

TOWN OF HILLSBOROUGH

SAN MATEO COUNTY

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

Architecture and Design Review Board
LANDSCAPING APPLICATION PACKET
Revised April 2017

SUMMARY of SUBMITTAL REQUIREMENTS

A complete ADRB Landscaping Application includes all of the following items:

One of each:

- Completed application form with the owner's original signature (not a copy)
- Electronic files of application materials and drawings
- Filing fee (check made out to Town of Hillsborough / please refer to fee schedule)

Plan Sets, folded and labeled as required:

- 3 full-size sets (Maximum Sheet Size is 24" x 36")
- 7 reduced sets (50% reductions including a graphic scale)

Each plan set must be 100% legible and have the following attachments:

- Photos of the site
- Photo key to show location of photos
- Arborist report (if required)
- Cut sheets of lighting fixtures, mailboxes, unusual materials, etc.

One separate set of geometric verifications:

- Hardscape calculations on a full-size site plan or planting plan
- Hydrozone & Irrigation Design (conceptual) with irrigation details on a full size sheet

Note: Computer-generated verifications of the total area will be accepted, if they are "wet stamped" and signed by a licensed design professional. The hardscape and high-water use areas, outlined on separate full-sized sheets must still be provided to allow for planchecking and documentation. A cad-assisted or computer-generated printout of the area totals, which contains the wetstamp of the licensed professional, may be attached.

Also see Landscaping Plan Requirements in this packet.

Only COMPLETE applications will be accepted.

Town of Hillsborough
Landscaping Requirements and Application Process

Landscaping includes installing or planting trees, shrubs, lawn or other vegetation; constructing decks, fences, walls, arbors; installing hardscape, landscape lights, statuary, fountains, or other structures; grading; and removing trees.

According to the Hillsborough Municipal Code, the following projects require **ADRB approval** before plans are submitted to the Building Department for the required Permit(s):

- Landscape plans for a new residence
- Landscaping projects which, in total, will result in the rehabilitation of more than 10,000 square feet of lot area
- Tree removal that is not related to other property improvements: The removal of any tree which has a trunk with a diameter of 36" (or a circumference of 9.5 feet) or greater, measured at 4.5 feet above natural grade, requires ADRB approval before a Tree Removal Permit can be issued by the Building Department. **Exception:** If, based on a report from a certified arborist, the condition of a tree presents an *immediate* hazard to life or property, a Tree Removal Permit may be issued without ADRB approval.

Front Fencing - If the project involves ONLY fencing/gates along the street and/or driveway columns, use the ADRB **Fencing** Application (not this **Landscaping** Application), which is available in the Planning Office. If the landscaping project includes fencing/gates along a street and/or driveway columns, consult the Fencing Application packet for design standards and plan requirements to be incorporated into this Landscaping Application.

Parking Strip – The Municipal Code requires that some projects include the installation of parking strips in the area between the curb or pavement and the street property line; the ADRB may require it on other projects. If a parking strip is required by Code and cannot be provided, the plans must demonstrate the applicable site constraints and be accompanied by written approval from the City Engineer. See attached handout with standards for parking strip areas.

Pools & Spas – See attached handout. Plans must show the location of all related equipment.

Tree Removal and Replacement – The Town encourages the removal of Blue Gum Eucalyptus, Monterey Pine, Monterey Cypress, and Baileyana Acacia trees unless they are in good condition and the property owner wishes to retain them because they provide valuable screening. All types of trees that are removed should be replaced at a ratio of 2:1 provided the trees can be reasonably accommodated on the property. See Landscape Plan Requirements (page 6) for arborist report requirements.

Review by Town's Consultant – Landscape plans are reviewed by the Town's Consulting Landscape Architect, who will conduct a site visit, study the plans, and prepare a written report to the Board. The Town's Consultant also may conduct final inspections for installations. The application fees cover the Town's costs associated with this review. Larger, more complex sites and projects may require more time than smaller projects; clear, complete and precise plans will require less time and result in lower costs to the applicant.

Public Notices – After the application has been filed and deemed complete, staff will complete public noticing. The ADRB requests that the applicants discuss the project with neighboring property owners before the public notices are mailed.

