

TOWN OF HILLSBOROUGH  
SAN MATEO COUNTY

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

**Administrative Design Review  
of Architectural Applications**

August 2018

**What types of architectural projects qualify for Administrative Review?**

Planning staff may review and administratively approve, on behalf of the Architecture and Design Review Board, some minor projects, which are:

- *Consistent with the Town's Zoning Ordinance;*
- *Consistent with the Town's Design Guidelines; and,*
- *Of minimal potential negative impact to the neighborhood.*

Projects including additions at the second or third floor; result in a net increase of more than 500 sq. ft. of enclosed floor area; removal of trees 12" or greater in diameter; typically do **NOT** qualify for staff administrative approval and must be approved in a public hearing by the ADRB.

Second story additions which are less than 500 square feet in size, to existing dwellings and not visible from the public right of way, may be considered for administrative review, as determined by Planning Staff. *(Second floor additions meeting the criteria above may be required to install story poles as a part of the administrative review process)*

**Public Notification:**

Projects reviewed administratively require public notification to all adjacent property owners (as provided by the Building and Planning Divisions), which are those properties contiguous to the subject property (including properties separated by public rights-of-way)\*. Public notices will be completed and mailed by Planning staff on the day of application submission. The Public Notice period shall be the 15 calendar days from mailing date.

*\* Please note that if your project is determined (by the Planning Director) to have little or no negative visual effect, the public notice requirement may be waived, according to HMC Section 2.12.070(A)(2).*

## Requirements for Consideration for an Administrative Approval:

It will be important to review the Town's Development Standards, Design Guidelines and ADRB Application in the design development and plan preparation processes. Please include the following items in your administrative review submittal:

1. Completed "General Data" sheets and Authorization sheet with the owner's original signature, which are attached. Please refer to the Town's Development Standards for detailed explanations of "F.A.R.", "Structural Coverage", etc. and how they are calculated.
2. Traverse closure calculations or (only if the lot is perfectly rectilinear) an architect's verification of lot size must be attached to the "General Data" sheets. This is required for each application.
3. One set of clear, dimensioned plans drawn to scale on standard 24" x 36" sheets with sufficient detail to fully document the project in relation to the existing house. Refer to the Completeness Checklist within the ADRB Application Packet for detailed instructions on plan preparation.

### All plans must:

- Include a location map (see attached example);
  - Show the location of the project (with dimension lines) relative to **accurate** property lines and easements;
  - Show the project in relation to the existing floor plan and elevations;
  - Specify materials, trims and colors and include cut sheets for light fixtures, skylights or any other features attached.
  - Include graphic interior garage dimensions, the parking strip along the street, trees (if any) near the proposed work;
4. Color photos of the site, the view from the street, the area of the proposed project, each elevation of the existing house, etc. When proposing an addition, the photos must be of a high quality and must demonstrate sufficient detail to show how the proposed addition (including finishes, trims, etc.) relates to the existing structure. Colors should be as true as possible, especially when proposed colors are "to match existing." A photo key on a reduced site plan is helpful. Polaroid photos may not be used.
  5. The \$477 filing fee. An additional fee will be charged, to cover Town costs, if additional staff time or plan revisions are required. A supplemental fee of \$32.00 will be collected to cover staff costs, materials and postage.

**Landscape Plans:** For projects which include landscaping, see the handout on Administrative Review for landscaping for additional information.

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When the application is complete, drop them off at the Planning Division or call 375-7422 to schedule an appointment to meet with a Planner. **Please understand that approval cannot be made without the required information.** Unless the application includes landscaping (which must be forwarded to the Town's part-time consulting Landscape Architect), the results of the review can usually be expected within two to four weeks. If the design or the application cannot be approved, one revised application can be made. If it still cannot be approved on behalf of the Board, or if there is evidence of concern in the neighborhood, the project will require a full application for consideration by the Architecture and Design Review Board. A 10 day appeal period follows your Planning approval. You may submit to the Building Division after the appeal period ends.

**Attachments:** Authorization Form, General Data Sheets, Location Map, & Folding Diagram

Town of Hillsborough

## Administrative Review of Architectural Projects Application Form

*(Please Type or Print Legibly)*

Address of Site: \_\_\_\_\_

**Authorization of property owner(s):** In signing this application, I/we, as property owner(s) have full legal capacity to, and hereby do, authorize the filing of this application. I/we understand that conditions of approval are binding. I/we agree to be bound by those conditions, subject only to the right to object at the hearing or during the appeal period.

Please circle: Mr. and Mrs. / Mr. / Mrs. / Ms. / Dr.

