

TOWN OF HILLSBOROUGH
SAN MATEO COUNTY

Planning Division
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1600 Floribunda Avenue
Hillsborough
California 94010

**Administrative Review of
Landscape Plans**

August 2018

WHAT TYPES OF LANDSCAPE PROJECTS QUALIFY FOR ADMINISTRATIVE REVIEW?

Only projects that are consistent with the Town's Design Guidelines and have little or no negative impact on the neighborhood may be approved administratively. Generally, these are landscape plans which are primarily planting projects and which **do not** include:

- *Non-conforming structures or improvements;*
- *Tennis courts; or*
- *Removal of trees that are 12" or greater in diameter.*

Landscape plans which contain any of the above components cannot be approved administratively and are subject to review by the Architecture and Design Review Board at a public hearing. Please see the "Landscaping Application Packet" for important instructions and the ADRB Meeting Schedule for submittal dates.

WATER EFFICIENCY IN LANDSCAPING REQUIREMENTS:

Please make note of the new landscape regulations and submittal requirements for compliance with the Town's Water Efficiency in Landscaping Ordinance. Checklists and a water budget calculation sheet have been included in this packet to guide you through the process and additional information is available online at:

http://www.hillsborough.net/depts/building/planning/informational_handouts.asp.

PUBLIC NOTIFICATION:

Projects reviewed administratively require public notification to all adjacent property owners, which are those properties contiguous to the subject property (including properties separated by public rights-of-way)*. Public notices will be completed by Planning staff on the day of application submission. The Public Notice period shall be the 15 calendar days from mailing date. The mailing will consist of a Public Notice with attached reduced size plans; one set must be submitted with the application for mailing purposes with public notification.

** 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).*

PLEASE REFER TO THE “LANDSCAPING APPLICATION PACKET” AND (IF APPLICABLE) THE “FENCING AND GATES” APPLICATION FOR SPECIFIC INSTRUCTIONS FOR PREPARING PLANS AND ATTACHMENTS. THE FOLLOWING ITEMS ARE REQUIRED:

1. Completed “Authorization” and “General Data” sheets (attached).
2. One (1) set of clear, fully dimensioned plans drawn to scale on a standard sheet size of 24” x 36”, with sufficient detail to fully document the project. Please fold and address the plans according to the attached instructions.
3. Location map (included in the plans or stapled to each plan set) which must show the addresses of all surrounding properties – see attached example.
4. **Completed Water Efficiency Checklist & Water Budget Calculation Sheet** (if project has 2500 sq. ft. of newly irrigated landscaping or greater).
5. A Letter from a Certified Water Auditor shall be submitted demonstrating that the plans have met the Town’s Water Efficiency Landscape Ordinance requirement on all Tier II projects a project has 5000 sq. ft. of newly irrigated landscaping or greater.
6. Photos of the site, the area of the project, etc. (stapled to each plan set), and a photo key, showing from what points the photos were taken.
7. One additional site/planting plans (full size is preferred) with geometric verifications: one with high-water-use calculations and one with hardscape calculations for the front yard and the full site (see “Landscaping Application Packet” for instructions).
8. Arborist reports, light fixture cut sheets, etc. (if applicable) stapled to each plan set.
9. The filing fee is \$436.00 to cover the Town’s costs. A supplemental fee of \$32.00 will be collected to cover staff costs, materials, and postage for the Public Notification process.

ADDITIONAL PROCEDURAL NOTES:

- When the application materials are complete, submit them to the Planning Division.
- The plan may be forwarded to the Town’s Consulting Landscape Architect for review. ***Please advise your clients that a site visit is typically conducted by the Town’s Consulting Landscape Architect.***
- If special approvals from the Engineering and/or Fire Department are necessary, additional fees will be charged to cover Town costs for routing, reviewing and processing the request(s).
- Please allow 2 - 4 weeks for a determination on the application. Applications are processed in the order received. When the review is complete, the applicant and the designer will be notified by the Planning Division.
- If a project approval is not possible (in two attempts/submittals) or if there is evidence of concern in the neighborhood, the project may require review by the Architecture and Design Review Board at a public hearing.
- If an application is not approved and is resubmitted with changes, additional fees will be charged to cover the Town’s costs.
- A 10 day appeal period before follows your Planning approval. You may submit to the Building Division after the appeal period ends.

If you have any questions, please call the Planning Office at 650-375-7422.

