

TOWN OF HILLSBOROUGH
1600 FLORIBUNDA AVENUE
HILLSBOROUGH, CA 94010

DEVELOPMENT STANDARDS

Annotated Excerpts from the
Town's Zoning Ordinance

Revised January 2019

If you need additional information or have questions, please contact the
Planning Division Office (650) 375-7422

Town of Hillsborough
DEVELOPMENT STANDARDS

These are the development standards for all projects within the Town of Hillsborough. **All exterior changes are subject to Design Review approval** (including re-roofing, landscape installations, color or material changes, fencing, additions, and other new construction), either by the Town's Architecture and Design Review Board (ADRB) or by Planning Staff (for minor projects only). It cannot be assumed that designing a project to the technical maximums (or minimums) contained in these standards will result in design approval.

The Town's "Residential Design Guidelines," available in the Planning Office and from the Town's website (www.hillsborough.net), should be consulted to better understand the criteria used by the ADRB when considering an application. Project conformance with the Residential Design Guidelines will be strongly encouraged by the Town through the Design Review process as these guidelines express the community's values and the Town's expectations for new development. Project plans that demonstrate compliance with these guidelines are more likely to be successful.

The ADRB cautions prospective buyers from purchasing a home based on the assumption that the maximum permitted square footage (based on these standards) can be built. Each project is evaluated on a case-by-case basis, with strong consideration given to the compatibility of the proposal to the neighborhood (its best aspects, not its mistakes), authenticity of architectural style, quality of building materials and level of detailing.

Furthermore, if you are planning an addition or a new home and the floor area approaches the maximum permitted 25% Floor Area Ratio (FAR), the ADRB may determine that the project is too massive or too bulky, especially if there are areas of the home with excessive floor-to-ceiling heights or "open-to-below" areas. The ADRB expects a higher level of architectural quality and design detailing for larger houses and houses which approach the maximum permitted FAR.

Unenclosed parking spaces need to be treated with sensitivity so that the street and the neighbors are not impacted by the view of parked vehicles. Be sure to mitigate the visual effects with screening and landscaping.

Copies of the complete Hillsborough Zoning Ordinance are available on-line at:
<http://www.hillsborough.net/147/municipal-code>

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Attached Handouts (attached in the printed version):

- ❖ Preliminary Review by the ADRB (*required for **all** new houses, major remodels, teardowns, and most architectural style changes*)
- ❖ Swimming Pools, Spas, Hot Tubs
- ❖ Standards for Mailboxes
- ❖ Parking Strips
- ❖ Driveway Standards

Please visit the Planning Division on the Town’s website (www.hillsborough.net) or in person for additional handouts regarding:

- ❖ Applications for Design Review of Architectural & Landscape projects
- ❖ Residential Design Guidelines
- ❖ Fencing, walls and driveways columns; standards and applications

Planning Division Contacts

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Please be sure to call to schedule an appointment to meet with a Planner.

ZONING

Annotated Excerpts from the Hillsborough Municipal Code Title 17

Setbacks

No structure can be placed, erected, or constructed unless it is set back from the property lines as described below.

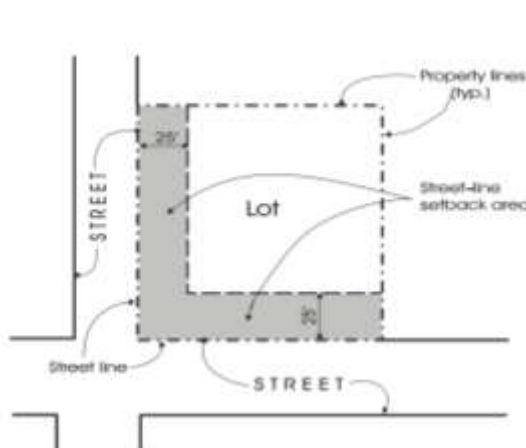
It is important to obtain an accurate survey of the property or site by a licensed land surveyor or civil engineer so that buildings and structures may be precisely located on the property.

Street Line Setbacks: Most streets in the Town are 40 or 50 feet wide. For lots located along 50-foot wide rights-of-way (streets), the required street line setback area is 25 feet from the property (or easement) line. However, for lots located along rights-of-way narrower than 50 feet wide, the street line setback area is 50 feet measured from the center line of the street or right-of-way, but not more than 30 feet measured from the property line/street line.