Name(s): \_\_\_\_\_

Signature(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Street or P.O. Box)

\_\_\_\_\_  
(City, State and Zip Code)

Phone Number(s): \_\_\_\_\_ Email: \_\_\_\_\_

**Project Designer/Contractor:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Street or P.O. Box)

\_\_\_\_\_  
(City, State and Zip Code)

**TOWN OF HILLSBOROUGH BUSINESS LICENSE #:** \_\_\_\_\_

**CALIFORNIA STATE LICENSE #:** \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

(over)

## General Data

Project Address: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_

Lot Size: \_\_\_\_\_ sq. ft. Net Lot Size (if applicable): \_\_\_\_\_ sq. ft.  
"Traverse Closure Calculations" or the architect's verification **must be** attached. If the site includes an access easement (for right-of-way or driveway access to another lot), also provide "Traverse Closure Calculations" for the **net lot size**, which is the lot size to be used in calculating the FAR and lot coverage.

Project Description: \_\_\_\_\_

**The project includes (check all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> The teardown of an existing house and/or other structures | <input type="checkbox"/> A driveway cut in a location where there currently is not one |
| <input type="checkbox"/> Installing entirely new roofing material                  | <input type="checkbox"/> A Second Unit – an independent living unit                    |
| <input type="checkbox"/> New floor area at the second or third story               | <input type="checkbox"/> Retaining walls higher than 4.5 feet                          |
| <input type="checkbox"/> The removal of trees (trunk diameter 12" or greater)      | <input type="checkbox"/> Replacing (same shape/size/location) existing windows         |
| <input type="checkbox"/> Fencing, gate(s), pilasters along the street              | <input type="checkbox"/> Grading in excess of 1,500 cubic yards                        |
| <input type="checkbox"/> The installation of new landscaping                       | <input type="checkbox"/> Detached accessory structure(s)                               |

Roof Material (manufacturer, style, color): \_\_\_\_\_

Exterior Materials: \_\_\_\_\_

Architectural Style: \_\_\_\_\_

**Date of original construction:** \_\_\_\_\_ **Original Architect:** \_\_\_\_\_

Distance from main house (new/existing portion) to property lines at the closest points:

Front: \_\_\_\_\_ Back: \_\_\_\_\_

Left Side: \_\_\_\_\_ Right Side: \_\_\_\_\_

Building Height (in feet), at highest point, from:

Existing grade \_\_\_\_\_ New/final grade \_\_\_\_\_

Total number of bedrooms (or rooms which meet the definition of bedroom): \_\_\_\_\_

Number of on-site parking spaces provided: In garages \_\_\_\_\_; Other, "open" parking spaces which are indicated (with dimensions) on the plans (not including those in the required back-up space behind garage doors) \_\_\_\_\_. ("Tandem" spaces are not counted.)

Preliminary grading calculations: \_\_\_\_\_ c.y. cut; \_\_\_\_\_ c.y. fill.

**LOT COVERAGE Calculations** This is the “footprint” – See the Development Standards:  
 You may attach additional pages, if necessary.

	Structure	Hardscape*	Landscape	Total
Existing sq. ft.				
To be removed sq. ft.				
To be added sq. ft.				
<b>TOTAL</b> sq. ft.				**
<b>% of total lot</b>				100%

**Total allowable:** \_\_\_\_\_ (to be completed by staff)

\*Hardscape is impervious surface such as driveways, parking spaces, roofed porches, entries, lanais, porticos, swimming pools, courts, patios, decks, walkways, steps, solar panels, gazebos, pergolas, etc. See the Development Standards for information.

\*\*This is the lot size, or the net lot size, from previous page.

**FRONTYARD HARDSCAPE Calculations** Required *only* for proposals involving work within the front yard setback area, which is usually the front 25 or 30 feet of the lot:

	Square Feet	% of Setback Area	% Allowed
Hardscape			40% maximum
Landscape			60% minimum
<b>TOTAL</b>			<b>100%</b>

**FLOOR AREA (F.A.R.) Calculations** Include all enclosed floor space, including garages; see the Development Standards for specifics as F.A.R. calculations for some areas such as those with low sloping ceilings, high ceilings, or basements may not be calculated at 100%. Additional columns may be added for accessory buildings, etc., if necessary:

FAR	Basement	First Floor	Second Floor	Total
Existing sq. ft.				
To be removed sq. ft.				
To be added sq. ft.				
<b>TOTAL</b> sq. ft.				

**Total (proposed) floor area =** \_\_\_\_\_ % F.A.R. (based on lot size, or net lot size, if applicable)

**SQUARE FOOTAGE Calculations** This is the actual house/structure size –. count all enclosed floor space, including garages, basements, attics, etc., at 100% (do not use FAR calculations):

Square Footage	Basement	First Floor	Second Floor	Total
Existing sq. ft.				
To be removed sq. ft.				
To be added sq. ft.				
<b>TOTAL</b> sq. ft.				

