



## PROPERTY IMPROVEMENTS APPLICATION SUBMITTAL REQUIREMENTS

CITY OF FOSTER CITY ▪ COMMUNITY DEVELOPMENT ▪ PLANNING/CODE ENFORCEMENT

Most exterior modifications/improvements on residential and commercial properties require Architectural Review and/or Planning approval. The application will be reviewed either by staff or the Planning Commission, depending on the type of improvement proposed. **Please check with a planner if you are unsure about any aspect of the application process.**

## ACCESSORY STRUCTURE

### Submission Checklist

(Arbors, Patio Covers, Sheds, Trellis/Windscreens, Gazebos, etc.)

**An accessory structure means a detached or attached subordinate structure.**

- A COMPLETED APPLICATION FORM & APPLICABLE FEE (see Fee Schedule)**  
One copy of a signed application, including the property owner's signature or a letter from the property owner authorizing agent's signature.
- APPLICABLE FEE (see Fee Schedule)**  
Applications subject to "actual cost" require an initial deposit against which staff time and materials are charged. If the staff time spent on your project exceeds your deposit (the initial application fee/deposit), you will be billed accordingly.
- LETTER FROM HOMEOWNERS' ASSOCIATION (HOA) (IF APPLICABLE)**  
For houses located within Planned Developments, a letter demonstrating written action by the Homeowners Association on the proposal shall be obtained prior to submitting plans to the City. The proposed accessory structure shall be consistent with the Prototypical Design Guidelines for the Association (if any) on file with the City.
- BUILDING PERMIT ACKNOWLEDGEMENT FORM (IF APPLICABLE)**
- NEIGHBOR NOTIFICATION REPORT (IF APPLICABLE)**
- WRITTEN PROJECT DESCRIPTION**
- EXISTING PHOTOGRAPHS (IN COLOR)**
- MATERIALS AND COLOR SAMPLES (IF REQUESTED BY STAFF)**
- PLANS/DRAWINGS (BOUND OR STAPLED)**
  - 4**  **10** copies of fully dimensioned plans, measuring 11" x 17"

## PLAN SETS MUST SHOW THE FOLLOWING INFORMATION:

### SITE PLAN (scaled: 1/4" = 1', 1/8" = 1', or 1" = 10')

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- Dimensioned, scaled and north arrow.
- All property lines, street names and significant easements. (Note property line dimensions must match those shown on the County Assessor's Map for the parcel.)
- Location of existing and proposed buildings, additions or structures with dimensions to property lines, and dimensions of proposed accessory structure. Indicate direction of roof slope and eave overhangs.
- Location of all walks, driveways, vehicle storage areas, fences (including height), gates, retaining walls and lagoon bulkhead/rip rap.
- All landscaping on the site plan (or landscape plan, if one is necessary). Locate and identify all existing major trees and shrubs and areas of ground cover, lawn, concrete and wood decking. Identify landscaping proposed to be removed and added with the proposal.
- Project Summary Table. (Use format below and print on first page of plans.)

### ROOF PLAN (scaled: 1/4" = 1')

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- A roof plan showing roof slopes of the accessory structures.

### ELEVATIONS (scaled: 1/4" = 1')

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- Elevations labeled north, south, east and west showing the proposed structures.
- Elevations for attached townhomes, etc., should include adjoining residences on each side.
- Height and width of all exterior walls of the structure
- Height, configuration, slope, and overhang of roof.
- All proposed roofing materials/color.
- Type of exterior treatment, materials and colors for siding, windows, trim, detailing, etc.
- Size and location of doors and windows (if any).
- Stairs, decks, balconies, etc.

### ADDITIONAL ITEMS (IF REQUESTED BY STAFF)

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- Story poles must be installed accurately reflecting the actual height of the structure accounting for any building pad or roof screen/penthouse (if requested by staff).
- Floor area and coverage calculations. (See attached sample.)

Note: Storage sheds and other accessory structures lower than the fence line in a side or rear yard are exempt from Architectural Review, except that storage sheds on waterfront properties which are visible from public waterways shall require Architectural Review.