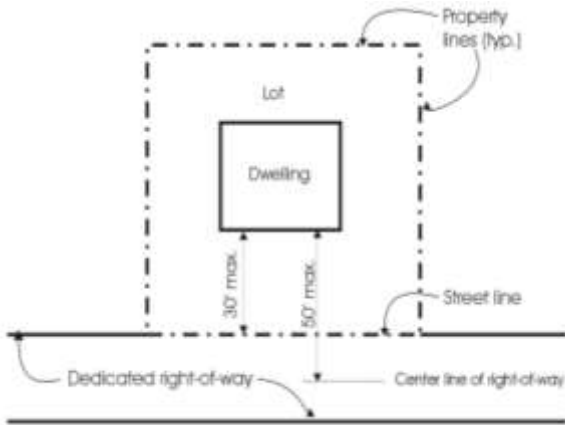
Street Right-of-Way Width	Street Line Setback	Interior Setback
50'	25'	20'
45'	27.5'	20'
40'	30'	20'
35'	30'	20'

Setbacks for Large Dwellings: Additional minimum building setbacks are required for all new homes of 8,000 square feet and larger developed in the Town, totaling fifteen (15) feet, which may be taken at the front and/or sides but shall include a minimum additional setback of five (5) feet at the front.

Site plans must indicate the width of the right(s)-of-way adjacent to the lot and show the setback line measured accordingly.

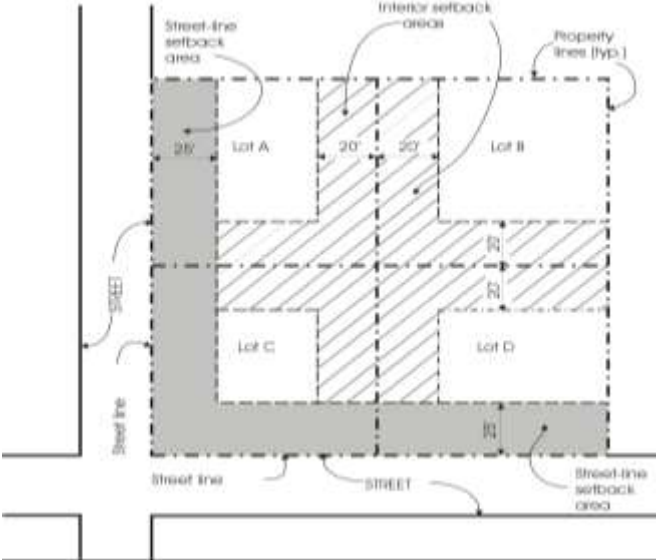


Example, on a corner lot, of street line setback areas where the "street" is a dedicated right-of-way.



Example of property located on a narrow street (less than 50 feet wide) with a street line setback of 50 feet from the center line.

Interior Setbacks: Interior setback areas are located along property lines which don't abut a street. The setback from any side and/or rear lot line is 20 feet.



Example of some interior and street line setback areas. Note that, for clarity, not all of the setback areas are shown for Lots A, B, and D.

Measurement: The distance between a lot line and a structure located on the lot is measured from the lot line perpendicular to:

- The edge of the pavement on tennis and other play courts
- The edge of the coping, if any, of a swimming pool, spa, or hot tub; if no coping, the edge of the water in a swimming pool, spa, or hot tub
- The nearest exterior wall for buildings
- The edge of the structure for all other buildings

Allowed Uses: Any fence, gate, or column may be located within setback areas if it meets the requirements specified in the Municipal Code. Other uses allowed in front and interior setback areas include:

- decks, stairs, and landings no higher than 18 inches;
- ponds (a pool of water no more than 18 inches deep);
- retaining walls (6 foot maximum height in street-line setback area and 4.5 feet maximum in the interior setback area);
- walkways, patios, terraces, driveways, benches, railings, and any other outdoor fixture.

No permanent buildings or structures may be located within a Public Utility Easement (P.U.E.).

Unenclosed Structures: Unenclosed structures, such as tennis courts or other courts, play structures, arbors, trellises, outdoor built-in BBQs, fire pits, swimming pools, spas, and hot tubs, fountains or similar structures may be located within the interior setback area, if the structure meets all of the following:

- Is not greater than 8 feet in height*;
- Is not closer than 5 feet from the side/rear lot lines;
- Is not closer than 40 feet from any adjoining residence (*whether in Hillsborough or another jurisdiction*);
- Is more than 25 feet from any street line; **and**
- The adjoining affected property owner(s) has indicated in writing that they have no objection(s) to the proposed location of the specific structure(s) within the subject setback area.

**Any structure greater than 6 feet in height that is proposed within any setback area is subject to Design Review approval.*

Enclosed Structures: One enclosed structure, e.g. shed, (not exceeding 40 square feet in floor area) may be located within the interior setback area, if the structure meets all of the following:

- Is not greater than 6 feet in height;
- Is not closer than 5 feet from the side/rear lot lines;
- Is more than 25 feet from any property line along a street;
- Is at least 40 feet from any adjoining residence; **and**
- The adjoining affected property owner(s) has indicated in writing that the affected owner has no objections to the proposed location.

Projection into Setback: Architectural features such as bay windows, chimneys, and overhanging eaves may encroach a maximum of 24 inches into any setback area.

Driveway Gates and Columns: Driveway gates must be set back at least 15 feet from the edge of the pavement of the street. The minimum distance between gateposts, light posts, other posts, pillars, columns, walls, or fences located on either side of a driveway is 14 feet.

