TOWN OF HILLSBOROUGH

SAN MATEO COUNTY

Planning Division
650/375-7422
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1600 Floribunda Ave.
Hillsborough
California 94010

Preliminary Review

By the Architecture and Design Review Board

January 2013

All applications for a new house require a Preliminary Review before the ADRB Application can be submitted. Other projects, such as second story additions, may be submitted for Preliminary Review. In addition, Planning Staff can require Preliminary Review for an application which it believes would benefit from it.

Purpose:

The purpose of the Preliminary Review is to allow the property owner(s) and designer(s) to receive preliminary feedback from the ADRB on key issues of project design at an early stage in the design's development. This process should save time and costs. The ADRB will review the site information, the plans, and the related material and make comments on the project related to things such as the project's consistency with the Town's Design Guidelines, the project's siting, the way in which the bulk and mass are handled, the number and design of parking spaces, the floor plan (as it relates to the exterior of the house), the architectural style and the neighborhood context.

ADRB Meeting:

The Preliminary Review will take place at a public meeting of the ADRB, but it is not a public hearing where comments are received from the applicant or from neighbors. There will be no project presentation by the applicant, no public comments, and no testimony. The applicants should listen to the ADRB's comments and take notes. **It is required that the property owner(s) <u>and</u> the Designer Professionals attend the meeting to hear the comments.**

Process:

1. <u>Pre-application review by planner</u> - Once the preliminary plans (see attached application requirements) have been prepared, the applicants should arrange a meeting with a planner to review them. The planner will identify any apparent concerns and requirements that will need to be addressed before ADRB review and, if the plans are not ready, may require an additional meeting with the applicant. When the planner indicates that the plans and the design are at a point where they are ready for Preliminary Review, the applicants will be provided the names and addresses of adjacent property owners (neighbors sharing a common property line with or located directly across the street from the project site).
2. <u>Neighbor Notice</u> - Next, the applicants shall contact the property owners within a 500' radius from the project site, to inform them of the pending project, offer to review the plans with them, and provide the neighbors an opportunity to comment directly to the applicant, before design decisions are made (see attached sample notice). A reasonable opportunity (no less than ten days) shall be provided and the applicant shall document the public outreach efforts, and to whom it was made, and submit it to the Planning Division with the Preliminary Review Application. The project applicant shall provide copies of the Planning Division's Neighbor Bulletin regarding Preliminary Review (attached) to the neighbors.
3. <u>Submit Preliminary Review Application</u> - The applicants shall submit the Preliminary Review application form to the Planning Division, together with the plans, the evidence of neighbor notice and the filing fee. The complete application must be submitted at least 3 weeks (15 Full Business days) in advance of the requested ADRB meeting date.
4. A maximum of three (3) Preliminary Reviews prepared for the same project by the same designer will be accepted. After that, a full ADRB application is required.

APPLICATION
Preliminary Review
by the
Town of Hillsborough
Architecture and Design Review Board

Print clearly

Project Address: _____

APN #: _____

ADRB Meeting
Date Requested: _____

Property owner(s): _____
Name(s)

I understand that I am required to attend the ADRB meeting to hear the comments about my application (signed):

_____

Phone Number(s): _____

Architect/Designer: _____
Name and Firm

Address: _____
(Street Number / City / State / Zip)

Phone Number(s): _____

Email Address: _____

Town of Hillsborough Business License Number*:_____

Lot size (sq. ft.): _____ Existing (if any) Total Floor Area: _____

Proposed Total Floor Area: _____sq. ft. _____% FAR

What is the architectural
style of this project? _____

Submit the complete Application to the Planning Division **at least 3 weeks or fifteen (15) full business days** in advance of the requested ADRB meeting date

* Business Licenses are issued by the Town's Finance Department: (650) 375-7400 and the application is available online at http://www.hillsborough.net/depts/finance/business/business_licensing.asp

Town of Hillsborough
ADRB Preliminary Review

SUBMITTAL REQUIREMENTS

- ❑ **REQUIRED PLANS:**

Plans shall be photocopied (no bluelines, please), ½ -size of the originals (which are a maximum of 24" x 36"), legible reductions. 12" x 15" *or* 11" x 17" maximum is preferred. Plans shall be collated, stapled, folded and addressed on the outside as required for ADRB applications.

Seven (7) plan sets are required and each set shall, at the minimum, include:

- A location map (see ADRB application) with addresses of adjacent properties and all adjacent streets.
- Photos and a photo key (show the location from which the photos were taken on a reduced site plan): Include at least 4 site photos taken from the property edges into the site, towards the building location, plus at least 4 photos showing the adjacent houses (with addresses noted). Staff will assist you with the photo selections when you meet to review the application.
- A site plan, including the required setback lines, significant features, etc.
- A topographic site survey, including adjacent streets and existing structures, if any.
- For additions/remodels, a set of floor plans and exterior elevations of the existing house.
- Dimensioned floor plans with rooms identified.
- Exterior building elevations with floor and ceiling heights and roof heights specified. Windows and doors shall reflect the proposed locations, shapes, sizes and detail. At least one elevation shall be detailed sufficiently to represent the architectural style and the way in which the entire project will be detailed. Specify all proposed materials, including roofing.
- Cross-sections or other information to demonstrate the design concept

Staple to (the inside of) each plan set a copy of the completed application form (previous page).

