

TOWN OF HILLSBOROUGH

Planning Division
650/375-7422
Fax: 650/375-7415



1600 Floribunda Avenue
Hillsborough
California 94010

Accessory Dwelling Units

December 2017

The term “accessory dwelling unit” or “ADU” under State Law, means a residential dwelling unit that provides complete independent living facilities for one or more persons and is located on the same lot as the main house (called the “primary dwelling”). The accessory dwelling unit includes permanent provisions for living, sleeping, eating, cooking, and sanitation. The accessory dwelling unit may accommodate an extended family, a care giver, or it may be rented.

There are 3 ways to create an accessory dwelling unit:

1. Constructing an entirely new accessory dwelling unit which is either attached to, or detached from, the primary dwelling.
2. Creating a new accessory dwelling unit within existing exterior walls (for example, in the basement or attic)
3. Approval of an existing structure (or portion of a structure) as an accessory dwelling unit, such as a domestic unit, pool house, recreation room, etc.

To create an Accessory Dwelling Unit, first secure approval from the Planning Division, then secure approval from the Building Division.

Regulations and Requirements for All Accessory Dwelling Units:

1. Before the unit is approved, a notice must be recorded at the County Recorder’s office to notify future property owners of regulations associated with the accessory dwelling unit including:
 - That the accessory dwelling unit may not be sold separately;
 - Either the accessory dwelling unit or the primary dwelling may be rented, but not both at the same time unless both are rented to the same party.

There is a City Attorney fee associated with the preparation of this document and the document must be prepared and recorded at the County Recorder’s office before any permits or final approvals are issued.

2. **Parking:** Accessory dwelling units with one or two bedrooms require one parking space, and accessory dwelling units with three or more bedrooms require two parking spaces in addition to those required for the primary dwelling. These parking spaces may be unenclosed. Exceptions to the parking requirements may be granted for accessory dwelling units located within one-half mile of a public transit stop or car share vehicle pickup location, or accessory dwelling units located entirely within an existing primary residence or existing accessory structure.

Constructing an entirely new accessory dwelling unit or creating a new accessory dwelling unit within existing exterior walls (where construction is involved):

For the required approval by the Planning Division, the Planning staff can approve most new accessory dwelling units administratively. If staff approval is not possible, the application will require approval by the Town's Architecture and Design Review Board. (over)

After approval from the Planning Office is secured, construction drawings may be prepared and submitted for the Building Permit application. There are no fees for the Planning Office review and there are no Building Permit fees for accessory dwelling units; Building Department plan-checking and other related fees do apply.

During the design process, please keep in mind the following accessory dwelling unit standards:

- The accessory dwelling unit must be constructed within the allowable maximum permitted floor area (FAR) and lot coverage, and it must comply with the height and setback requirements as specified in the Hillsborough Municipal Code for all residences (review the Development Standards for key information available online at www.hillsborough.net/planning/informational_handouts.asp).
- Detached accessory dwelling units may not exceed 1,400 square feet in floor area.
- Attached accessory dwelling units may not exceed 30% of the floor area of the primary residence (not including the garage area).
- The lot upon which the accessory dwelling unit is to be located must contain a single-family residence and the property owner must occupy either the residence or the accessory dwelling unit.
- New construction/exterior changes (if any) should be designed to be compatible with the architectural style and detailing of the primary unit.

Conversion of existing residential space (where there is no new construction proposed):

To secure approval of the conversion of existing space, first secure Planning Office, then Building Department approval:

1. To secure Planning approval of the accessory dwelling unit, submit a completed Accessory Dwelling Unit application, demonstrate (with photos, a site plan, etc.) there is sufficient parking on the property for both the primary and the accessory dwelling unit, and complete the request for the preparation of the document (for which there is a fee for the City Attorney's Office) to be recorded to alert future owners of the regulations regarding an accessory dwelling unit. Submit these items to the Planning Office for approval. Once evidence of the recordation of the required document is received, Planning Office approval will be granted.
2. After securing Planning Office approval, the applicant shall obtain all necessary permits and arrange an inspection by the Building Department. The Building Department will check for any significant health or safety problems. If there are repairs required, the applicant will work with the Building Department to correct them. If there are no safety or Code problems, the accessory dwelling unit will be approved.

