

TOWN OF HILLSBOROUGH

SAN MATEO COUNTY

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Making Changes to ADRB-Approved Plans

(other than those required, as a condition of approval, by the ADRB)

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Once a project has been approved by the Architecture and Design Review Board (ADRB) in a public hearing, the staff's ability to approve changes is limited.

Minor changes (such as a shift in window locations, small changes in square footage, slight changes to siting, etc.) which often occur as construction plans are developed may be approved by the staff through the Administrative Review process. However, most changes, such as those to exterior materials, roof shapes, tree removals, etc., require ADRB approval. Even if everyone agrees that proposed changes are of a positive nature, for the staff to approve any significant change is to circumvent the public notice and review process, usurp the expertise and authority of the ADRB, and violate the process prescribed in the Code for the review of projects by the ADRB in a public hearing. Because of the legal public process that is required for ADRB applications, staff is limited by law to allowing only minor changes after the public hearing has occurred.

Call Planning Department staff at 375-7411 with details of your proposed design revisions to determine which type of design review will be required. Proposed changes to approved plans can be submitted for review by the ADRB, in a public hearing, or can be submitted for review by staff, through the Administrative Review process.

What are the criteria for review of applications for changes to ADRB-approved plans? Each application will be considered based on a number of criteria, such as the nature and scope of the proposed changes, the location on the house/site, the history of the previous review process which resulted in approval, the type and amount of public testimony (written and verbal, if any), the specific design concerns (if any) which were voiced by the ADRB, the consistency of the changes with the remainder of the project and the Town's Design Guidelines, advice from the department's Commissioner and/or legal staff, etc.

What are the submittal requirements for proposed changes to ADRB-approved plans? Plans shall provide enough information to fully evaluate the proposed changes. A set of revised and re-dated plans and the prescribed filing fee, shall be submitted to the Planning Office. For staff review, one plan set (or two plan sets if changes are proposed to approved landscape plans) to document the proposed changes, the appropriate Administrative Review application form for the project type (architectural, landscaping, etc.), and fee(s) for Administrative Review shall be submitted. For ADRB review, the number of plans sets required for submittal and the review process must follow the requirements as identified in the Architecture and Design Review

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Board (ADRB) Application Packet; fees for revisions to approved plans and public noticing will be required.

At minimum, submittal for proposed changes to ADRB-approved plans must include the following:

- Re-dated plans to identify that this submittal represents revisions to be approved after the ADRB design approval was originally granted.
- A cover letter shall be submitted by the architect/designer or the homeowner to identify the scope of changes including the type, location, and justification for all/each proposed change(s).
- Plans and elevations must clearly illustrate the proposed changes through highlighting or other means of labeling of all revisions in a clear and concise manner.
- One set of new geometric verifications (if square foot area has changed).
- New color and materials board (if colors and/or materials will be revised).
- New ADRB or Administrative Review Application form(s) and the required filing fee shall be submitted. Completed forms shall include highlighting of all new project information. For example, if the proposed changes would alter the total square foot area of the project, the General Data Sheet shall identify the square footage calculations for lot coverage as new/revised.

If Planning staff determines that ADRB review of the proposed revisions is necessary, the following will also be required:

- Copies of the ADRB-approved plans must be submitted for comparison as part of the request for changes. These plans and/or elevations must be clearly labeled “ADRB Approved on (date)” and incorporated into the plan set. All changes to details such as fences, gates or posts, trim moldings, eaves and/or window details, etc. shall be clearly identified. Where possible, plans shall identify both the proposed and previously approved plans/elevations on the same page.

How long will review of proposed changes to ADRB-approved plans take?

Administrative Reviews are generally completed within about 3 weeks of receipt of a complete application. Landscape plans may require about 4 weeks. Often approvals are made subject to compliance with conditions, including the sign-off on the revised plans by adjacent (or other) property owners (the specific addresses will be provided by the Planning Department with the approval document). Should it not be possible, for any reason, for all of the conditions of approval to be met, the proposed revisions will require approval by the ADRB in a public hearing.

Review and approval by the ADRB will generally require 5 weeks after receipt of a complete application. Application filing deadlines and meeting schedules are set in compliance with legal public noticing requirements for the public hearing.