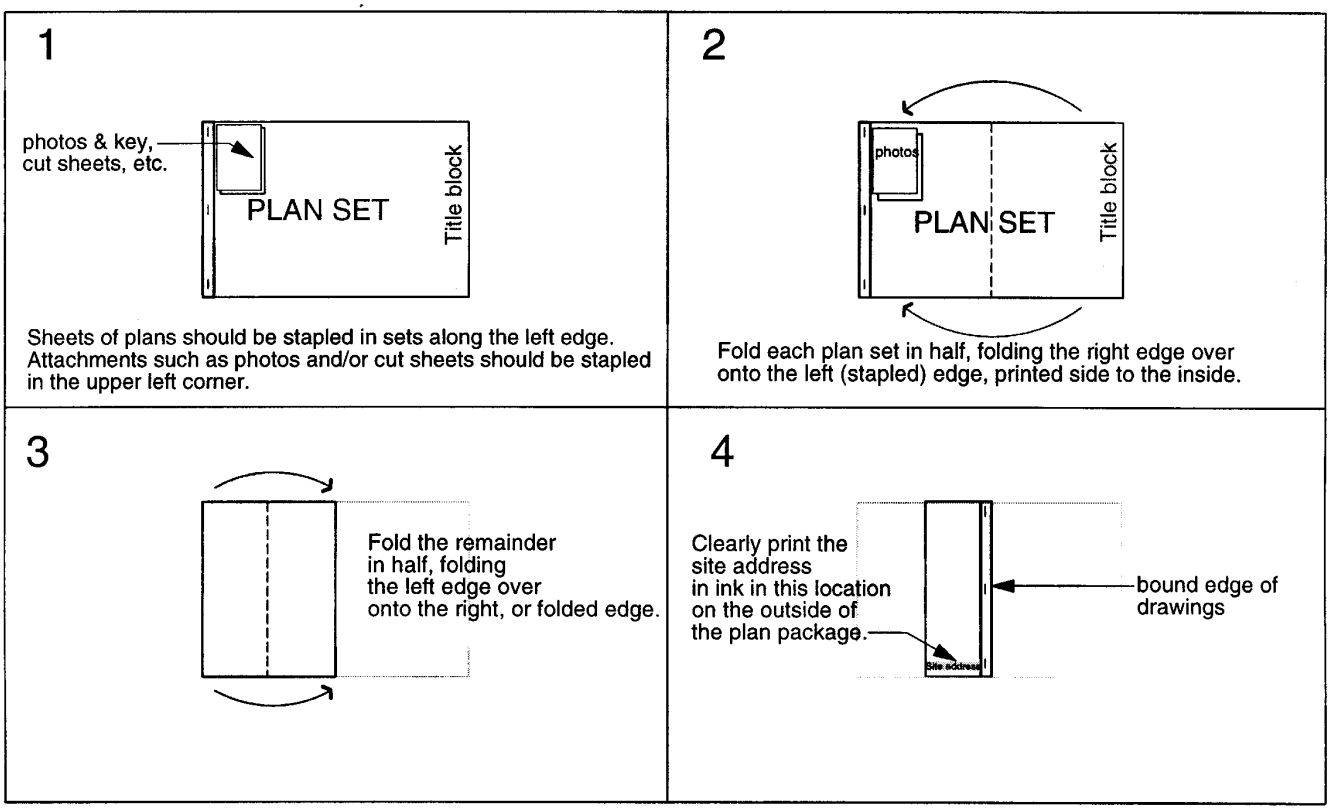
Staff Use Only

Total allowable FAR: _____ sq. ft. Notes:



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.



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.
4. Plan sets should open like a book, from right to left.

TOWN OF HILLSBOROUGH

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

1600 Floribunda Ave.
Hillsborough
California 94010

Administrative Review
Public Notice Procedures

December 2012

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 ½") envelopes addressed to all property owners on the mailing list. Please be sure to include the Town of Hillsborough in your mailing. 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 to be placed 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 from the 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 Division with project plans and the 15-day noticing period will begin.

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) 375-7422.

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

Attached: Standard Public Notice & Affidavit of Mailing

(over)

EXAMPLE OF PREPARED MAILING ENVELOPE FOR PUBLIC NOTICES

Tips for mailings:

- Utilize business-size (4 1/8 -inch by 9 ½-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/ (Unites 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
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)

TOWN OF HILLSBOROUGH

Planning Division
650/375-7422
Fax 650/375-7415

1600 Floribunda Avenue
Hillsborough
California, 94010

NOTICE OF APPLICATION
Administrative Design Review

Town of Hillsborough Planning Division

The owner(s) of the property at _____ has submitted / will be submitting
(Project Address)

an application to the Hillsborough Planning Division, including plans dated _____

and prepared by _____ for the following project:
(Architect / Designer Name or Firm)

Project Description: _____

_____

_____

_____

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

Comments may be submitted to the Applicant or Planning Division 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 Division at:

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

Phone: (650) 375-7422 ~ 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.