

# TOWN OF HILLSBOROUGH

## SAN MATEO COUNTY

Planning Office  
650/375-7411  
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1600 Floribunda Avenue  
Hillsborough  
California 94010

## 2011

### Architecture and Design Review Board Meeting Schedule and Filing Deadlines

*A pre-application meeting is required with Planning Staff prior to submitting an application for ADRB consideration. Please contact the Planning Office with any questions at (650) 375-7422 or to schedule an appointment.*

<b>FINAL Filing Deadline*</b>	<b>Meeting Date</b>	<b>FINAL Filing Deadline*</b>	<b>Meeting Date</b>
<i>Dec. 13 &amp; 14, 2010</i>	<b>January 24</b>	<i>June 6 &amp; 7</i>	<b>July 5**</b>
<i>February 7 &amp; 8</i>	<b>March 7</b>	<i>July 5 &amp; 6</i>	<b>August 1</b>
<i>March 7 &amp; 8</i>	<b>April 4</b>	<i>Aug. 1 &amp; 2</i>	<b>September 6**</b>
<i>April 4 &amp; 5</i>	<b>May 2</b>	<i>Sept. 6 &amp; 7</i>	<b>October 3</b>
<i>May 2 &amp; 3</i>	<b>June 6</b>	<i>Oct. 3 &amp; 4</i>	<b>November 7</b>
		<i>Nov. 7 &amp; 8</i>	<b>December 5</b>

*ADRB Meetings are held at 4:00 p.m. in the Community Room at Town Hall, 1600 Floribunda Avenue, Hillsborough CA*

#### **Application Procedures**

It is the goal of the Planning Office to assist homeowners and design professionals in securing prompt approval of their projects from the Architecture and Design Review Board (ADRB). To accomplish this, incomplete applications, applications with Code inconsistencies, and/or applications which have not met the Town's Residential Design Guidelines will not be accepted.

***In planning your project, please keep in mind the following:***

1. Meeting Schedule – Changes to the ADRB meeting schedule rarely occur; however, it is important to be aware of changes which must sometime be made to the ADRB meeting schedule. You are encouraged to contact the Planning Office at (650) 375-7411 to confirm the meeting date and filing deadlines for your application. You may also sign up for notifications of upcoming meeting agendas or schedule changes through E-notify online at <http://www.hillsborough.net/enotify/default.asp>.

**\* Please have all applications submitted no later than 3:00 pm on the filing day**

**\*\* Indicates a Tuesday meeting date due to a Holiday**

2. Call early – Make an appointment with a Planner at least two days prior to your desired appointment date. Complete applications are scheduled on the ADRB agenda on a first-come basis.
3. File the application early – The dates listed above as Final Filing Deadlines are the last possible dates for submitting applications for a given meeting date. ***To ensure that your application can be accepted for the ADRB agenda you request, make an appointment to submit your application on a date well in advance of the FINAL filing deadline.*** The ADRB requires that only complete applications be accepted. If you wait to submit on the Final Filing Deadline and the application is not complete, it will not be possible for the application to be submitted for that particular meeting agenda.
4. Neighbor issues – The ADRB requires that you discuss the project with the surrounding neighbors at an early stage in project development to address any project issues early on in the design process. It is encouraged to conduct outreach to all neighbors within the 500-foot radius of the project site. This public outreach should occur prior to meeting with Planning Office staff to identify any neighbor concerns and incorporate “good neighbor” design solutions into your project whenever possible.

### ***Filing an ADRB Application***

**STEP 1:** Pre-application Meeting with a Planner – A pre-application meeting with a Planner to review an application is required. A one-half hour pre-application meeting is included in the ADRB application fee; only one meeting should be necessary in most instances. This meeting will be used to review one set of plans and required application materials. If additional meetings with a Planner are needed, the cost of staff time will be charged. Call the Planning Office at (650) 375-7411 to schedule an appointment (the clerical staff is able to set appointments).

**STEP 2:** Submittal to the Planning Office – No appointments are required to submit for ADRB review once you have completed the pre-application meeting with Planning Staff. Please note that all required application materials must be submitted at this time. As noted above, incomplete applications will require scheduling at a future ADRB meeting date. Please also remember the following:

- Please inform the property owner/occupant of the property that each individual ADRB member will conduct a site visit in advance of the scheduled meeting.
- If you have questions about the application requirements, please call the Planning Office at (650) 375-7411.
- **Office Hours:** Monday – Thursday: 7:30 a.m. – 5:30 p.m.  
Friday: 7:30 a.m. – 12:30 p.m.

**NOTE:** The ADRB requires that ***all applications for a new house*** have a “Preliminary Review” by the ADRB at a scheduled meeting *before* a formal application may be submitted. If you wish to receive ADRB preliminary comments on any other type of application, you may also submit for the “Preliminary Review.” A handout explaining this process in detail, including submittal requirements and filing deadlines, is available in the Planning Office and from the Town’s website at: <http://www.hillsborough.net>

**We look forward to working with you on your project!**