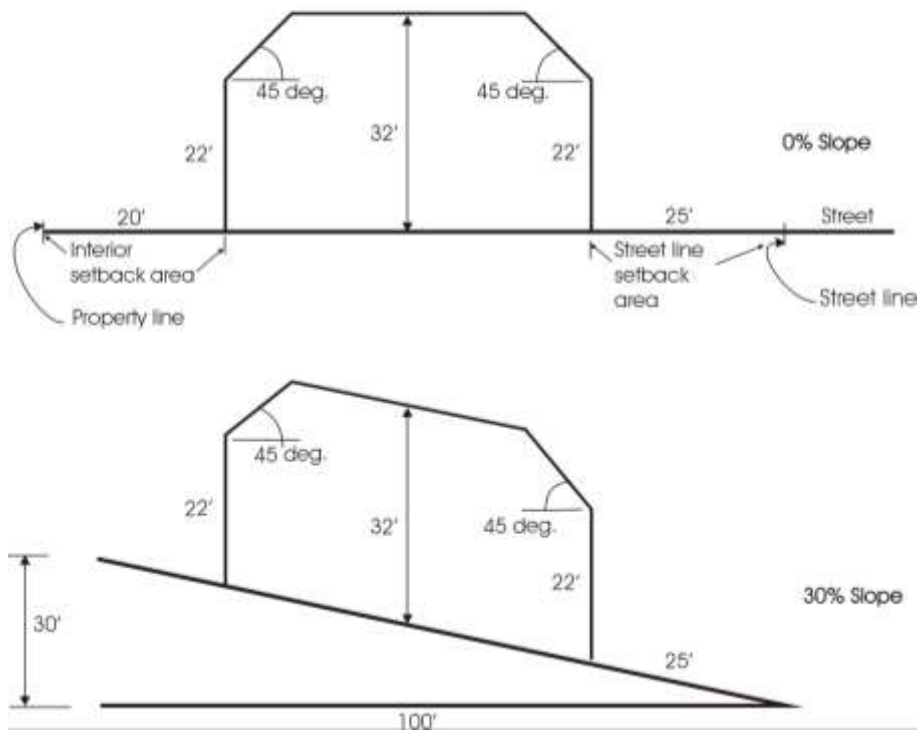
Height Limits, Lighting, Neighborhood Compatibility, Encroachments

Height Limits: In general, the maximum building height limit is 32 feet within the setback lines. However, building height is also limited by the “Building Envelope” described below.

Building Envelope: A building envelope is established at every setback line, out of which no structure except chimneys can penetrate. The envelope starts at existing grade at all setback lines, rising to a height of 22 feet directly above grade, then extending at a slope of 45 degrees inward (away from the property line) to a maximum height of 32 feet measured from a warped plane parallel to existing grade and reflective of the topography.

The following diagram illustrates the building envelope profile, including the 32-foot height limitation, for 0 and 30 percent slopes.

Building Envelope Profiles



Fences, Columns, etc.: The standard allowable height of any fence, gate, column, pillar, post, light post, or similar lighting standard fixtures located within the street or street line setback area is 6 feet. The maximum allowable height is 8 feet, but is subject to design review and neighborhood compatibility.

The maximum height limit of any outdoor fixture located within the street line setback area is measured from existing grade at the property line or the pavement grade of the street, whichever is higher.

Retaining Walls: The maximum height of retaining walls is 6 feet within the "buildable area" (i.e. not within the setback area) or within the street side setback area, measured from finished grade at the base on either side of the wall. If the retaining wall is located in the interior setback area, the maximum height is 4.5 feet.

Exterior Lighting In general, exterior lighting should not be directed toward the street, the sky or neighboring properties. It should not exceed 60 watts (or comparable) and be designed to subtly highlight landscape features and augment architectural features of the residence.

Flagpoles: The maximum height of a flagpole is 12 feet. Flagpoles are not allowed in any setback areas. The maximum size of a flag flown from a flagpole is 3 feet by 5 feet.

Required Parking

The ADRB considers the parking standards contained in the Zoning Code as *minimum* standards only. In order to avoid the visual impact of parked cars in view of the street and/or neighboring properties, enclosed parking spaces should be provided to reasonably accommodate the number of cars which could be expected to be permanently associated with the house.

Code Minimums: The minimum number of required parking spaces depends of the number of bedrooms. "Tandem" spaces are not counted as required parking spaces.

- 1 – 3 bedrooms: Two garage spaces*
- 4 – 5 bedrooms: Two garage spaces + one additional space*
- 6 or more bedrooms: Two garage spaces + two additional spaces*

* *Plus any additional parking spaces, which may or may not be enclosed, as recommended by the ADRB. The required back-up space behind the garage doors may not be counted as required parking spaces.*

Additional Parking for Large Homes: The ADRB encourages a 3-car garage for a home with 5 bedrooms, and an additional garage space for each additional bedroom. The ADRB may request additional garage spaces for houses larger than 6,000 sq. ft. regardless of the bedroom count.

