Are you thinking about remodeling your home?
Are you thinking of buying a home in Hillsborough?

If you answered yes to any of these questions, this brochure will help you find out:

What is the Design Review Process like?
What limitations do I have on improving my property?
Who can I talk to about these questions?

Part A: Preliminary Review

Contact Town Staff
Notify Neighbors
Submit an Application
Submit other Required Materials

Part B: Design Review

Initiate Hearing Process
Admin Design Review (staff)
ARDB Hearing

Minor projects consistent with standards
More substantial projects

Project is Approved, Conditionally Approved, or Needs Revisions
Project is Denied
Appeal to Council (if necessary)

Top things to ask yourself before designing or purchasing:
- What do your neighbors’ homes look like?
- Is there a steep slope?
- Is my home older than 50 years?
- Is there a creek in my yard?
- Are there Covenants, Conditions, and Restrictions (CC&Rs) on my property?
- Do I need to remove trees?
ELEMENTS OF A SUCCESSFUL APPLICATION

- Tour the town, review existing styles and consult early with Town staff
- Become familiar with the Town’s design guidelines and requirements
- Select an architect familiar with Hillsborough and visit an Architectural Design Review Board hearing before your proposal is going to be heard
- Inform your neighbors (it's never too early!)
- Understand that complicated or controversial designs will require a longer review process
- Clearly communicate the design (diagrams, renderings)
- Know that inspectors are on your side and are providing a peer review of your contractor’s work

Requirements

Standards that are quantifiable and cannot be changed without a variance or special exception.

Examples include:
- Setbacks
- Maximum Height
- Size/Floor Area Ratio
- Lot Coverage

Guidelines

Subjective rules that are qualitative and need either town staff or Design Review Board direction.

Examples include:
- Neighborhood Compatibility
- Authentic Architecture
- Design Quality

CONSTRUCTION CHECKLIST

☐ Have you notified your neighbors of construction?
☐ Do you have an approved Construction Management Plan?
☐ Are there quality of life measures you may want to consider during construction?
☐ Are you aware of the construction hours?
☐ What if you need to conduct construction outside of the permitted construction hours?
☐ Do you have a qualified superintendent designated to be present at the construction site at all times during the construction process?
☐ What happens if a construction code violation occurs?
☐ What is the homeowner’s responsibility for construction violations?

WHERE CAN I FIND MORE INFORMATION?

For the complete presentation, please visit the Town’s website at

http://www.hillsborough.net

or contact

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