General Data for Landscaping Application

Project Address: _____

Assessor's Parcel No.: _____

Lot size: _____ sq. ft. Source of information: _____
(Town of Hillsborough should not be cited as the source)

Project Description: _____

	Circle One	
Is this the required landscape plan for a new house?	Yes	No
Does the project include removal of trees that are 12" or greater in diameter?	Yes	No
Does the project include fencing, columns and/or gates along a street?	Yes	No
Does the project include a new driveway cut location?	Yes	No
Does the project include any structure(s) other than fencing, such as an arbor, gazebo, or poolhouse?	Yes	No
Does the project include a new pool/spa site?	Yes	No
Does the project involve new irrigated landscape area 2,500sf – 5,000sf*? No		Yes
Does the project involve new irrigated landscape area > 5,000sf*?	Yes	No

****If YES is circled, an Outdoor Water Efficiency Checklist must be submitted with the application***

Does the project involve new irrigated turf >25% of LS area? ** Yes No

*****If YES is circled, a water budget calculation sheet is required, which can be accessed online at:***

<http://www.hillsborough.net/253/Landscape-Requirements> - see "Interactive Version MS Excel" at the bottom of the page.

For projects involving installation of new pool/spas:

Distance from property line at closest point: _____

Distance from a structure (house, pool house, etc.) at closest point: _____

General Data for Landscaping Application, Continued

LOT COVERAGE CALCULATIONS (required for all landscaping applications):

	Structure	Hardscape	Landscape*	Total Lot
Existing (sq.ft.)				
To Be Removed (sq.ft.)				
To Be Added (sq.ft.)				
Total				**
% of total lot				100%

* "Landscape area" is the total area of the site, minus the area covered by structures and other hardscape (non-porous, impervious areas such as areas covered by concrete, walls, paving, etc.)

**This amount should equal the lot size from above.

HARDSCAPE CALCULATIONS FOR SETBACK AREAS ALONG STREETS (required only for proposals involving work within the street setback area(s), which is typically the 25 or 30 feet immediately behind the property line, adjacent to a street or, for a corner lot, the streets):

	Square Feet	% of Setback Area	% Allowed
Hardscape			40% maximum
Landscape			60% minimum
Total			100%

WATER EFFICIENCY IN LANDSCAPING CALCULATION SUMMARY (required only for landscape plans with new irrigated L/S areas 2,500sq ft – 5,000sq ft (Tier One) and 5,000 sq ft or greater (Tier Two):

	Square Feet	% of Landscape Area	% Allowed
Turf Irrigated Area			25% max.**
Non-Turf Irrigated Area			
Special Landscape Area			
Water Feature(s) Area*			10% max.
Total Landscape Area		100%	---

* "Water Feature(s) area" includes pools, spas, fountains and other water features.

**If turf area exceeds 25% of L/S area, a water budget calculation sheet is required

Preliminary Grading Calculations: _____ c.y. cut; _____ c.y. fill

(over)

TOWN OF HILLSBOROUGH OUTDOOR WATER USE EFFICIENCY CHECKLIST

To Be Completed by Applicant				
<input type="checkbox"/> Single Family Residence	<input type="checkbox"/> Other		Permit Number:	
Applicant Name (print):			Contact Phone #:	
Project Site Address:				
Landscape Area Calculation (Must Match Submitted Landscape Design Plans)				
Turf Irrigated Area (sq.ft.):		See Definitions on Reverse (or Next Page)		
Non-Turf Irrigated Area (sq.ft.):				
Special Landscape Area (sq.ft.):				
Water Feature Surface Area (sq.ft.):				
Total Landscape Area (sq.ft.):	-	<input type="checkbox"/> Tier I (2,500 - 5,000 sq. ft.)	Town Staff Review	
		<input type="checkbox"/> Tier II (> 5,000 sq. ft.)		
Landscape Parameter	Requirements	Project Compliance	(Pre)	(Post)
Documentation	Landscape and Irrigation Design Plan	<input type="checkbox"/> Prepared by applicant <input type="checkbox"/> Prepared by professional (Tier II)	<input type="checkbox"/>	<input type="checkbox"/>
	Water Budget (optional)	<input type="checkbox"/> Prepared by applicant <input type="checkbox"/> Prepared by professional (Tier II)	<input type="checkbox"/>	<input type="checkbox"/>
Turf *	Less than 25% of the landscape area is turf (above)	<input type="checkbox"/> Yes <input type="checkbox"/> No, See Water Budget	<input type="checkbox"/>	<input type="checkbox"/>
	All turf areas are > 8 feet wide	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
	All turf is planted on slopes < 25%	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
Non-Turf *	At least 80% of non-turf area is low water use plants	<input type="checkbox"/> Yes <input type="checkbox"/> No, See Water Budget	<input type="checkbox"/>	<input type="checkbox"/>
Hydrozones *	Plants are grouped by Hydrozones	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
Mulch *	At least 2-inches of mulch on exposed soil surfaces	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
Irrigation System Efficiency	70% ETo (100% ETo for SLAs)	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
	No overspray or runoff	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
Irrigation System Design	System efficiency > 70%	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
	Automatic, self-adjusting irrigation controllers	<input type="checkbox"/> No, not required for Tier I <input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
	Moisture sensor/rain sensor shutoffs	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
	No sprayheads in < 8-ft wide area	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
Irrigation Time	System only operates between 8 PM and 10 AM	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
Swimming Pools / Spas *	Cover highly recommended	<input type="checkbox"/> Yes (area = moderate water use plant) <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>
Water Features *	Recirculating	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
	Less than 10% of softscape area	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
Audit	Post-installation audit completed	<input type="checkbox"/> Completed by applicant <input type="checkbox"/> Completed by professional (Tier II)	<input type="checkbox"/>	<input type="checkbox"/>
* must be indicated on plan set			initial	initial
I certify that the subject project meets the specified requirements of the Water Conservation in Landscaping Ordinance.				
Print or Type Name		Signature		Date

