TOWN OF HILLSBOROUGH

SAN MATEO COUNTY

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

1600 Floribunda Avenue
Hillsborough
California 94010

Securing Approval of Design Modifications Which Were Required, as a Condition of Project Approval, by the ADRB

(Staff Administrative Review Process)

Updated July 2010

When the Architecture and Design Review Board (ADRB) approves an application subject to the applicant making some changes that can be approved by the planning staff, there is an established procedure to secure staff's administrative approval.

If you understand the ADRB's direction, it is not necessary for you to meet with a planner. You may drop off the required materials and the administrative review will be processed, generally within two or three weeks of submittal (unless the revisions require review by the Town's Consulting Landscape Architect, which may require additional time). The designer(s) and property owner(s) will be mailed a copy of the results of the review.

If you are not clear as to the direction the ADRB provided, or if you wish to discuss with a planner alternatives to address the ADRB's comments, call 375-7422 to schedule an appointment with a planner to review and submit the changes.

Please Note: If your ADRB project approval included both house and landscape plans, the two need to be separated at this point. Separate applications for the house and the landscape plans are required for both this Administrative Review process and for Building Permits.

For required revisions to plans for new houses, additions, remodels, etc:

- Make the required design revisions to the same plans (full-sized) the ADRB considered.
- Highlight (with bubbles, highlighter pens, etc.) the areas on the plans that have been revised.
- Re-date the plans.
- If the FAR or structural lot coverage changes, submit one set of revised geometric verifications.
- If any of the information on the "General Data" sheets changes as a result of the revisions, make, highlight, and date the required changes on those sheets.
- Fold and print the address on (the outside of) the plans as was originally required.
- Submit electronic files of revised application materials and drawings.

Submit to the Planning Office a complete Administrative Review application form and one (1) copy of only those sheets (plan pages and "General Data") that have changed and one (1) set of geometric verifications (only if necessary).

Also required with the submittal is the filing fee, which is $322.00.

For required revisions to landscape plans:

- Make the required revisions to the same plans (full-sized) the ADRB considered.
- Highlight (with bubbles, highlighter pens, etc.) the areas on the plans which have been revised.
- Re-date the plans.
- Attach to the plans a copy of the Town Consulting Landscape Architect's report to which you have added notations as to how/where each comment has been addressed.
- If any of the information on the "General Data" sheets, the high-water use geometric verifications or the lot coverage geometric verifications have changed, make, highlight and date the changes on those sheets.
- Fold and print the address on (the outside of) the plans as was originally required.
- Submit electronic files of revised application materials and drawings.

Submit to the Planning Office a complete Administrative Review application form and two (2) copies of only those sheets (plan pages and "General Data") that have changed and one (1) set of geometric verifications (only if necessary).

Also required with the submittal is the filing fee, which is $484.

If you have any questions, please call the Planning Office, 650/375-7422