NOTICE TO APPLCANTS

Your property may be subject to recorded Covenants, Conditions and Restrictions which may prohibit the type of accessory dwelling unit which you desire to create. The Town does not concern itself with the private contractual relationships among property owners. Therefore, before proceeding with an accessory dwelling unit application, it is recommended that you ascertain whether title to your property is subject to any such Covenants. If so, you may wish to consult legal counsel to determine whether such Covenants impact your ability to create an accessory dwelling unit.

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

Accessory Dwelling Unit Application for Planning Review

Planning staff may review and administratively approve most new accessory dwelling units, including new single-story structures and additions on the ground floor. Other accessory dwelling unit projects may be subject to review by the ADRB. Like any addition, accessory dwelling units should look like an extension of the existing house and be consistent with good design principles.

Follow the submittal requirements listed below.

Requirements for Consideration for an Administrative Approval:

Especially if your architect/designer has not prepared plans for the ADRB before, it will be important that the Town's Development Standards and ADRB Application, including detailed instructions, are reviewed in the design development and plan preparation processes.

1. Completed "General Data" sheets and Authorization sheet with the owner's original signature (attached). Check the Town's Development Standards for explanations of "F.A.R.", "Structural Coverage", etc. and how they are calculated.
2. Traverse closure calculations or (only if the lot is perfectly rectangular) an architect's verification of lot size must be attached to the "General Data" sheets.
3. One set of clear, dimensioned plans, drawn to scale with sufficient detail to fully document the project in relation to the existing house. Under most circumstances, construction drawings are not acceptable.

All plans must:

- Include a location map (see Page 7);
- Show the location of the project (with dimension lines) relative to **accurate** property lines;
- Show the project in relation to the existing floor plan and elevations;
- Specify materials, trims and colors, etc.;
- Include graphic interior garage dimensions, the parking strip along the street, trees (if any) near the proposed work, and include cut sheets for light fixtures, skylights, or other features.

Assemble the components and fold and address the plans as indicated on Page 7.

4. Color photos of the site, the view from the street, the area of the proposed project, each elevation of the existing house, etc. 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. Completed Request for Preparation of a Document to be recorded (and the required fee for the City Attorney's Office) - copy attached.
6. There is no fee for Planning Division review of Accessory Dwelling Units.

When the materials are complete, drop them off at the Planning Office or call (375-7422) to schedule an appointment to meet with the Planner. **Please understand that approval cannot be made without the required information.**

(over)

TOWN OF HILLSBOROUGH
SAN MATEO COUNTY

Planning Office
650/375-7422
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1600 Floribunda Ave.
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Application Form
Administrative Review of an Accessory Dwelling Unit

Please Print Clearly or Type

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): _____ Cell: _____

Project Designer/Contractor: _____

Mailing Address: _____
(Street or P.O. Box)

(City, State and Zip Code)

Phone Number(s): _____ Cell: _____

Email Address: _____ Town Business License # _____

General Data – Accessory Dwelling Unit

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 Calcs." for the **net lot size**, which is the lot size to be used in calculating the F.A.R. and lot coverage.

Project Description: _____

Roof Material (manufacturer, style, color): _____

Exterior Materials: _____

Distance from the new construction to property lines at the closest points:

Front: _____ Back: _____

Left Side: _____ Right Side: _____

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

Existing grade _____

New/final grade _____

Total number of bedrooms (or rooms which meet the definition of bedroom) in the accessory dwelling unit:

_____. Total number of bedrooms (or rooms which meet the definition of bedroom) in

the primary dwelling: _____.

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.)

If applicable, 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.				
TOTAL sq. ft.				**
% of total lot				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 frontyard 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% maximum
TOTAL			100%

FLOOR AREA (F.A.R.) Calculations Include all enclosed floor space, including garages - See the Development Standards for specifics. 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.				
TOTAL 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 – do not use FAR calculations. Count all enclosed floor space, including garages, basements, attics, etc., at 100%:

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

Staff Use Only

Total allowable FAR: _____ sq. ft.