Bedroom Definition: A bedroom is a private room designed for or *capable of being used for* sleeping, separated from other rooms by a door and accessible to a bathroom (which includes a bathtub or shower) without crossing another room other than a hallway or open area.

Minimum Garage Standards: Every garage parking space must be at least 10 feet wide and 20 feet long with at least 7.5 feet vertical clearance.

Required Backup Space: Outside and directly in front of each garage door must be an unobstructed backup space at least 25 feet long (measured in a straight line from and perpendicular to the front of the garage doors) and 20 feet wide.

Minimum Unenclosed Parking Spaces: All unenclosed parking spaces must be at least 8.5 feet wide and 18 feet long.

Additional Parking Requirements: Every substantially enlarged or newly constructed dwelling must include a garage which meets these standards. All required parking spaces must be on private property and not in the public right-of-way. A “newly constructed dwelling” is one for which a building permit is issued for the construction of an entirely, or almost entirely, new dwelling. A “substantially enlarged dwelling” is one for which a building permit is issued for the construction of an addition which results in a net increase in floor area that is greater than 50% of the dwelling’s existing floor area.

Minimum and Maximum House Size

Net Lot Area: Net lot area means the gross lot area minus the area (if any) occupied by any right-of-way or private easement for driveway purposes.

Floor Area Ratio: Floor Area Ratio (“FAR”) is calculated by dividing the total covered floor area (in square feet) by the net lot area (in square feet). “Total covered floor area” is the total area of all buildings on the lot (except those listed below) measured to the **exterior** wall lines. This includes all roofed areas with a level floor-to-ceiling height of at least 6 feet, including garages, basements (described below), closets, stairwells, bay windows, turrets, and other projections bounded by two or more exterior walls.

Maximum House Size: The maximum permitted house size, or floor area ratio (FAR), is 25 percent of the net lot area for the first acre plus 15 percent of the net lot area over one acre.

Basements: For basement areas with exterior walls less than 2 feet above the surrounding natural grade, 33 percent of all floor area with a level floor-to-ceiling height of at least 6 feet is counted as floor area. For basement areas with exterior walls 2 feet or more above the surrounding natural grade, 100 percent of floor area with a level floor-to-ceiling height of at least 6 feet is counted as floor area.

Mechanical Rooms: Mechanical rooms are included in the floor area calculations only if the floor-to-ceiling heights are at least seven feet.

Floor plans must include floor-to-ceiling heights of basement and mechanical areas, and geometric verifications of square footage calculations must document the way that these areas are calculated. Elevations must show the point at which exterior basement walls are 2 feet above grade based on the topography.

Areas with Low Sloping Ceilings: For rooms or areas with low sloping ceilings, such as attics, all areas with a level floor-to-ceiling height of at least 5 feet are counted as floor area.

Areas with High Ceilings: For areas with a floor-to-ceiling height greater than 12 feet, the first 300 square feet is counted at 100 percent; additional area with a floor-to-ceiling height greater than 12 feet is counted at 150 percent.

Floor plans must indicate areas with a floor-to-ceiling height greater than 12 feet, and geometric verifications of square footage calculations must document the way that high ceiling areas are calculated. Cross-sections may be necessary to demonstrate height of ceilings.

Minimum House Size: 2,500 square feet (FAR) is the minimum size of a house.

Dwellings 8,000 Sq. Ft. or Larger: The City Council must make the final Design Review decision on houses 8,000 square feet and larger (newly constructed or after additions). This requirement may be determined to be not necessary by the Director of Building and Planning in consultation with the City Council Commissioner for the planning division, if (1) there is no unresolved opposition to or concern about the project raised by the public and (2) the project was approved by the ADRB with no dissenting votes.

Accessory Buildings and Structures: There is no limitation on the number of accessory buildings that are allowed on a lot, except that no individual accessory building can exceed 1,000 square feet in floor area (other than a detached Accessory Dwelling Unit). The floor area for accessory buildings is considered part of the total floor area for the lot. The following accessory structures are not counted in the floor area calculations: arbors, trellises, open gazebos, open pergolas, open decks, carports open on at least two sides, and other structures similar in type as determined by the Planning Office.

Maximum Lot Coverage

Residential Lot Coverage: There are three types of residential lot coverage described below; structural coverage, hardscape coverage and landscape (softscape) coverage:

1) Structural Coverage consists of a house, a garage, a carport, and any accessory structures having two or more walls and a roof. This does not include porches, entries, porticos, balconies, etc. *(as long as they are roofed and open on at least two sides)* and does not include roof overhangs, if all of these excluded items together do not exceed 10 percent of the maximum permitted structural coverage area. Accessory structures not counted as FAR (listed above) are also not calculated as structural lot coverage.

