

TOWN OF HILLSBOROUGH
SAN MATEO COUNTY

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



1600 Floribunda Avenue
Hillsborough
California 94010

**Administrative Review
Landscape Plans Requiring Resubmittal**

To resubmit for an Administrative Review, the following items are required:

1. Plans – Two sets, full size preferred as legibility is essential:
 - The same sheets/plans that were submitted the first time, with the required revisions, should be submitted. Only the sheets containing changes should be submitted; complete packets need not be resubmitted. Maximum sheet size is 24" x 36".
 - The plans must be re-dated to reflect the revision date and all of the revisions should be highlighted in some manner (delta symbols, bubbled, highlighter pens, etc.).
 - Fold and address the plans on the outside, as was originally required.
 - If the Town's Consulting Landscape Architect prepared a report on the initial plans, attach a copy of that report with notes as to where, and in what manner, each item in the report is addressed on the revised plans.
 - Plans will not be returned.
2. Calculations/Verifications: If the revisions result in changes to the hardscape calculations or the High Water Use calculations, submit revised "General Data" sheets (from the Landscaping Application) which reflect the changes and submit an additional site/planting plan, with the geometric verifications for the revised calculations, for each changed calculation.
3. Filing Fee: The fee for this Administrative Review is currently \$435. As indicated in the Town's Fee Schedule, the Town's costs to process the application must be covered by the applicant.
 - When the materials are complete, submit them to the Planning Office. An appointment with a planner is not required and should not be necessary.
 - Please also submit electronic files of all application materials and drawings.
 - Please understand that approval cannot be made without all of the required information.
 - Applicants may not contact the Town's Consulting Landscape Architect directly.
 - Allow at least two (2) to four (4) weeks for a determination on the application. When the review is complete, the approval or the report will be forwarded to the applicant.
 - If an approval is not possible (in two attempts/submittals) the project will require an application for consideration by the Architecture and Design Review Board.

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