

# TOWN OF HILLSBOROUGH

SAN MATEO COUNTY

Planning Division  
650/375-7422  
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1600 Floribunda Ave.  
Hillsborough  
California 94010

## **Preliminary Review** **By the Architecture and Design Review Board** August 2018

All applications for a new house require a Preliminary Review before the ADRB Application can be submitted. Other projects, such as second story additions, may be submitted for Preliminary Review. In addition, Planning Staff can require Preliminary Review for an application which it believes would benefit from it.

### **Purpose:**

The purpose of the Preliminary Review is to allow the property owner(s) and designer(s) to receive preliminary feedback from the ADRB on key issues of project design at an early stage in the design's development. This process should save time and costs. The ADRB will review the site information, the plans, and the related material and make comments on the project related to things such as the project's consistency with the Town's Design Guidelines, siting, the way in which the bulk and mass are handled, the number and design of parking spaces, the floor plan (as it relates to the exterior of the house), the architectural style and the neighborhood context.

### **ADRB Meeting:**

The Preliminary Review will take place at a public meeting of the ADRB, but it is not a public hearing where comments are received from the applicant or from neighbors. There will be no project presentation by the applicant, no public comments, and no testimony. The applicants should listen to the ADRB's comments and take notes. **It is required that the property owner(s) and the Designer Professionals attend the meeting to hear the comments.**

### **Process:**

1. Neighbor Outreach – It is encouraged that applicants reach out to immediate neighbors as soon as a project scope is determined. This will allow time for the design to incorporate/respond to potential neighbor concerns, early in the process
2. Pre-application review by planner - Once the preliminary plans (see attached application requirements) have been prepared, the applicants should arrange a meeting with a planner to review them. The planner will identify any apparent concerns and requirements that will need to be addressed before ADRB review and, if the plans are not ready, may require an additional meeting with the applicant.
3. Neighborhood Notice & Meeting – When the planner indicates that the plans and the design are ready for Preliminary Review, staff will provide the addresses of property owners within a 500' radius from the project site. The applicants shall mail a neighborhood notice to inform them of the pending project, offer to review the plans with them, and provide the neighbors an opportunity to comment directly to the applicant, before design decisions are made (see attached sample notice). The neighborhood meeting must occur before the ADRB meeting at which the project will receive preliminary review. The notice shall be mailed no less than 10 days prior to the neighborhood meeting. A copy of the mailed neighborhood notice shall be submitted with the Preliminary Review Application.
4. Submit Preliminary Review Application - The applicants shall submit the Preliminary Review application form to the Planning Division, together with the plans, the evidence of neighbor notice and the filing fee. The complete application must be submitted at least 3 weeks (15 Full Business days) in advance of the requested ADRB meeting date.
5. A maximum of three (3) Preliminary Reviews prepared for the same project by the same designer will be accepted. After that, a full ADRB application is required.

**APPLICATION**  
**Preliminary Review by the**  
**Town of Hillsborough**  
**Architecture and Design Review Board**  
*Print clearly*

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

APN #: \_\_\_\_\_ ADRB Meeting  
Date Requested: \_\_\_\_\_

Property owner(s): \_\_\_\_\_  
Name(s)

Property owner phone number and/or email: \_\_\_\_\_

Site Visit access info/constraints: \_\_\_\_\_

I understand that I am required to attend the ADRB meeting to hear the comments about my application (signed):

\_\_\_\_\_

Architect/Designer: \_\_\_\_\_  
Name and Firm

Address: \_\_\_\_\_  
(Street Number / City / State / Zip)

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

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

Town of Hillsborough Business License Number\*: \_\_\_\_\_

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

Lot size (sq. ft.): \_\_\_\_\_ Existing (if any) Total Floor Area: \_\_\_\_\_

Proposed Total Floor Area: \_\_\_\_\_ sq. ft. \_\_\_\_\_ % FAR

Architectural style of existing house: \_\_\_\_\_

Date of original construction: \_\_\_\_\_

Architectural style of proposed project: \_\_\_\_\_

**Complete application must be submitted at least 3 weeks or (15) full business days** in advance of the requested ADRB meeting date