The maximum surface area of a lot that may be covered by **structural coverage** is as follows:

Lot Size (Net Lot Area)	Maximum Area of Lot Permitted To Be Covered
Up to 17,500 sq. ft	22 sq. ft. for each 100 sq. ft. or portion thereof of net lot area
17,500 up to 21,780 sq. ft.	3,850 sq. ft. plus 15 sq. ft. for each 100 sq. ft. or portion thereof of net lot area in excess of 17,500 sq. ft.
21,780 up to 32,670 sq. ft.	4,495 sq. ft. plus 10 sq. ft. for each 100 sq. ft. or portion thereof of net lot area in excess of 21,780 sq. ft.
32,670 through 43,560 sq. ft.	5,585 sq. ft. plus 6 sq. ft. for each 100 sq. ft. or portion thereof of net lot area in excess of 32,670 sq. ft.
Over 43,560 sq. ft.	6,239 sq. ft. plus 5 sq. ft. for each 100 sq. ft. or portion thereof of net lot area in excess of 43,560 sq. ft.

2) Hardscape Coverage consists of areas of the lot under a roof or covered by impervious materials but does not include anything included in structural coverage. This includes; driveways, uncovered parking spaces, roofed porches, swimming pools, tennis and play courts, uncovered patios and decks, walkways and steps, gazebos and pergolas, and solar panels, etc.

3) Landscape (or Softscape) Coverage consists of all lot coverage that is not structural coverage or hardscape coverage. Examples of softscape are planted areas, lawn, dirt, indigenous grasses, artificial turf, gravel, decomposed granite, and mulch.

Maximum Impervious Lot Coverage: Structural coverage plus hardscape coverage cannot exceed 50 percent of the net lot area. The remaining 50 percent of the lot must be landscape coverage. Structural coverage plus hardscape coverage within any street line setback area cannot exceed 40 percent.

Existing Nonconforming Structures

Encroaching into Setback Areas:

1) Dwellings: A nonconforming dwelling (encroaching into setback area) can be enlarged or otherwise altered and continue the same or lesser encroachment into the setback area as long as:

- a. It does not amount to a complete reconstruction (i.e. means reconstruction of a nonconforming structure that has been torn down to the foundation);
- b. The height within the setback area does not exceed 22 feet;
- c. The fire chief and chief building official determine that it will not constitute a fire or safety hazard; and
- d. The adjoining property owner(s) have been notified in writing of the proposed addition or alteration and if such owner(s) have raised any objection, the proposal has been approved by the architecture and design review board after a noticed public hearing.

2) Accessory Structures: A nonconforming accessory structure (encroaching into setback area) can be enlarged or otherwise altered and continue the same or lesser encroachment into the setback area similarly to a nonconforming dwelling as long the square footage of the accessory structure is not increased.

A garage may be increased to 400 feet to meet minimum standards. *(The ADRB may grant an exception to allow complete reconstruction of and/or increased encroachment into the setback for nonconforming garages.)*

Exceeding the maximum allowable Floor Area Ratio (FAR) or Lot Coverage:

Any structure that is nonconforming because:

- it (together with other structures on the lot, if any) exceeds the maximum allowable floor area ratio (FAR)
- it exceeds the maximum square footage for an accessory structure
- it (together with other structures on the lot, if any) exceeds the maximum allowable lot coverage

can be enlarged, reconstructed or otherwise altered as long as it does not increase the existing lot coverage or floor area (i.e., a single-family dwelling having an FAR of 27% may be remodeled so that it has an FAR above 25% but not above 27%).

Exceeding Height Limitations: Any enlargement, reconstruction, or other alteration that would extend beyond the existing building envelope of the structure shall conform to current height limitations unless the ADRB recommends otherwise, provided, however, that in no event can any construction be higher than the existing structure.

Rebuilding Destroyed Nonconforming Structures: In the event of a fire, earthquake, or other natural disaster, all or portions of a legal nonconforming structure are allowed to be rebuilt, to the same or a lesser degree of nonconformity as the destroyed structure or portion(s) of the structure. Rebuilding shall not be permitted for any non-conforming structure or portion(s) of structure which are intentionally removed.

Tear Downs

Tear Down Definition: A project is classified as a teardown when fifty percent or more of a dwelling's existing exterior walls (measured in linear feet) are removed.

Removal means either that no studs remain, or that if some studs remain, the interior and exterior sheathing of the wall, except for the studs, has been stripped bare such that one can see through the wall. Any portion of an exterior wall so described shall be included in the calculation.

Existing window and door openings shall not be included in the existing linear footage calculation, however, the removal of wall to widen an existing window/door or the addition of a new window/door shall be counted in the linear footage of existing wall to be removed.

Garages, whether attached or detached, conforming or nonconforming, shall be disregarded in calculating the percentage of exterior wall removed and any

wall common to a garage and the rest of the dwelling shall be deemed an exterior wall for purposes of the calculation.

If a project is approved as an addition/remodel, it must maintain fifty percent or more of the dwelling's existing exterior walls. Should more than 50% be removed at any time, the project will be stopped and the project would require a new review by the ADRB, as a teardown/new residence, inclusive of public notification.