- ❑ **NEIGHBOR NOTICE:**

Several things may be submitted as evidence of providing the required neighbor notice. For example, a copy of a letter of invitation and copies of certified mailing receipts for the neighboring addresses, or a letter signed by the neighbors indicating that they had an opportunity to review and discuss the plans. Whatever the applicant believes will work best for his/her particular situation is fine, just so it is clear that an opportunity has been provided.

- ❑ **FILING FEE:**

First Application - $1048. If additional applications are necessary, the fee for the second is $500 and the fee for the third is $411, to cover the Town's costs to process these applications.

(over)

Sample Neighbor Notice

ADDRESS
Project Type (e.g. teardown & new house)

Neighborhood Meeting

You are invited to attend a neighborhood meeting with Mr. and Mrs. [name] to discuss a pending proposal for a [brief project description] to their home at [address].

The meeting will be held on [day], [date] at [time].

Meeting Location/Address

The purpose of this meeting is to receive preliminary comments from the neighbors regarding the proposed project. After this meeting, the owner(s) will submit an application for Preliminary Review of the project by the Town of Hillsborough's Architecture and Design Review Board (ADRB). If the ADRB's comments are positive, the owner(s) will submit a more detailed application for the ADRB to consider in a public hearing. You will receive an official notice of the public hearing. (For additional information about the Town's design review process, please see the enclosed Neighbor Bulletin from the Planning Division.)

Prior to the formal submittal of the application to the ADRB, all comments and questions about the project should be directed to the owner or the owner's representative. Please contact [name of owner or representative] at [phone number] if you have comments or questions.

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Neighbor Bulletin: Preliminary Review of a Proposed Project

Dear Neighbor,

This is the first step in the neighbor review of plans for a proposed construction project. As the property owner (applicant) has recently contacted the Planning Division to alert us of their upcoming application for Preliminary Review, they have been instructed to first offer to review conceptual plans with you. Please be sure to review the plans carefully and ask questions. If you have any concerns, this is the time to make them known to the designer and the applicant directly so that they can try to address them in the design process. Keep in mind that this is a preliminary plan neighbor meeting, so an application has not yet been submitted to the Town.

We very much appreciate your involvement in this process and know that your neighbors will appreciate your constructive input. If you would like to better understand the Town's Architecture and Design Review Board (ADRB) and the design review process or review the Town's Residential Design Guidelines, please contact the Planning Division at Town Hall or visit the Town's website at: www.hillsborough.net

What will happen next?

1. ADRB Preliminary Review - After the applicant solicits neighbor comments, the preliminary plans will be refined and submitted to the Planning Division for the Preliminary Review by the ADRB. This is the opportunity for the ADRB to provide preliminary comments to the applicant on key issues of project design at an early stage in the design's development. The purpose of the Preliminary Review is to let the applicant know if the project appears generally consistent with the Residential Design Guidelines, or if a different approach should be taken. General comments will be made by the ADRB to help the applicant be successful in their approach to the project.

   The Preliminary Review will take place at a public meeting of the ADRB, but it is not a public hearing where comments are received from the applicant or from neighbors. There are no public notices mailed for this meeting since it is intended only for the ADRB to provide direction to the applicant. You can ask the applicant to let you know when the Preliminary Review is scheduled or you can call the Planning Division or check the Town's website to check on the meeting date if you are interested.

   After the applicant hears the preliminary comments from the ADRB, the plans will be completed or, if the comments were not positive, the design may be changed and returned to the ADRB for another Preliminary Review.

2. ADRB Public Hearing – Once the Preliminary Review has occurred and the plans are further developed, they will be submitted to the Planning Division. If the plans are complete and consistent with Town regulations, they will be scheduled for a public hearing with the ADRB.

   All property owners within 500 feet of the applicant's property will be mailed a public notice at least 15 days prior to the ADRB hearing date. The notice will invite neighbors to Town Hall to review the plans; will state the date, time and location of the ADRB public hearing; and will identify the date by which written comments may be submitted to the ADRB. You are encouraged to review the plans at Town Hall, where you may also ask the Planning staff questions, prior to the hearing date. You are also encouraged to attend the hearing. Comments may be provided verbally at the hearing or in a letter which is submitted in advance.

   "Story poles", which are striped poles and orange netting to represent the height and location of the tallest roof peaks of *two-story* portions of the proposed project, will be installed on the applicant's property at least 10 days before the public hearing. These are intended to help you visualize the completed project and are installed based on a plan that has been approved by the Planning Division.

   At the public hearing everyone wishing to comment on the project will be given an opportunity to do so. The ADRB will consider the plans, the comments, the Town's Design Guidelines and other factors in making its decision (by majority vote) at the public hearing. The ADRB will either approve, approve subject to complying with specific conditions, deny, or continue the application to a future meeting to allow for design changes.

3. ADRB Decision – Within fifteen days of the ADRB's decision on an application, the decision may be appealed to the City Council. Anyone may file an appeal. Instructions for filing an appeal are available at the Planning Division and on the Town's website. If an appeal is filed, the City Council will conduct a public hearing and consider the recommendation of the ADRB, the concerns and issues of the appellant and other residents, the Town's Design Guidelines and other factors and will vote to uphold the appeal, deny the appeal, or remand the application to the ADRB for further consideration. If an appeal is not filed during the fifteen-day appeal period, the ADRB's decision becomes final.

Thank you,
Town of Hillsborough Planning Division