TOWN OF HILLSBOROUGH
SAN MATEO COUNTY

Planning Office
650/375-7422
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1600 Floribunda Avenue
Hillsborough
California 94010

2014
Architecture and Design Review Board (ADRB)
Meeting Schedule and Filing Deadlines

ADRB Meeting Date	FINAL Filing Deadline Formal Review	FINAL Filing Deadline Preliminary Review
January 21, 2014*	December 16, 2013	January 3, 2014
March 03, 2014	February 03, 2014	February 10, 2014
March 24, 2014	February 24, 2014	March 3, 2014
May 05, 2014	April 07, 2014	April 14, 2014
June 02, 2014	May 05, 2014	May 12, 2014
July 07, 2014	June 02, 2014	June 09, 2014
August 04, 2014	July 07, 2014	July 18, 2014
September 02, 2014*	August 04, 2014	August 15, 2014
October 06, 2014	September 02, 2014	September 16, 2014
November 03, 2014	October 06, 2014	October 14, 2014
December 02, 2014*	November 03, 2014	November 10, 2014

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

**** Indicates a Tuesday meeting date due to a Holiday or other schedule conflict***

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) 375-7422 to confirm the meeting date and filing deadlines for your application or be notified via email by signing up for E-notify online at http://www.hillsborough.net/enotify/default.asp.

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) 375-7422 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. All required application materials must be submitted at this time. 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 or to make an appointment, please call the Planning Office at (650) 375-7422.
- 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!