**PROJECT SUMMARY TABLE:**

<b>NET LOT AREA:</b> (Only include land area, not portion in lagoon)	_____ square feet
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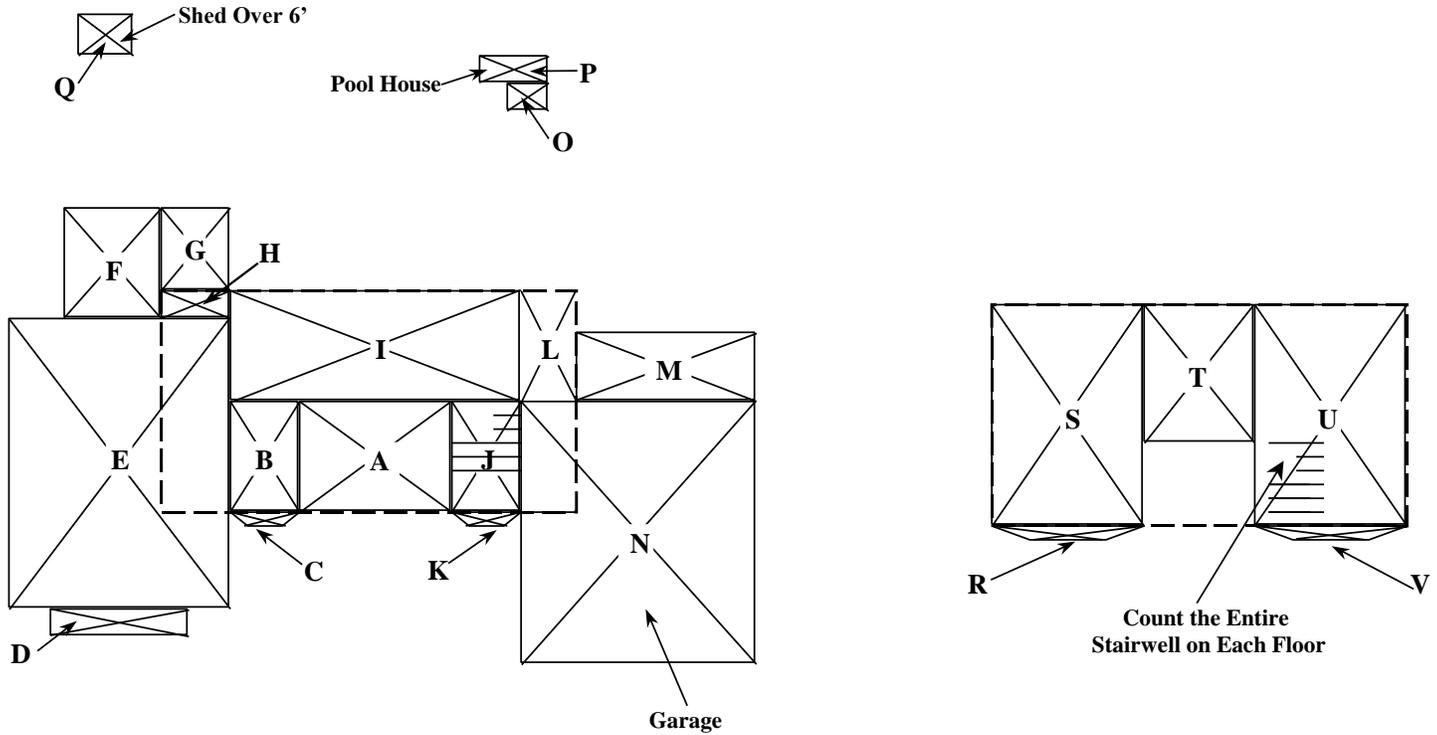
	<b>EXISTING</b>	<b>PROPOSED</b>
<b>FLOOR AREA OF HOUSE:</b>	_____ square feet	_____ square feet
<b>FLOOR AREA OF ACCESSORY STRUCTURE(S):</b>	_____ square feet	_____ square feet
<b>GARAGE:</b>	_____ square feet	_____ square feet
<b>TOTAL FLOOR AREA:</b>	_____ square feet	_____ square feet
<b>LOT COVERAGE:</b> (Land area covered by all structures)	_____ square feet ( ____%)	_____ square feet ( ____%)
<b>HEIGHT:</b>	_____ feet _____ inches	_____ feet _____ inches

<b>SETBACKS:</b>		
Front Yard	_____ feet _____ inches	_____ feet _____ inches
Rear Yard	_____ feet _____ inches	_____ feet _____ inches
Right side	_____ feet _____ inches	_____ feet _____ inches
Left side	_____ feet _____ inches	_____ feet _____ inches

<b>EXTERIOR COLOR AND MATERIALS:</b>	<b>EXISTING HOUSE</b>	<b>PROPOSED ACCESSORY STRUCTURE</b>
Siding		
Trim		
Roof		

# Example Floor Area (Square Footage) and Coverage Calculation Diagram

The minimum acceptable scale is 1/8"=1' (this Example is not to scale).