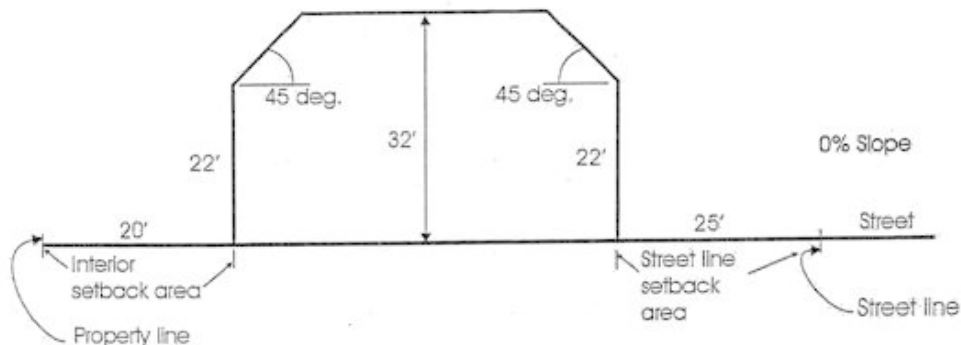
\* Business Licenses are issued by the Town's Finance Department: (650) 375-7400 and the application is available online at [http://www.hillsborough.net/depts/finance/business/business\\_licensing.asp](http://www.hillsborough.net/depts/finance/business/business_licensing.asp)

## SUBMITTAL REQUIREMENTS

### ❑ REQUIRED PLANS:

Seven (7) reduced sized plan sets shall be half-size, at 12" x 18" or 11" x 17" and must be to scale, collated & stapled. Each set shall, at the minimum, include:

- **Location Map:** must include addresses of adjacent properties and all adjacent streets.
- **Existing site photos and a photo key:** include at least 4 site photos taken from the property edges into the site, towards the building location (show the location from which the photos were taken on a reduced site plan), plus at least 4 photos showing the adjacent houses (with addresses noted).
- **A Topographic Site Survey:** include adjacent streets and existing structures, if any.
- **Lot Size Verification:** If the lot size is not verified on the site survey, a "Traverse Closure Calculations" must be provided, signed and stamped by a licensed civil engineer or surveyor.
- **Proposed Site Plan:** include the required setback lines (with dimensions), significant features, and clearly identify which features are existing to remain and which are new. Show all trees with a 12" or greater diameter (indicate size and species) and indicate trees to be removed with a large X through the trunk.
- **Floor Plans:** Complete dimensioned floor plans with rooms identified. *For additions/remodels, existing and proposed floor plans must be included.*
- **Exterior Building Elevations:** provide clear dimensions of overall roof height(s) measured from existing grade and floor and ceiling heights. Windows and doors shall reflect the proposed locations, shapes, sizes and detail. At least one elevation shall be detailed sufficiently to represent the architectural style and the way in which the entire project will be detailed. Specify all proposed materials. *For additions/remodels, existing and proposed elevations must be included.*
- **Cross Sections:** include at least two (2) cross-sections
- **Building Envelope Profile:** A building envelope shall be established at every setback line, out of which no structure except chimneys shall penetrate. Height must be measured from existing grade. See below diagram:



- **Recommended Items for New Houses:** it is recommended that you include a project inspiration images and a cover letter introducing the project.

## SUBMITTAL REQUIREMENTS (CONTINUED)

❑ **COMPLETED APPLICATION (SIGNED):**

Please complete the application prior to submittal, including property owner's signature and Architect/Designer's business license number. *Staple a copy of the completed application form to the inside of each plan set.*

❑ **NEIGHBOR NOTICE:**

Please include a copy of the letter of invitation to the neighborhood meeting and signed/dated affidavit of mailing (attached) as evidence of providing the required neighbor notice.

❑ **FILING FEE:**

**First Application - \$1,546.** If additional applications are necessary, the fee for the subsequent review is **\$759**, to cover the Town's costs to process these applications.

❑ **SITE VISITS:**

The five Boardmembers each will individually conduct a site visit over a 5-day period prior to the ADRB meeting. These site visits will occur during the day and are for viewing the exterior of the property only. No one is expected to be available on-site. Please provide any site access constraints, such as; a driveway gate, a locked side gate, a dog, tenants, etc. to the planner on your application form. Additionally, please inform anyone who may be on the premises at this time.

**Please note:** Site visits are a key element in the evaluation of a proposed project. Any access issues that result in a Boardmembers inability to access a site may result in the continuance of the project to the next scheduled ADRB meeting.

## SAMPLE NEIGHBORHOOD NOTICE

Dear Neighbor,

We are developing preliminary plans for a project at [PROJECT ADDRESS]

The project is [PROJECT SCOPE] (e.g. Demolition of existing and rebuild new house, addition, addition and remodel, etc.)

You are invited to a **Neighborhood Meeting** to review the proposed project, view plans, and provide feedback. The meeting will take place on [MEETING DATE] at [MEETING TIME] at [PROJECT ADDRESS/OR OTHER LOCATION]

If you cannot attend the meeting and have any questions about the project and/or are interested in viewing plans, you are invited to contact the project architect at:

ARCHITECT'S NAME

FIRM NAME

ADDRESS

PHONE NUMBER

EMAIL ADDRESS

The purpose of this notice is to receive preliminary comments from the neighbors regarding the proposed project, prior to review by the ADRB. The owner(s) will submit an application by APPLICATION SUBMITTAL DATE for Preliminary Review of the project by the Town of Hillsborough's Architecture and Design Review Board (ADRB).