Town of Hillsborough
LANDSCAPING APPLICATION – OWNER’S AUTHORIZATION

(Please Type or Print Legibly)

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)

Email Address: _____

Phone Number: _____ Cell: _____

Landscape Architect/Designer: _____

Mailing Address: _____
(Street or P.O. Box) (City, State and Zip Code)

Office Phone Number: _____ Cell: _____

Email Address: _____

TOWN OF HILLSBOROUGH BUSINESS LICENSE #: _____

CALIFORNIA STATE LICENSE #: _____

Note: If the architect/designer is not located in California, a local project representative must be identified. Please include phone and fax numbers.

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 pool/spa site? Yes No

Does the project involve new irrigated landscape area 2,500sf – 5,000sf*? Yes No

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***

For projects involving installation of new pool/spas:

Distance from property line at closest point: _____

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

See the ADRB Meeting Schedule for important instructions for filing applications.
Available in the Planning Office, Hillsborough Town Hall

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 CONSERVATION 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)

LANDSCAPING PLAN REQUIREMENTS

All of the following items are required to be included on the plans and in the application submittal. Construction-level drawings are not acceptable.

1. **EACH PLAN SHEET:** Include the site address and the owner's name; the date of the plans; the name, address and phone number of the professional who prepared the plans; a north arrow, and scale. Plans shall be drawn at a scale to clearly represent the project (not less than 1 inch=1 foot). Maximum sheet size for full-sized plans is 24" x 36".
2. **LOCATION MAP:** On the first page of the plans, show the location of the subject property in relation to surrounding properties (including across the street and adjacent to the rear of the property), streets (with street names) and other landmarks. Show addresses of surrounding properties. (See example on page 8.)
3. **SITE PLAN:**
 - A. Basics - Accurate property lines (especially at the front of lot), all easements (indicate type & size), adjacent rights-of-way with street names, curbs, gutters and parking strip areas (which are the areas between the curb or pavement and the street property line). **Remember:** All new (proposed) fencing and posts must be shown within the private property; no construction (including fences) is permitted within the public right-of-way, unless the City Engineer has granted approval.
 - B. Topography - Depending on the site and the project, provide contours, spot elevations, and/or cross sections. For new driveways, topo lines must be shown. Be sure that slope arrows accurately reflect topography.
 - C. Setbacks - Delineate, with dashed lines, the required front, rear, and side setback areas. Include dimensions from property lines to all key (existing and proposed) structures. Show dimensions for: all driveway widths (at narrowest point), the distance from the street (or pavement edge) to driveway gates, the distances between structures (including house, pools, spas, posts and other features), parking spaces/areas, and the required 25-foot back-up areas from garages. All of these minimum distances are specified in the Development Standards.
 - D. Structures and Improvements - All existing (to remain/to be removed) and proposed structures and/or buildings should be shown. Include dimensions for all new improvements. Indicate walkways, patios, driveways, stairs, trash areas, trellises, architectural light fixtures, fencing and walls. Give wall heights in feet and inches (not just spot elevations) from finish grade (it is easier for lay people to understand). See the ADRB Fencing Application for additional specific requirements for driveway columns, gates, and fencing along a street.
4. **CUT SHEETS:** Attach to each plan set manufacturer's cut sheets for architectural light fixtures (not for small landscape lights), special paving or retaining wall materials, and all other unique features and design elements that might be important to the ADRB or neighbors. Be sure that finishes, wattage (60 watt maximum), and dimensions are specified for architectural lights.
5. **ELEVATIONS:** Include fully dimensioned elevations of all structures (including trellises, outdoor fireplaces, etc.). Include information on finishes, treatments, and colors. For fences and walls along streets, full elevations are required (see Fencing Application) at a scale to sufficiently show the fence in relation to the topography. When plant materials are shown in elevation, specify at what future point in the growth (months, seasons, or years) the elevation represents so that the ADRB and neighbors have a sense of the completed project.
6. **MAILBOX:** The ADRB likes to see that the location and design (if applicable) of the mailbox has been given consideration. For safety, the Fire Department asks that every application include house address numerals (one set only) that are to be clearly visible from the street, minimum 4" high numerals. If these are already present, just note it on the plans.