*Staff Use Only*

Total allowable FAR: \_\_\_\_\_ sq. ft.

Notes:

**Town of Hillsborough**

**ADMINISTRATIVE DESIGN REVIEW APPLICATION**  
**Design Guidelines Checklist**

This checklist is a tool to help applicants address the goals of the Town's Residential Design Guidelines during the project's design development; it identifies some, but not all, of the important issues discussed in the Design Guidelines. The guidelines are separate and in addition to development standards (such as setbacks, height limits and lot coverage) and are intended to provide flexibility for designers while assuring conformance to the community's vision and goals for development. **The completed checklist must be submitted with your application** (additional pages may be attached to complete your responses).

**A. Project Context and Neighborhood Involvement**

- |   | <b>YES</b>               | <b>NO</b>                |
|---|--------------------------|--------------------------|
| 1. Have you toured the neighborhood to evaluate the setting, spoken with other homeowners about your project? ( <i>Looking Around</i> , p. 6) | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you contacted the adjacent neighbors about the proposed project? ( <i>Neighborhood Involvement</i> , p. 6)                            | <input type="checkbox"/> | <input type="checkbox"/> |

*Briefly describe any neighborhood development concerns of which you are aware.*

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**B. Design Principles**

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 3. Do the project plans clearly identify and illustrate the following:  |                          |                          |
| Commitment to the chosen architectural style in the design of all components of the residence such as: building mass; roof form, shape and pitch; façade symmetry, details and proportion; window proportion and design; building materials; and ornamentation? ( <i>Consistency of Style</i> , p. 9) | <input type="checkbox"/> | <input type="checkbox"/> |
| Historically accurate and/or appropriate building elements that directly contribute to the authenticity of the architectural style? ( <i>Historical Accuracy</i> , p. 10)   | <input type="checkbox"/> | <input type="checkbox"/> |
| A superior level of craftsmanship and building materials? ( <i>High Quality</i> , p. 11)  | <input type="checkbox"/> | <input type="checkbox"/> |
| Use of building materials that are consistent with their physical characteristics and properties of the architectural style? ( <i>Honesty of Materials</i> , p. 12)   | <input type="checkbox"/> | <input type="checkbox"/> |

**C. Architectural Style**

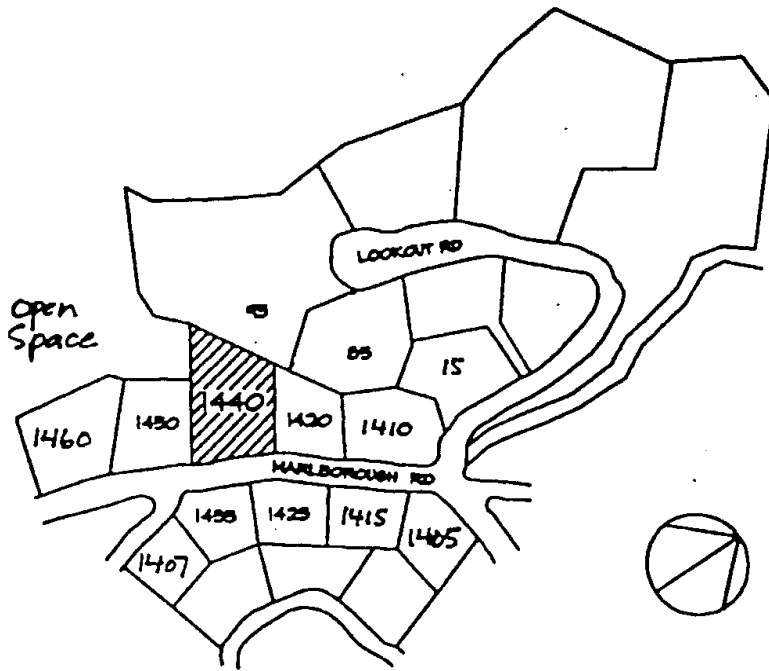
- |  |                          |                          |
|--|--------------------------|--------------------------|
| 4. Do the windows represent an appropriate glazing type, size, shape, proportion, material, reveal (inset into the wall), trim detail and sill design that actively contribute to the architectural style? ( <i>Windows</i> , pp. 59 - 62) | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are the doors and entry features appropriately scaled to the building façade and of appropriate sizes, materials, scale and quality to reflect the architectural style? ( <i>Doors</i> , p. 63)   | <input type="checkbox"/> | <input type="checkbox"/> |

**D. Site Planning**

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 6. Does the project design integrate natural site features such as mature and/or native trees and other existing vegetation? ( <i>Natural Site Features</i> , p. 18) | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|