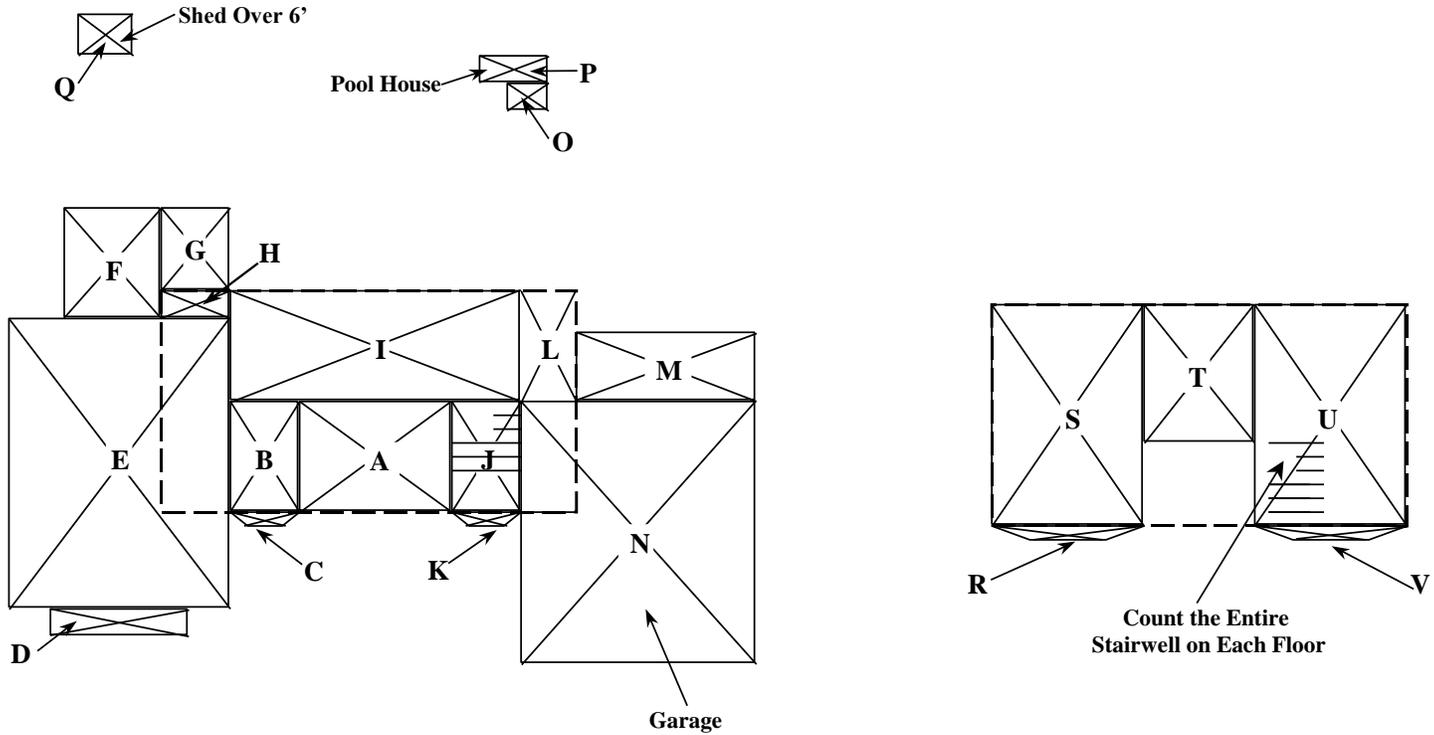
## FIRST STORY

## SECOND STORY

Section	Dimensions	Area	Section	Dimensions	Area
A	(10' x 10')	100 sq. ft.	M	15' x 8'	120 sq. ft.
B	6' x 10'	60 sq. ft.	N	22' x 26'	572 sq. ft.
C	$[(6' + 4')/2] \times 2'$	10 sq. ft.	O	7' x 8'	56 sq. ft.
D	18' x 2' 6"	45 sq. ft.	P	10' x 4' 2"	42 sq. ft.
E	26' x 34'	884 sq. ft.	Q	8' x 6'	48 sq. ft.
F	11' x 14' 4"	158 sq. ft.	<b>FIRST STORY SUBTOTAL =</b>		<b>2,652 sq. ft.</b>
G	9' x 12'	108 sq. ft.	R	$[(13' + 11')/2] \times 2'$	24 sq. ft.
H	9' x 2' 4"	21 sq. ft.	S	13' x 24'	312 sq. ft.
I	22' x 14'	308 sq. ft.	T	10' x 14'	140 sq. ft.
J	6' x 10'	60 sq. ft.	U	13' x 24'	312 sq. ft.
K	$[(6' + 4')/2] \times 2'$	10 sq. ft.	V	$[(13' + 11')/2] \times 2'$	24 sq. ft.
L	5' x 10'	50 sq. ft.	<b>SECOND STORY SUBTOTAL =</b>		<b>812 sq. ft.</b>
			<b>TOTAL FLOOR AREA =</b>		<b>3,464 sq. ft.</b>
			W	20' x 12'	240 sq. ft.
		<b>TOTAL COVERAGE (FIRST FLOOR) =</b>			

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## SECOND STORY

Section	Dimensions	Area	Section	Dimensions	Area
A			M		
B			N		
C			O		
D			P		
E			Q		
F			FIRST STORY SUBTOTAL =		
G			R		
H			S		
I			T		
J			U		
K			V		
L			SECOND STORY SUBTOTAL =		
			TOTAL FLOOR AREA =		
			W		
		TOTAL COVERAGE (FIRST FLOOR) =			