

# TOWN OF HILLSBOROUGH

SAN MATEO COUNTY

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



1600 Floribunda Avenue  
Hillsborough  
California 94010

## **Satellite Dish Antennas Design Review Approval Required**

August 2018

**Satellite dish antennas smaller than one meter (39.37 inches) in diameter are exempt from review and permits.** It is suggested that such dishes are not placed on chimneys or in a conspicuous location on the roof.

Design Review Approval (either from the Architecture and Design Review Board or a Planner, through the Administrative Review process) is required for all proposed satellite dish antennas which are one meter or greater in diameter. After design approval is secured, a Building Permit is required for the installation.

### **Ordinances and Guidelines:**

#### **Location:**

- Antennas may be placed only on appropriate in-ground foundations specifically designed for such use.
- Satellite dishes must meet the setback requirements of the Hillsborough Municipal Code.

#### **Aesthetics:**

- Locate and/or screen these structures so that they are not visible from a public street or adjacent neighbors.

### **Application:**

Usually these applications can be handled administratively, unless they are part of a larger project or they are visually prominent. For Administrative Review, follow the attached plan preparation instructions. Submit only one (1) copy of the plans and attachments, the application form and the \$286.00 Administrative Review filing fee to the Planning Office. If it is not possible for the application to be approved administratively, the instructions are attached for preparing an application for the ADRB.

## ADRB APPLICATION REQUIREMENTS

### Satellite Dish Antennas

1. Completed Application Form (next page).
2. Eight (8) sets of plans (construction-level drawings are helpful, but not necessary), drawn to scale:
  - **Location Map:** Show Surrounding lots, with addresses, and streets, other landmarks (see attached example);
  - **Site Plan:** Property lines and easements must be accurately indicated. Show proposed location and sizes of proposed equipment.
  - **Elevation:** For roof-mounted dishes, show the equipment relative to the roof line. For other equipment, show the equipment elevation;
  - **Details:** Provide sufficient detail of the proposal, such as the sizes and shapes, the color, etc. Manufacturer cut sheets/brochures, with the proposed product highlighted, should be provided with each plan set;
  - **Landscaping:** Indicate species (botanical and common name), sizes, spacing and number of plant materials which are proposed for screening, if applicable. Indicate irrigation, if applicable.

Plan pages must be collated, stapled, folded and addressed on the outside, as indicated in the attached instructions.

3. **Photos:** Eight (8) sets of photos (snapshots, digital photos and color copies are acceptable; Polaroid photos are not) indicating the proposed location of the equipment. Staple to each plan set as indicated on attached instructions.
4. **Samples/Addresses:** Attach a sheet with addresses in surrounding communities where the product is installed. If possible, bring a sample of the product to the ADRB meeting.
5. **Fee:** There is a non-refundable \$1,116.00 filing fee.
6. **Public Notices:** When the application is filed, public notices will be completed and mailed by Planning staff on the day of application submission. The Public Notice period shall be the 15 calendar days from mailing date.

When the application is complete call 650/375-7422 to schedule an appointment with a planner to submit your application; a review for completeness and accuracy is required before the application can be accepted and scheduled for the Board.

Schedules containing meeting dates, filing deadlines and submittal instructions are available at the Planning Office and on the Town's website, [www.hillsborough.net](http://www.hillsborough.net).

*Town of Hillsborough*

**Satellite Dish Antennas  
Application Form**

*(Please Type or Print Legibly)*

Address of Site: \_\_\_\_\_

**Property owner(s):**

Please circle: Mr. and Mrs. / Mr. / Mrs. / Ms. / Dr.

Name(s): \_\_\_\_\_

Signature(s): \_\_\_\_\_

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

(Street or P.O. Box)

\_\_\_\_\_

(City, State and Zip Code)

Phone Number(s): \_\_\_\_\_ Add 'l Number: \_\_\_\_\_

Project Designer/Contractor: \_\_\_\_\_

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

(Street or P.O. Box)

\_\_\_\_\_

(City, State and Zip Code)

Phone Number(s): \_\_\_\_\_ Add 'l Number: \_\_\_\_\_

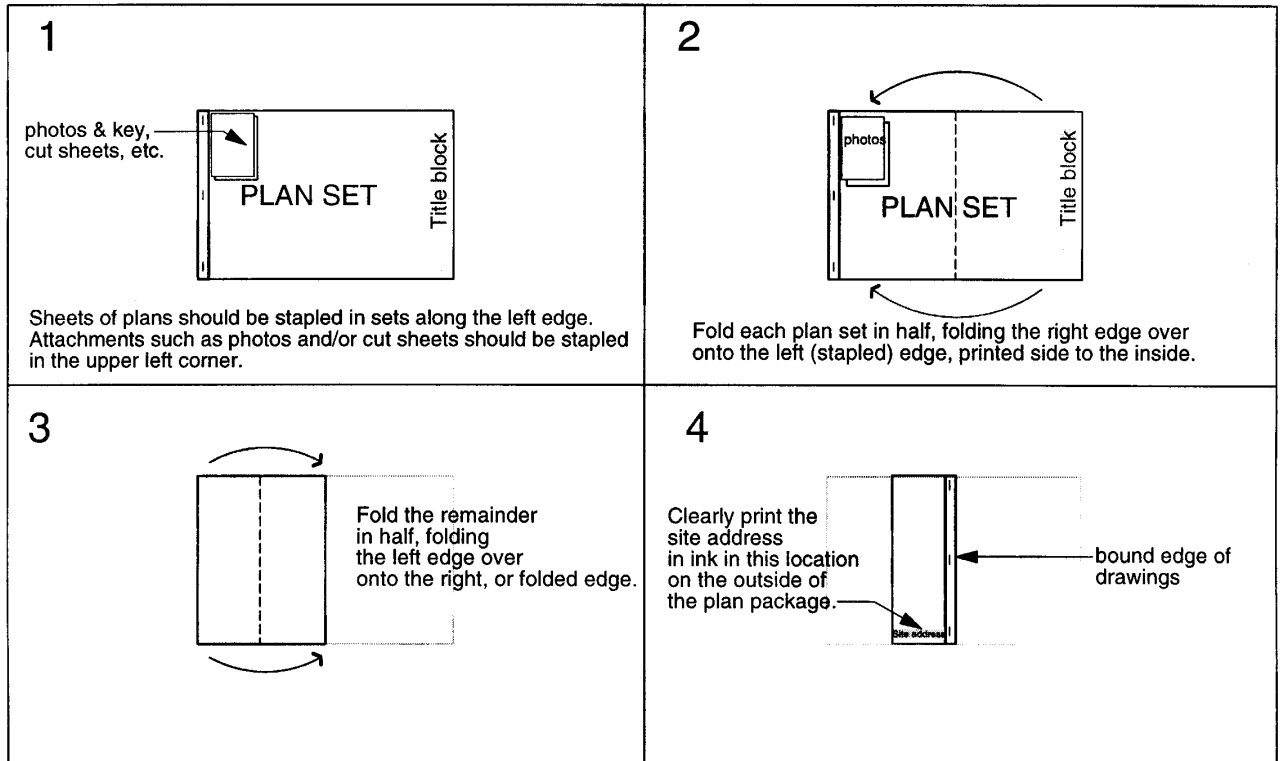
Email Address: \_\_\_\_\_

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

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

# Plan Folding Instructions

All plans shall be folded and addressed on the outside in the following manner:



For reduced plans:

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

## 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.