If the project has existing nonconforming setbacks and a teardown is triggered during construction, the proposal will forfeit its legal non-conforming status and all aspects of the property, including setbacks, will be required to meet current Town standards.

TOWN OF HILLSBOROUGH

SAN MATEO COUNTY

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



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

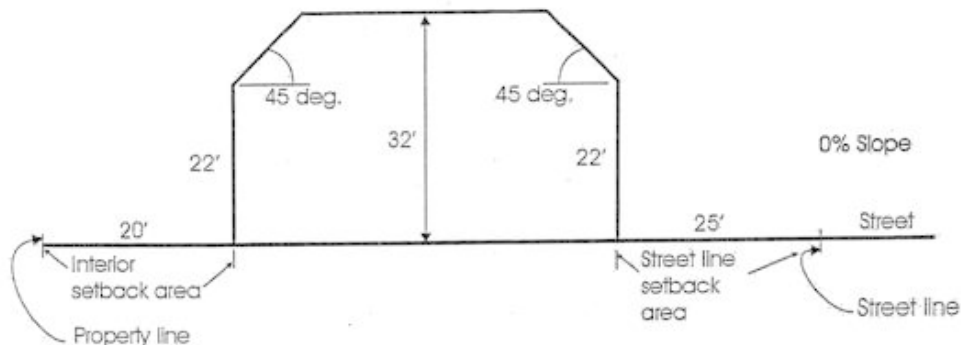
* Business Licenses are issued by the Town's Finance Department: (650) 375-7400 and the application is available online at http://www.hillsborough.net/depts/finance/business/business_licensing.asp

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.)

TOWN OF HILLSBOROUGH

SAN MATEO COUNTY

Planning Division
(650) 375-7422
Fax (650) 375-7415



1600 Floribunda Avenue
Hillsborough
California 94010

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

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



General Requirements for New/Remodeled Pools and Spas (Effective January 1, 2018)

Building Requirements

- A site plan will be required, showing the proposed location of new swimming pool, and pool equipment with measurements from property line and setbacks;
- Pools located within 7 feet of a descending slope will require a soils report;
- Construction drawings shall include structural details, and calculations;
- All submittals shall include at least 3 sets of plans (full size 24"x36");
- All submittals shall include a valuation of the project;
- All submittals for new pools or spas, or the remodeling of existing pool or spa, the respective swimming pool or spa shall be equipped with at least 2 of the following 7 drowning prevention safety measures of Section 115922 of the CA Safety Code:
 1. An enclosure that meets the requirements and isolates the swimming pool or spa from the private single family home;
 2. A removable mesh fencing that meets ASTM specifications F2286 standards in conjunction with a gate that opens outward is self-closing and self-latching, with the lockable device located 54 inches above grade;
 3. An approved safety auto cover , as defined in Section 115921;
 4. Exit alarms on doors that provide direct access to the swimming pool or spa. The exit alarm shall cause either a alarm noise or a verbal warning;
 5. A self-closing self-latching device with a release mechanism placed no lower than 54 inches above the floor on the home's doors providing direct access to the swimming pool or spa;
 6. An alarm that, when placed in the swimming pool or spa, will sound upon detection of accidental or unauthorized entrance into the water. The alarm shall meet ASTM Standard F2208, "Safety Standard Specification for Residential Pool Alarms";
 7. Other means of protection, if the degree of protection afforded is equal to or greater than that afforded by any of the features set forth above and has been independently verified by an approved testing laboratory as meeting standards for those features established by the ASTM or the ASME .

The building official may require an investigation and recommendation of a qualified engineer to demonstrate that the intent of the code has been satisfied. Such an investigation shall include consideration of material, height of slope, slope gradient, load density, and erosion characteristics of slope material.

Planning Requirements

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 line property line.

However, pools may be located as close as five (5) feet from an interior property line, if they meet the following requirements;

- At least forty (40) feet from any adjacent residence
- The adjacent property owner(s) has indicated in writing that there are no objections to the location.

Measurements

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.

Pool Equipment

Pool equipment housed within an enclosed structure may be located within the setback area if the structure meets the following requirements;

- 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 adjacent residence; and,
- is more than 25 feet from the property line along any street; and,
- the adjacent property owner(s) has indicated in writing on the approved set of plans that there are no objections to the location.

TOWN OF HILLSBOROUGH
SAN MATEO COUNTY

Public Works Department
650/375-7444
Fax: 650/548-0859



1600 Floribunda Ave.
Hillsborough
California 94010

Standards for Mailboxes/Mail Receptacles
*within/on columns or large posts,
proposed to be located within the public right-of-way*

If you would like to erect a mailbox within the public right-of-way (that means that the mailbox would not be on your private property, but in the area generally 8' to 11' feet behind the curb), the standards are as follows:

Maximum Dimensions: 24" wide x 24" deep and 60" in height

Location: No closer than five (5) feet behind the back of the curb (or rolled gutter). If there is not currently a parking strip (a five-foot wide strip behind the curb; see separate handout), one should be installed at the same time to provide access for delivery to the box from the street. The post office requires access so as not to require the carrier to exit the vehicle.