Notes:

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**PROCEDURES FOR RECORDING DOCUMENT
REQUIRED BY PROVISIONS OF THE HILLSBOROUGH MUNICIPAL CODE**

The following steps should be taken to comply with the requirement of recording a document, including those required for "FAR" (regarding recording a house near the 25% Floor Area Maximum) and for Accessory Dwelling Units:

1. Property owner submits \$350 filing fee (check payable to the **Town of Hillsborough** and the request form (on the reverse side of this sheet) to the **Planning Office** at Town Hall.
2. Planner reviews the request and transmits check and request form to the City Attorney's Office.
3. The City Attorney will order the legal description and prepare the document; when it is complete, it will be transmitted to the planner.
4. The planner will sign (notarized) the document and request the property owner the document is ready for owner's signature (notarized) and recordation. Instructions will be provided.
5. Property owner signs (notarized) the document with Town staff, and it will be recorded (at the office of the County Recorder).

Please note: No building permit for construction of the home, the addition or the accessory dwelling unit can be issued without this required recordation.

If you have any questions, please call 375-7422 for assistance.

(over)

Town of Hillsborough
**Request for Preparation
of an Accessory Dwelling Unit Document for Recordation**

Please Print Clearly or Type

Property Owner's Name (s): _____

Address of property: _____

Assessor's Parcel Number: _____

Property Owner's Mailing Address (if different from site):

Property Owner's Daytime Phone Number: _____

Today's Date: _____

(For Town Staff)

Type of Document: Accessory Dwelling Unit

Date Reviewed by Planner: _____

Date Sent to Attorney: _____

Date Returned to Property Owner: _____

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ACCESSORY DWELLING UNIT (ADU) SURVEY

The Town of Hillsborough adopted an ordinance amending the municipal code regarding accessory dwelling units (ADUs) to comply with State law that became effective on January 1, 2017.

While Hillsborough is a single family residential community, ADUs provide an affordable housing opportunity without altering the unique character of the Town.

The Town's Housing Element commits the Town to gathering information and rental rates (as applicable). The information you provide in this survey is intended to reflect your initial planned use of the ADU and will not restrict how you may use it in the future.

The completed survey form shall be submitted to the Planning Department prior to submittal of a building permit. Please answer the following questions:

Address: _____

Is your second unit intended to be used for:

- Family member _____
- Rental _____
- Domestic help _____
- Short stay guest _____
- Other _____

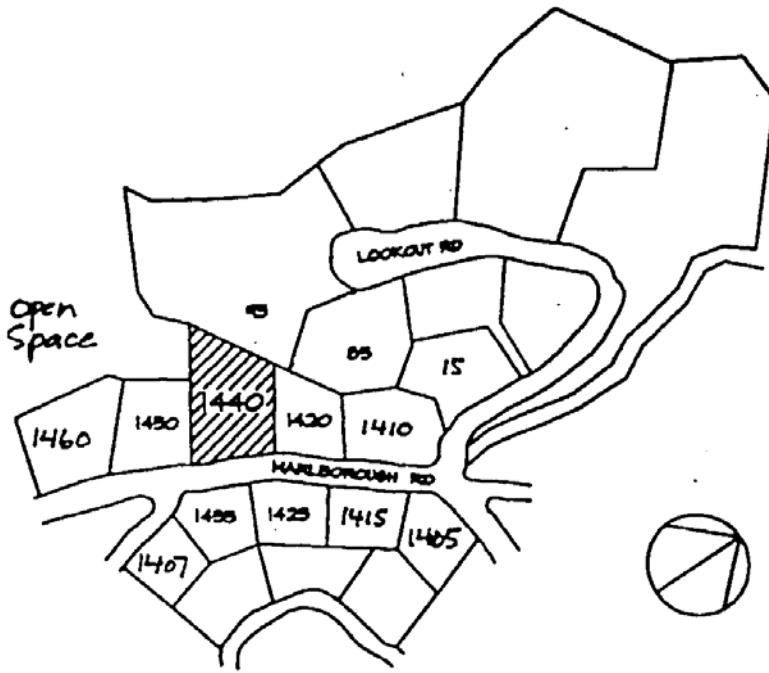
How many bedrooms are in your second unit? _____

How many people do you expect to occupy your second unit? _____

If your second unit is intended for rent, please check what range of monthly rent you intend to initially charge for the accessory dwelling unit:

\$0 to \$888 \$889 to \$1,481 \$1,482 to \$1904 \$1905- 2962 \$2,963+

Thank you for taking the time to complete this survey.



Location Map

This is an example of a location map which must be on the first page of each planset. 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

<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>

For reduced plans:

1. Staple photos, cut sheets and other attachments in the upper left corner.
2. Fold the plansets 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.