If the ADRB's comments are positive, the owner(s) will submit a formal application for the ADRB to consider in a public hearing. You will receive an official notice of the public hearing from the Town.

***At this time, all comments and questions about the project should be directed to the property owner or project architect.***

For additional information about the Town's design review process, please see the enclosed Neighbor Bulletin from the Planning Division.

**Attachments:**

1. Neighbor Bulletin: Preliminary Review of a Proposed Project
2. Preliminary Proposed Design (Front Elevation, site plan, etc.)

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Planning Division  
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## Neighbor Bulletin: Preliminary Review of a Proposed Project

Dear Neighbor,

This is the first step in the neighbor review of plans for a proposed construction project. As the property owner (applicant) has recently contacted the Planning Division to alert us of their upcoming application for Preliminary Review, they have been instructed to first offer to review conceptual plans with you.

Please be sure to review the plans carefully and contact the applicant with any questions. If you have any concerns, this is the time to make them known to the designer and the applicant directly so that they can try to address them in the design process. Keep in mind that this is a preliminary plan neighbor meeting, so an application has not yet been submitted to the Town.

We very much appreciate your involvement in this process and know that your neighbors will appreciate your constructive input. If you would like to better understand the Town's Architecture and Design Review Board (ADRB) and the design review process or review the Town's Residential Design Guidelines, please contact the Planning Division at Town Hall or visit the Town's website at: [www.hillsborough.net](http://www.hillsborough.net)

### What will happen next?

1. ADRB Preliminary Review - After the applicant solicits neighbor comments, the preliminary plans will be refined and submitted to the Planning Division for the Preliminary Review by the ADRB. This is the opportunity for the ADRB to provide preliminary comments to the applicant on key issues of project design at an early stage in the design's development. The purpose of the Preliminary Review is to let the applicant know if the project appears generally consistent with the Residential Design Guidelines, or if a different approach should be taken. General comments will be made by the ADRB to help the applicant be successful in their approach to the project.

The Preliminary Review will take place at a public meeting of the ADRB, but it is not a public hearing where comments are received from the applicant or from neighbors. There are no public notices mailed for this meeting since it is intended only for the ADRB to provide direction to the applicant. You can ask the applicant to let you know when the Preliminary Review is scheduled or you can call the Planning Division or check the Town's website to check on the meeting date if you are interested.

After the applicant hears the preliminary comments from the ADRB, the plans will be completed or, if the comments were not positive, the design may be changed and returned to the ADRB for another Preliminary Review.

2. ADRB Public Hearing – Once the Preliminary Review has occurred and the plans are further developed, they will be submitted to the Planning Division. If the plans are complete and consistent with Town regulations, they will be scheduled for a public hearing with the ADRB.

All property owners within 500 feet of the applicant's property will be mailed a public notice at least 15 days prior to the ADRB hearing date. The notice will invite neighbors to Town Hall to review the plans; will state the date, time and location of the ADRB public hearing; and will identify the date by which written comments may be submitted to the ADRB. You are encouraged to review the plans at Town Hall, where you may also ask the Planning staff questions, prior to the hearing date. You are also encouraged to attend the hearing. Comments may be provided verbally at the hearing or in a letter which is submitted in advance.

“Story poles”, which are striped poles and orange netting to represent the height and location of the tallest roof peaks of *two-story* portions of the proposed project, will be installed on the applicant's property at least 10 days before the public hearing. These are intended to help you visualize the completed project and are installed based on a plan that has been approved by the Planning Division.

At the public hearing everyone wishing to comment on the project will be given an opportunity to do so. The ADRB will consider the plans, the comments, the Town's Design Guidelines and other factors in making its decision (by majority vote) at the public hearing. The ADRB will either approve, approve subject to complying with specific conditions, deny, or continue the application to a future meeting to allow for design changes.

3. ADRB Decision – Within fifteen days of the ADRB's decision on an application, the decision may be appealed to the City Council. Anyone may file an appeal. Instructions for filing an appeal are available at the Planning Division and on the Town's website. If an appeal is filed, the City Council will conduct a public hearing and consider the recommendation of the ADRB, the concerns and issues of the appellant and other residents, the Town's Design Guidelines and other factors and will vote to uphold the appeal, deny the appeal, or remand the application to the ADRB for further consideration. If an appeal is not filed during the fifteen-day appeal period, the ADRB's decision becomes final.

Thank you,  
Town of Hillsborough Planning Division