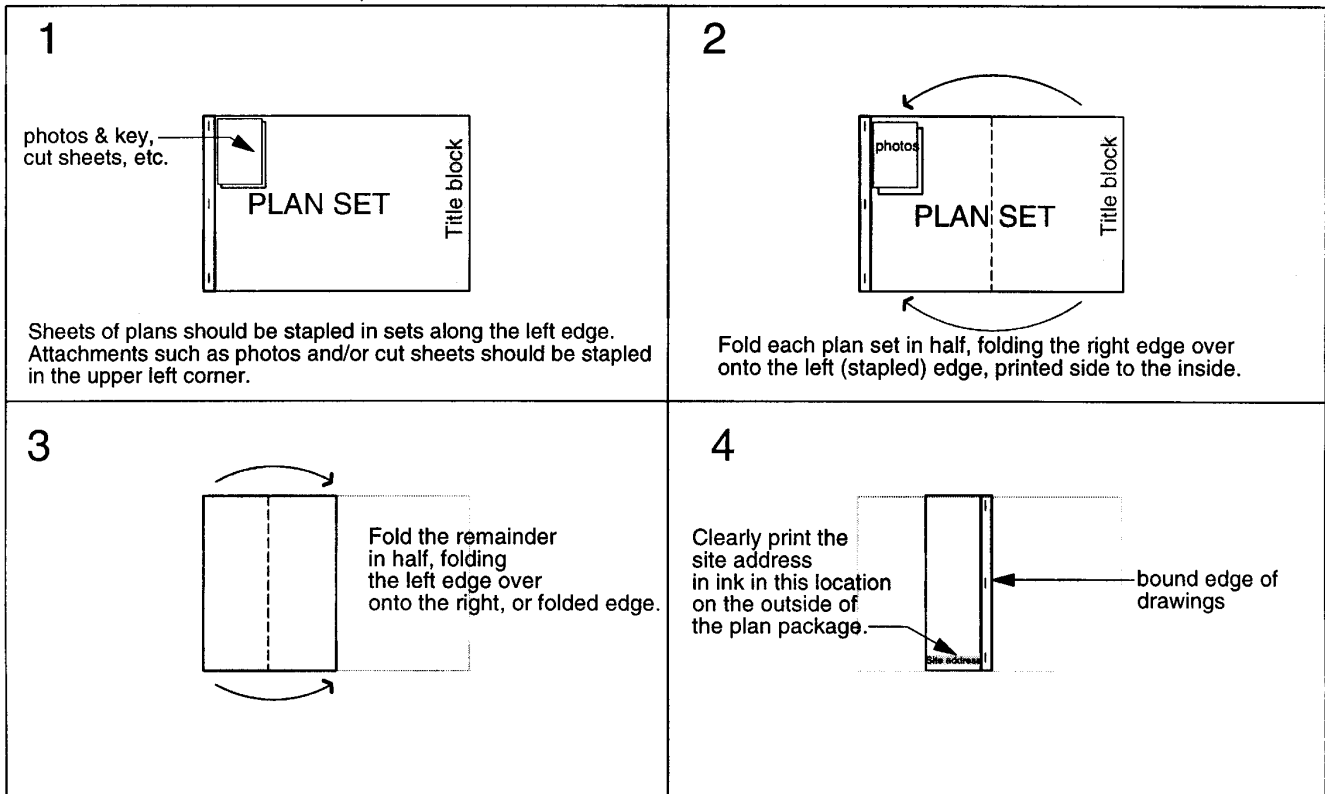
**E. Massing**

- 7. Is the scale of the building mass appropriate relative to other buildings, streets and/or adjacent open space features? (*Neighborhood Context*, pp. 28 – 31)
- 8. Is your project at or near the maximum floor area? (*Introduction, E. Successful Design*, pp. 6-7)
- 9. Is the project located on a visually prominent site? (*Neighborhood Context*, pp. 28 – 31 & *Sight Adjacencies*, p. 31)
  
- 10. If this project would introduce a new second story in a neighborhood with existing one-story homes, does the proposed design:
  - Modulate building mass? (p. 28)
  - Include a partial (rather than a full-size) second story and increase setbacks of second story volumes? (p. 28)
  - Include a change from a Ranch Style home to another architectural style? (pp. 29-30)



### Location Map

This is an example of a location map which must be on the first page of each plan set. Show the project site relative to nearby properties and streets. Include the addresses of all adjacent (including to the back and across the street) properties. If a pre-printed map is used, be sure that the entire street name is included for all adjacent streets. The location map should be oriented on the page in the same manner as the project site plan.



### Plan Folding Instructions

For reduced plans:

1. Staple photos, cut sheets and other attachments in the upper left corner.
2. Fold the plan sets in half, either way, depending on the orientation
3. Clearly print the site address on the outside, as in Step #4, above.
4. Plan sets should open like a book, from right to left.