7. **DRIVEWAYS:** Driveways must be at least 14 feet wide (dimension the width at the narrowest point). This is true for driveway gates, when they are in the open position. Show that the driveway complies with Town standards (maximum 5% slope for the first 15 feet, and a maximum slope of 16%; that it has a perpendicular connection with the street; and a Town of Hillsborough standard driveway apron) unless the application is accompanied by written approval from the Fire Department. If the project includes new locations for driveway cuts, they must be staked on the site and approved by the City Engineer **before** the ADRB application is submitted.
8. **PLANTING PLAN:** The planting plan **need not** indicate every new plant on the site; the Board will focus on trees, plants used as screening, plant materials within and/or visible from the public rights-of-way/streets, or areas that may be a concern of neighbors.

A. Plant Materials:

- For ease of review by staff and neighbors, **use a numbered key system for identifying plant materials** (such as: #1, #2, etc., with a coinciding list), rather than a flagging system with plant names abbreviated throughout the plan.
- Show all new plant materials that are:
 - a). Within, or adjacent to, the public right-of-way (street).
 - b). Visible from the street and/or within the 25' frontyard setback area.
 - c). To provide screening along a property line, a tennis court, etc.
 - d). In other key locations.
- The plan must include plant locations, species (common & botanical names), container sizes and quantities.

B. Trees:

Show all existing trees that are 12" or greater in diameter, measured at 4.5 feet above grade. Also, show all native trees of all sizes. Accurately indicate the trunk location and diameter, the extent of the canopy, and the correct genus and species. If a tree is to be removed, mark it clearly with an **X** through the diameter. Locate and identify all new (proposed) trees.

Blue Gum Eucalyptus, Monterey Pine, Monterey Cypress, and Baileyana Acacia trees should be removed unless they are in good condition and the property owner wishes to retain them because they provide valuable screening.

- An arborist report is required:
 - a). When plans show Blue Gum Eucalyptus, Monterey Pines, Monterey Cypress and/or Baileyana Acacias, which are normally expected to be removed, "to remain." The arborist's recommendations regarding pruning, etc., must be incorporated in the plans.
 - b). When plans include removal of native Oaks of any caliper greater than 6" other than those within the building pad area.
 - c). When plans include removal of trees 12" or greater in diameter (measured at 4.5 feet above grade) other than those within the building pad area. Exception: an arborist report is **not** required for the removal of Monterey Pines, Monterey Cypress, Blue Gum Eucalyptus and Baileyana Acacias, for which removal is expected.
- Trees on the plans shall be numbered to correspond with the tree numbering system used in the arborist report.
- All trees to be removed should be replaced at a 2:1 ratio if they can be reasonably accommodated on the site. Replacement trees do not need to be the same type of tree or in the same location as those removed.
- Plans shall include a table of trees to be removed and to be added, including the

genus/species of the removed/new tree, the arborist report number (if applicable), the diameter of existing trees, the container size and growth rate of new trees, and quantities.

