



TOWN OF HILLSBOROUGH  
*California*

**ADRB Application for Tree Removal**  
**(Unrelated to a Development Proposal)**

July 2021

Design Review Approval Required: Approval by the Town's Architecture and Design Review Board (ADRB) is required before submitting an application to the Building Department for a Tree Removal permit.

**ADRB Application Requirements**

An application should include the following; however, each project is different and you will need to rely upon your professional judgment and expertise to ensure that your project is adequately and accurately described in your plans. Use as many sheets as is necessary.

1. Completed Application (attached).
2. Three (3) full-size (24" x 36") and eight (8) reduced (11" x 17" or 12" x 15") sets of plans, drawn to scale, including:

Location Map: Show the property in relation to neighboring properties (with addresses) and streets, landmarks, etc. (see attached example).

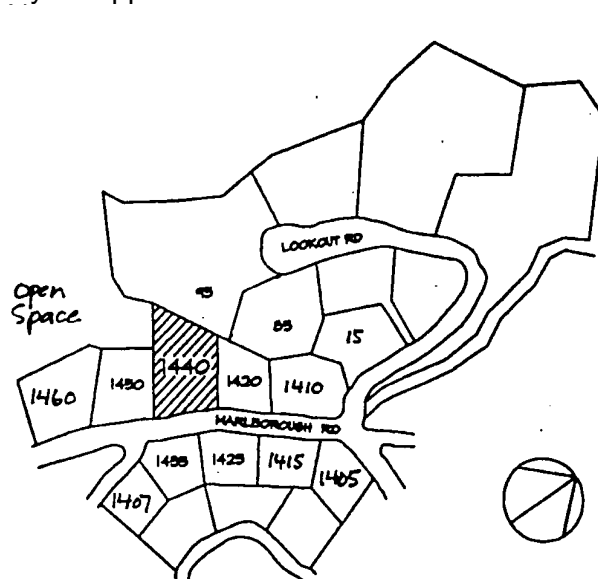
Site Plan:

- Drawn to scale and **fully dimensioned** showing location of trees to be removed, with the actual canopies indicated.
  - Property lines and easements **must** be accurately indicated.
  - Show the relative location of the street and adjoining lots; indicate existing key features (such as existing fences, house, etc.).
  - List, by size and species all trees (12 inches or greater in diameter, measured at 4.5 feet above grade) to be removed and to remain.
  - Number trees to coincide with the arborist report.
  - Show replacement trees, with sizes, growth rate, and species (botanical and common names) indicated.
3. Photos: Eight (8) sets of photos (snapshots and color photocopies are acceptable; Polaroid photos are not) showing the tree(s) to be removed. Also attach a photo key, in the form of a simplified site plan reduced to 8.5" x 11" with numbers to coincide with the photos, to indicate from where the photos are taken. Staple photo(s) and photo key to each plan set as indicated on the attached instructions.
  4. Report: Attach to each plan set an arborist report (with trees numbered to coincide with the plan), a note explaining why you wish the trees to be removed, and/or any history you may have of the trees, etc. to assist the Board in understanding the situation and the reasons for removal.

***All plan pages (including photos and reports) must be collated, stapled, folded and addressed on the outside as indicated in the attached instructions.***

5. Fee: The Town's application fee is \$1,016.
6. Public Notices: The ADRB's meeting is a legal public hearing. Town staff will prepare the public hearing notices and mail to neighbors once the project is deemed complete.
7. Electronic files of application materials and drawings.

Consult the ADRB Meeting Schedule, available from the Planning Office, for scheduling information. When your application is complete, call (375-7422) to make an appointment with a Planner to submit your application



**Sample 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.

Attachments:            Application Form  
                               Plan Folding Instructions

Town of Hillsborough

**ADRB Review of Tree Removal (Unrelated to a  
Development Proposal)**

Application Form

*(Please Type or Print Legibly)*

SITE ADDRESS: \_\_\_\_\_

Name of Property Owner(s): Mr. & Mrs. / Mr. / Mrs. / Ms. / Dr. (please circle)

\_\_\_\_\_

Property Owner's Signature authorizing application:

\_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

(Street or P.O. Box)

\_\_\_\_\_

(City/State/Zip)

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Contractor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

(street or P.O. Box)

\_\_\_\_\_

(City, State and Zip Code)

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

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

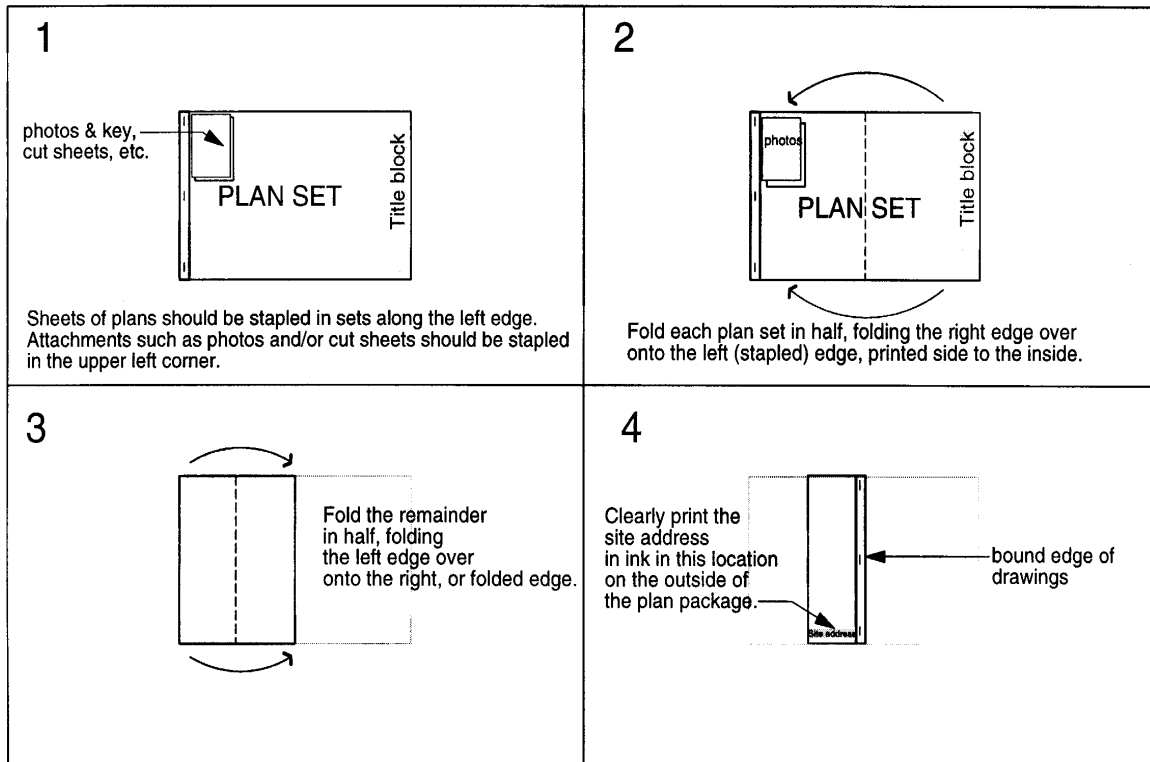
Phone Number(s): \_\_\_\_\_ Cell: \_\_\_\_\_

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

Who will attend the meeting? \_\_\_\_\_

# Plan Folding Instructions

All plans submitted for review by the City Council or Architecture and Design Review Board (ADRB) shall be folded and addressed in the following manner:



## For reduced plans:

1. Staple photos, cut sheets and other attachments along 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.

Revised 1/03