TOWN OF HILLSBOROUGH OUTDOOR WATER USE EFFICIENCY CHECKLIST

DEFINITIONS

Turf: A ground cover surface of mowed grass. Annual bluegrass, Kentucky bluegrass, Perennial ryegrass, Red fescue, and Tall fescue are cool-season grasses. Bermuda grass, Kikuyu grass, Seashore Paspalum, St. Augustine grass, Zoysia grass, and Buffalo grass are warm-season grasses.

Special Landscape Area (SLA): An area of the landscape dedicated solely to edible plants, areas irrigated with recycled water, water features using recycled water and areas dedicated to active play such as parks, sports fields, and golf courses, where turf provides a playing surface.

Water Feature: A design element where open water performs an aesthetic or recreational function. Water features include ponds, lakes, waterfalls, fountains, artificial streams, spas, and swimming pools (where water is artificially supplied).

Landscape and Landscape Area: All the planting areas, turf areas, and water features in a landscape design plan subject to the Maximum Applied Water Allowance calculation. The landscape area does not include footprints of buildings or structures, sidewalks, driveways, parking lots, decks, patios, gravel or stone walks, other pervious or impervious hardscapes, other non-irrigated areas designated for non-development (e.g., open spaces and existing native vegetation), agricultural uses, commercial nurseries and sod farms.

Hydrozone: A portion of the landscaped area having plants with similar water needs. A hydrozone may be irrigated or non-irrigated.

Irrigation Efficiency (IE): The measurement of the amount of water beneficially used divided by the amount of water applied. Irrigation efficiency is derived from measurements and estimates of irrigation system characteristics and management practices. The minimum average irrigation efficiency for purposes of this Ordinance is 70%. Greater irrigation efficiency can be expected from well-designed and maintained systems.

Certified Professional or Authorized Professional: A certified irrigation designer, a certified landscape irrigation auditor, a licensed landscape architect, a licensed landscape contractor, a licensed professional engineer, or any other person authorized by the state to design a landscape, an irrigation system, or authorized to complete a water budget.

Automatic Irrigation Controller: An automatic timing device used to remotely control valves that operate an irrigation system. Automatic irrigation controllers schedule irrigation events using either evapotranspiration (weather-based) or soil moisture data.

Reference Evapotranspiration (Eto): A standard measurement of environmental parameters which affect the water use of plants.

WUCOLS: The Water Use Classification of Landscape Species published by the University of California Cooperative Extension, the Department of Water Resources and the Bureau of Reclamation, 2000.

Tier 1 Landscapes: All new construction and rehabilitated landscapes with irrigated landscape areas between 2,500 square feet and 5,000 square feet requiring a building or landscape permit, plan check or design review, or requiring new or expanded water service.

Tier 2 Landscapes: All new construction and rehabilitated landscapes with irrigated landscape areas greater than 5,000 square feet requiring a building or landscape permit, plan check or design review or requiring new or expanded water service.



Town of Hillsborough
Water Efficiency in Landscaping
WATER BUDGET CALCULATION WORKSHEETS

An Excel Spreadsheet Version of this Worksheet Can Be Found on the Town's Website:

http://www.hillsborough.net/depts/building/planning/informational_handouts.asp

SECTION A. HYDROZONE INFORMATION TABLE

Please complete the hydrozone table(s) for each hydrozone. Use as many tables as necessary to provide the square footage of landscape area per hydrozone.