9. WATER EFFICIENCY IN LANDSCAPING REQUIREMENTS:

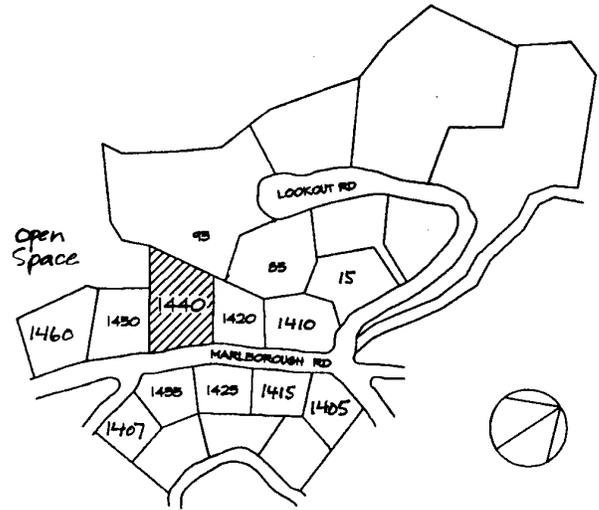
- A. Landscape Plan, including planting plan, shall include the following:
 - i. Delineate & label each hydrozone
 - ii. Identify each hydrozone as low, moderate, high water or mixed water use
 - iii. Identify type of mulch and application depth
 - iv. Identify hardscape areas
 - v. The landscape & irrigation design plan shall include the following statement on the plans, "I have complied with the criteria of the Water Conservation in Landscaping Ordinance and applied them for the efficient use of water in the Landscape and Irrigation Design Plan".
- B. Irrigation System Design Plan* shall include the following:
 - i. Location and size of water meter(s)
 - ii. Location, type and size of all components of the irrigation system, including weather based controllers (for Tier 2 only), main and lateral lines, valves, sprinkler heads, moisture sensing devices, rain switches, quick couplers, pressure regulators and backflow prevention devices
 - iii. Static water pressure at the point of connection to the public water supply
 - iv. Flow rate (gallons per minute), application rate (inches per hour), and design operating pressure (pressure per square inch) for each station
 - v. Irrigation Schedule
 - vi. 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.
- C. Grading – If the landscape project includes grading of 50 cubic yards or more, a detailed grading plan/civil drawings are required. Additionally, plans should be designed to accomplish the following:
 - i. Maintain all irrigation and normal rainfall within the property lines and avoid drainage on to impermeable hardscapes
 - ii. Avoid disruption of natural drainage patterns and undisturbed soil
- D. Outdoor Water Use Efficiency Checklist – either the project applicant or certified/authorized professional shall complete the checklist, which is attached
- E. Water Budget Calculations – if more than 25% of the landscape area is turf, water budget calculation sheets are required.

10. GEOMETRIC VERIFICATIONS: The geometric verifications graphically show how the extent of hardscape coverage and high water use areas has been calculated. The totals shown on the geometric verifications must match the information provided on page 5 of the application form (General Data).

- A. Lot Coverage Calculations - The Hillsborough Municipal Code includes limits for the amount of structural coverage and hardscape coverage. On one separate site plan, provide geometric verifications of the hardscape calculations for the setback area along the street(s) and the lot coverage calculations for entire site, if applicable, as per those on the General Data sheet (page 4). Graphically demonstrate and verify the calculations with areas of geometric shapes: indicate the dimensions and square footage of each shape, and show the sum total of all the shapes (see attached example) so that the sum of the parts equals the total indicated.

Sample Location Map

This is an example of a location map, which is required for all applications. Show the project site relative to nearby properties, with addresses on the adjacent properties and the names of the streets in the immediate area. If a pre-printed map is used, be sure that the entire street name is included for adjacent streets.



LOCATION MAP

*Attachments: Handouts on Parking Strips and Swimming Pools
Sample, Geometric Verifications of Calculations
Plan Folding Instructions*

Landscaping Application December 2014

TOWN OF HILLSBOROUGH

SAN MATEO COUNTY

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

Swimming Pools, Spas and Hot Tubs

Setback Requirements

The standard setback requirements for swimming pools, spas, hot tubs and pool equipment are:

- Twenty (20) feet from any interior property line; and,
- Twenty-five (25) feet from any street property line.

However, they may be located as close as five (5) feet from an interior property line, if they are also at least forty (40) feet from any adjoining residence and if the adjoining property owner(s) has indicated in writing that there are no concerns with the location.

Measurement

The edge of the coping shall be the measuring point for pools and spas. If there is no coping, the edge of the water shall be the measuring point.

Safety Fencing

It is required that the property with any new swimming pool, hot tub or spa have a fence (which may be located on the property line, adjacent to the pool, or anywhere else on the lot to prevent unauthorized entry) which complies with provisions of Appendix 4, Section 421 of the Uniform Building Code. Depending on its location and height, this safety fencing may be subject to the Design Review process.

Pool Equipment Enclosures

Equipment housed within a structure may be located within the setback area if the structure:

- is not greater than 6 feet in height or 40 sq. ft. in size; and,
- is not closer than 5 feet from any property line; and,
- is at least 40 feet from any adjoining residence; and,
- is more than 25 feet from the property line along any street; and,
- the adjoining property owner(s) has indicated in writing that there are no concerns with the location.

Permit Requirements

Design Review is not required for pools, spas and hot tubs, unless they are part of a larger project. Design Review is required for pool equipment structures and some fencing. Follow the instructions in the Administrative Review Application to apply for approval.