Permit Required: An Encroachment Permit is required. Submit to the Building Department two sets of dimensioned construction drawings, including footing details and location (relative to the curb). Permit cost is based on the job valuation.

There is no design review or Planning Office approval required.

Call the Engineering Division, 375-7444 if you have questions.

TOWN OF HILLSBOROUGH

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Public Works Department
650/375-7444
Fax: 650/ 548-0859



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Requirements for Parking Strips Handout

Parking Strip Requirements: Chapter 12.24.020 of the Hillsborough Municipal Code requires compliance with City Engineer's standards for work within the public right-of-way.

The City Engineer's standards require the installation of a 5-foot wide parking strip and curb and gutter along the street frontage of the property for construction projects involving more than 50% of the living area of a house or work in the right-of-way (Encroachment) that exceeds \$30,000 under the following circumstances:

- √ Property is within 500' of schools or public facilities;
- √ Property abuts a street which is less than 18' in width;
- √ Neighborhoods with parking congestion as determined by the Police Chief or City Engineer;
- √ Properties with limited or inaccessible on-site parking as determined by the Planning Dept;

The partial exceptions to this requirement are:

1. If, due to existing topography, construction of a retaining wall greater than 18" high is required within the right-of-way to install the parking strip; or,
2. If the health of significant trees would be jeopardized as a result of the installation of a parking strip (an arborist report must be provided with each plan set as part of the project application).

Note: Exceptions to parking strip requirements must be granted in writing by the City Engineer prior to submitting an application for review by the Architecture and Design Review Board and installation/rehabilitation of curb and gutter may be required even if the parking strip requirement is not required.

The development of a parking strip and curb and gutter meeting Town standards (see below), including dimensions and specifications for materials, should be included in the project site plan as part of all project applications.

Parking Strip Standards: All work within the public right-of way requires an Encroachment Permit, which must be inspected by the Public Works Department (please call 375-7444 to schedule inspections). The acceptable materials for the surface of parking strips are as follows:

- Bricks or Interlocking Pavers (sand bedding, cross-section detail- see pg. 2)
- Decomposed Granite (4" with polymer additive and less than 5% street grade, with same 6" base section as cross-sectional detail)
- Grass-crete or turf block (Cross-section detail - see pg. 2)

Parking strips made of asphalt, mulch, loose rock, and concrete are not allowed.

The 5-foot wide parking strip shall have a 2" x 6" header made of redwood or recycled plastic (treated wood is prohibited) along the back edge and shall be constructed with a two percent (2%) cross-slope towards the curb and gutter.

TOWN OF HILLSBOROUGH

SAN MATEO COUNTY

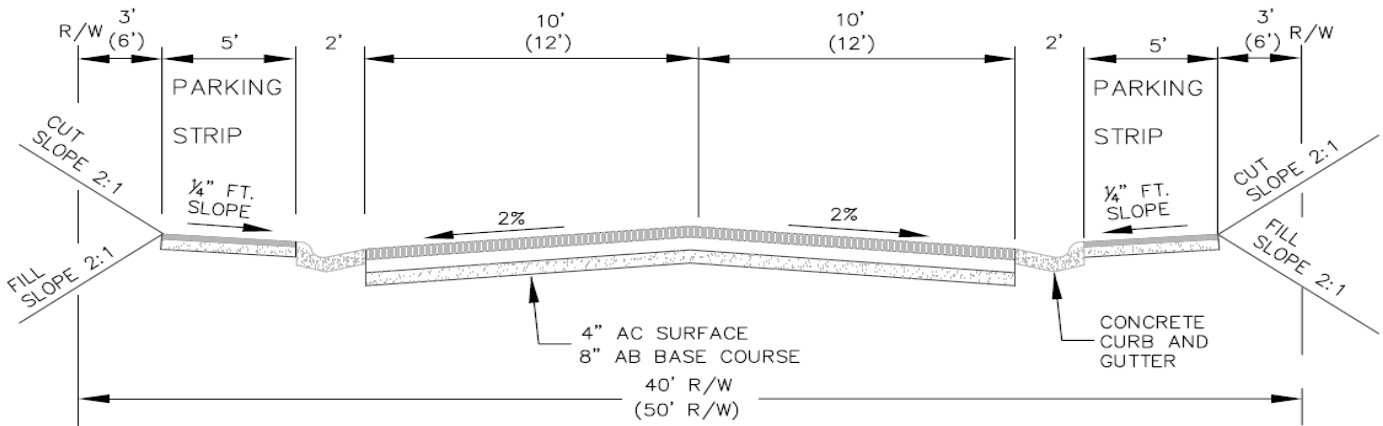
Public Works Department
650/375-7444
Fax: 650/ 548-0859