Hydrozone (a)	Zone or Valve Number	Irrigation Method (b)	Area (Sq. Ft.)	Percent (%) of Landscape Area
Total				100%

(a) Hydrozone:
HW = High Water Use Plants
MW = Moderate Water Use Plants
LW = Low Water Use Plants

(b) Irrigation Method:
MS = Micro-spray *O = Other*
S = Spray *D = Drip*
R = Rotor *B = Bubbler*
B= Bubbler

WATER BUDGET CALCULATION WORKSHEETS

SECTION B. WATER BUDGET CALCULATIONS

Section B1. Maximum Applied Water Allowance (MAWA)

The project's Maximum Applied Water Allowance shall be calculated using this equation:

$$\text{MAWA} = (\text{ETo}) (0.62) [(0.7 \times \text{LA}) + (0.3 \times \text{SLA})]$$

where:

MAWA = Maximum Applied Water Allowance (gallons per year)

ETo = Reference Evapotranspiration (inches per year)

0.62 = Conversion factor (to gallons per square foot)

0.7 = ET Adjustment Factor (ETAF)

LA = Landscaped Area includes Special Landscape Area (square feet)

0.3 = the additional ET Adjustment Factor for Special Landscape Area (1.0 - 0.7 = 0.3)

SLA = Portion of the landscape area identified as Special Landscape Area (square feet)

Maximum Applied Water Allowance = _____ gallons per year

Show calculations.

Effective Precipitation (Eppt)

If considering Effective Precipitation, use 25% of annual precipitation. Use the following equation to calculate Maximum Applied Water Allowance:

$$\text{MAWA} = (\text{ETo} - \text{Eppt}) (0.62) [(0.7 \times \text{LA}) + (0.3 \times \text{SLA})]$$

Maximum Applied Water Allowance = _____ gallons per year

Show calculations.

SECTION B. WATER BUDGET CALCULATIONS

Section B2. Estimated Total Water Use (ETWU)

The project's Estimated Total Water Use is calculated using the following formula:

$$ETWU = (ET_o)(0.62) \left(\frac{PF \times HA}{IE} + SLA \right)$$

where:

- ETWU = Estimated total water use per year (gallons per year)
- ET_o = Reference Evapotranspiration (inches per year)
- PF = Plant Factor from WUCOLS
- HA = Hydrozone Area [high, medium, and low water use areas] (square feet)
- SLA = Special Landscape Area (square feet)
- 0.62 = Conversion Factor (to gallons per square foot)
- IE = Irrigation Efficiency (minimum 0.70)

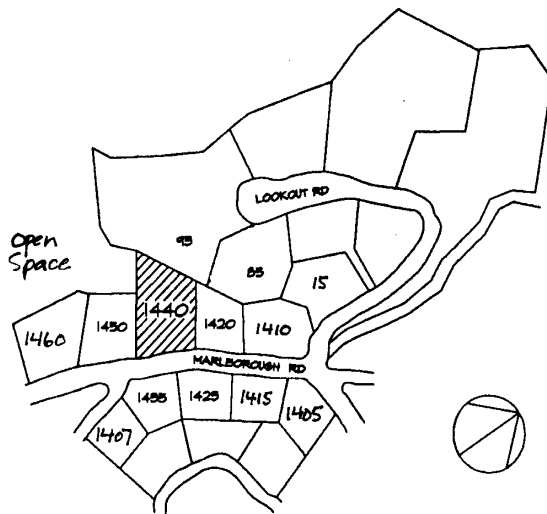
Hydrozone Table for Calculating ETWU

Please complete the hydrozone table(s). Use as many tables as necessary.

Hydrozone	Plant Water Use Type(s)	Plant Factor (PF)	Area (HA) (square feet)	PF x HA (square feet)

Estimated Total Water Use = _____ gallons

Show calculations.



LOCATION MAP

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 neighboring properties (including to the back and across the street).
- If a pre-printed map is used as a base, be sure that full street names are included.
- The location map must be oriented on the page in the same manner as the project site plan.

Plan Folding Instructions

<p>1</p> <p>photos & key, cut sheets, etc.</p> <p>PLAN SET</p> <p>Title block</p> <p>Sheets of plans should be stapled in sets along the left edge. Attachments such as photos and/or cut sheets should be stapled in the upper left corner.</p>	<p>2</p> <p>photos</p> <p>PLAN SET</p> <p>Title block</p> <p>Fold each plan set in half, folding the right edge over onto the left (stapled) edge, printed side to the inside.</p>
<p>3</p> <p>Fold the remainder in half, folding the left edge over onto the right, or folded edge.</p>	<p>4</p> <p>bound edge of drawings</p> <p>Site address</p> <p>Clearly print the site address in ink in this location on the outside of the plan package.</p>

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.