Construction (including plumbing and electrical) permits are required. All plans shall show compliance with the above requirements, including neighbor sign-offs, if applicable.

Swimming Pools Oct 06

HARDSCAPE CALCULATIONS

Remaining Site:

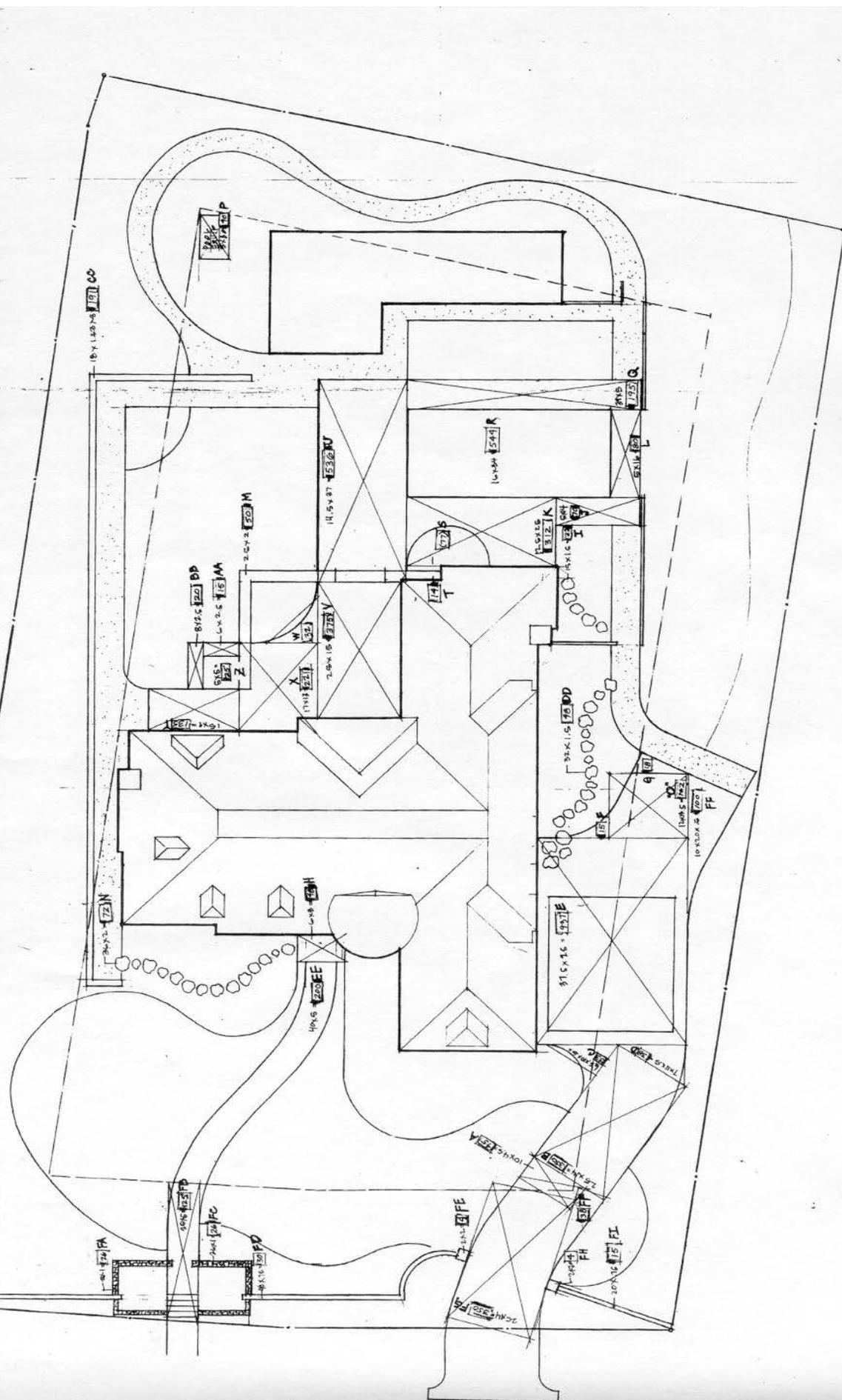
Symbol	Size	Symbol	Size
A	45	L	80
B	360	M	50
C	33	N	76
D	837	O	40
E	15	P	195
F	38	Q	544
G	18	R	544
H	48	S	14
I	2	T	17
J	70	U	536
K	312	V	375
Total:	664 sq. ft.		