1600 Floribunda Ave.
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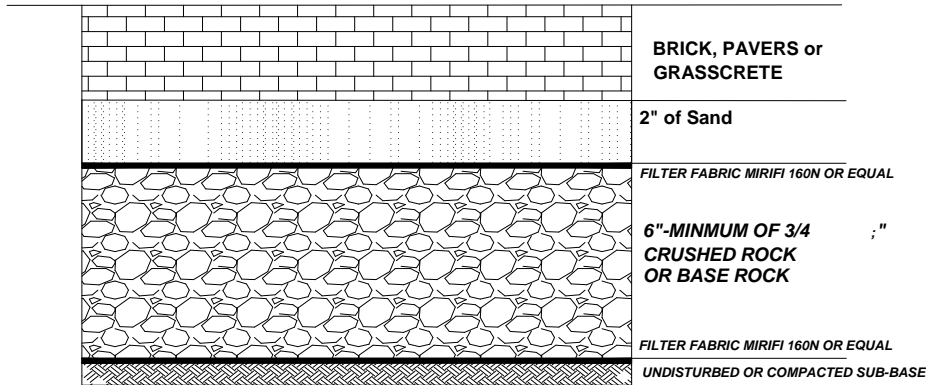
Requirements for Parking Strips (Continued)

Roadway Cross Section



Not to Scale

Cross - Section Detail for Brick and Interlocking Pavers



Not to Scale

Notes:

1. Hillsborough Municipal Code Chapter 12.04.120 specifies that the property owner is responsible for the maintenance and repair of frontage improvements up to, and including, the curb and gutter.
2. Permittee must schedule two inspections with the Public Works Department (1) following completion of form work, compaction of the sub-base, crushed rock or base rock section and installation of both layers of filter fabric (2) upon the completion of the parking strip.



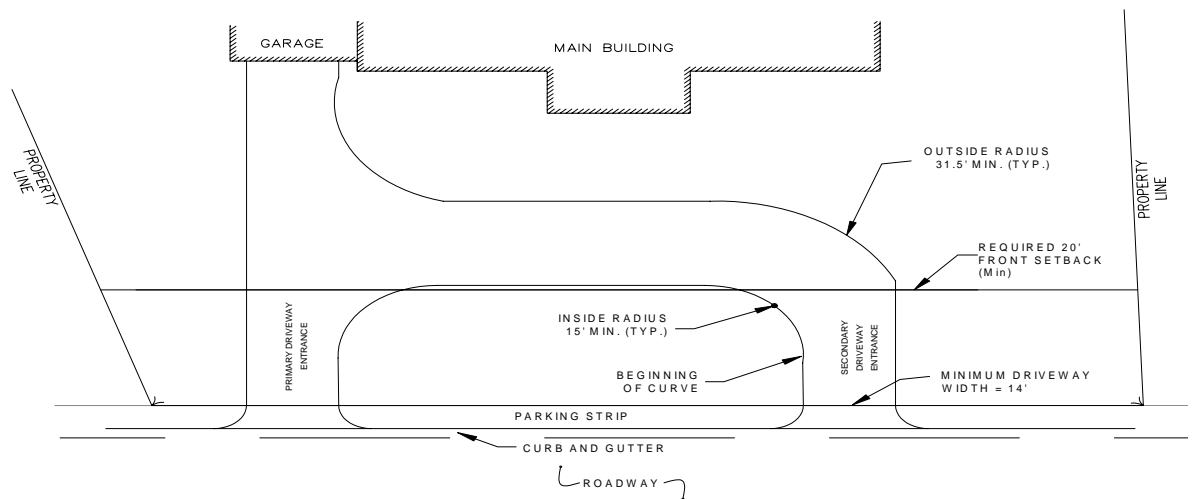
TOWN OF HILLSBOROUGH

1600 Floribunda Avenue
Hillsborough, CA 94010-6418
Phone 650-375-7444
Fax 650-548-0859

Driveway Guidelines (Including Secondary Driveways)

Proposed **secondary** driveways must meet the following conditions:

1. The property should maintain a minimum frontage dimension of 150 feet to be considered for a secondary driveway.
2. Secondary driveway shall connect to the primary driveway leading to the garage.
3. Secondary driveways on corner lots should be a minimum 100 feet from the corner where the property lines intersect.
4. Hardscape shall be limited to 40% of the area within the required front yard setback.
5. Interior and outside radius of the secondary driveway (horizontal) curve shall be a minimum of 15ft and 31.5ft respectively as shown in the diagram below.
6. The proposed driveway shall be constructed with a maximum slope of 5% for the first 15' from curb and a maximum of 16% thereafter.



- Notes:**
1. *Even though a driveway cut may be approved by Engineering, new driveway cuts which are part of a landscape plan are subject to the design review process. Additional requirements regarding slope, alternative turnaround designs and required parking for 2nd units must be addressed prior to applying for a secondary driveway.*
 2. *New or revised driveway locations are subject to review by engineering to address traffic safety issues specific to the proposed location.*