Frontyard:

Symbol	Size
FA	26
FB	125
FC	28
FD	4
FE	38
FG	350
FH	4
FI	46
Total:	664 sq. ft.

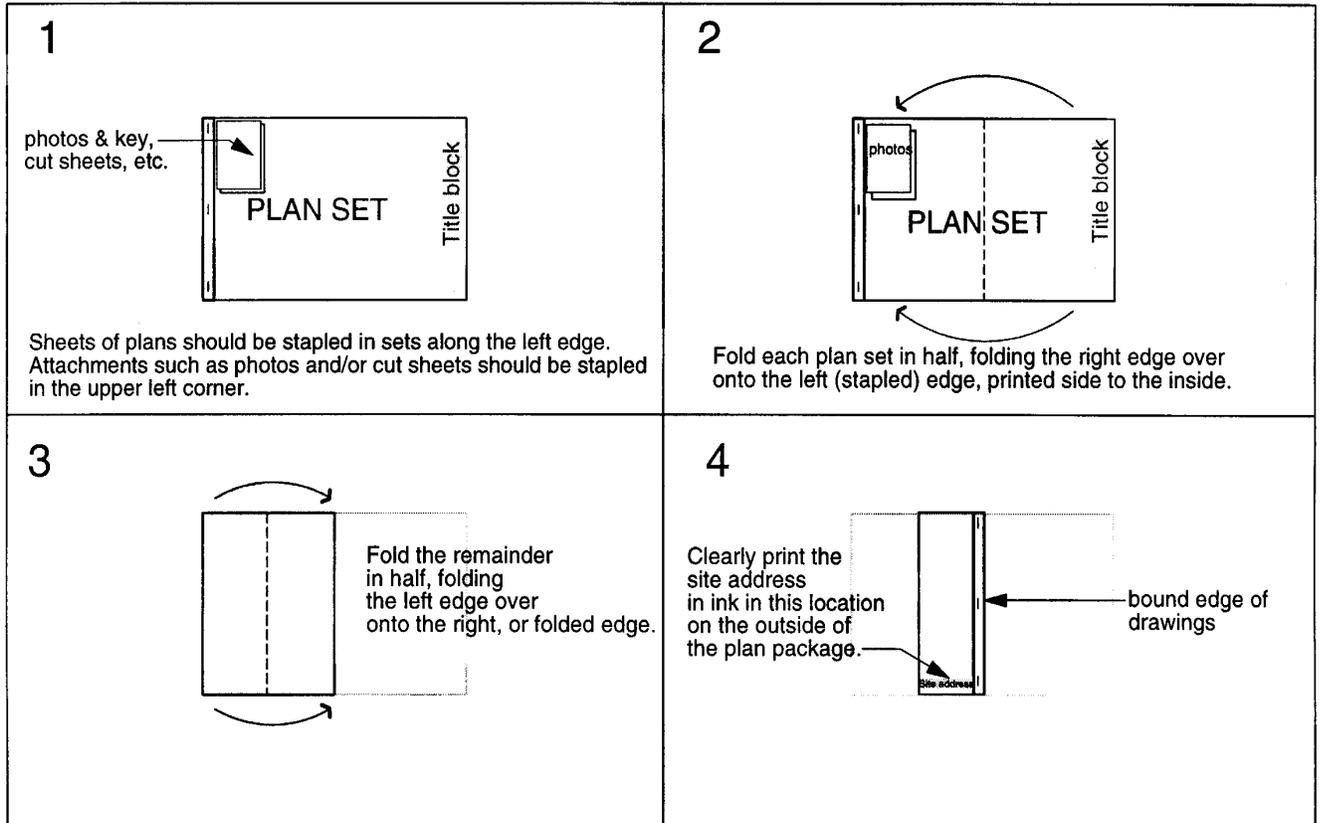
Total Site Hardscape: 8,120 sq. ft.

Total: 4,896 sq. ft.



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