



# City of Foster City

## ESTERO MUNICIPAL IMPROVEMENT DISTRICT

610 FOSTER CITY BOULEVARD  
FOSTER CITY, CA 94404-2222

### Community Development Department General Application

Planning/Code Enforcement Division staff will assist you in completing this application and can be reached at (650) 286-3225. Planning/Code Enforcement counter hours are 8:00 a.m. to 12:00 p.m. Monday through Thursday. No Planners are available on Friday. You may also reach us at our email address: [cdd@fostercity.org](mailto:cdd@fostercity.org)

**LOCATION OF PROPERTY:** Street Address(es) \_\_\_\_\_

**BRIEF DESCRIPTION OF PROJECT:** \_\_\_\_\_

**NEW OR ADDITIONAL BUILDING SQUARE FOOTAGE:** (if applicable) \_\_\_\_\_

#### PROPERTY OWNERSHIP

**Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

#### APPLICANT

**Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Please read all of the applicable sections of this two-page application and all information in the application information handout before signing this application.

#### TYPE OF PERMIT(S) REQUIRED

Architectural Review Permit  
Architectural Review Amendment  
General Plan Amendment  
Negative Declaration/EIR  
Planning Commission Interpretation/Opinion  
Rezoning  
Preliminary Review

Sign Permit  
Sign Use Permit  
Tentative Subdivision/Parcel Map  
Use Permit  
Use Permit Modification  
Temporary Use Permit  
Other \_\_\_\_\_

#### FOR CITY COMPLETION:

Date Application/Fee received: \_\_\_\_\_

Received by: \_\_\_\_\_

Assessors Parcel No: \_\_\_\_\_

Amount Fee Paid: \_\_\_\_\_

File Number: \_\_\_\_\_

**NOTES:**

1. It is understood that any permit issued pursuant to this application will not grant any right or privilege to use any building or land contrary to the provisions of law or of any ordinance of the City of Foster City. All provisions of law and of ordinance governing the use of the aforesaid building or land will be complied with, whether specified or not.
2. The applicant or any interested aggrieved person may appeal the determination of the Community Development Director or the Planning Commission within ten (10) calendar days from the date of such determination. All appeals must be filed within ten (calendar) days after the decision of the Community Development Director or Planning Commission. The appeal must be in writing. The required appeal fee as adopted by the City Council must accompany an appeal to the Planning Commission of a decision of the Community Development Director (Planning Director) or an appeal to the City Council of a decision of the Planning Commission or it will be considered incomplete. Prior to submitting your appeal, please check with staff regarding the amount of the appeal fee due. A Building Permit will not be issued until after this 10-day appeal period. If an action of the Commission is appealed, the City Council will hear the appeal and render a final decision.
3. I understand that the requested approval is for my benefit (or that of my principal). Therefore, if the City grants the approval, with or without conditions, and that action is challenged by a third party, I will be responsible for defending against this challenge. I therefore agree to accept this responsibility for defense at the request of the City and also agree to defend, indemnify and hold the City harmless from any costs, claims or liabilities arising from the approval, including, without limitation, any award of attorneys' fees that might result from the third party challenge.
4. **The applicant understands that projects reviewed by staff are billed on a time and materials basis which means that all staff time spent reviewing the project and any extraordinary materials required to process the project are charged to the applicant. If staff time spent on a project exceeds the deposit (the initial application fee/deposit), the applicant will be billed accordingly.** \_\_\_\_\_ **Initials**
5. **It is understood that approval of this application does not constitute approval of construction plans from the Building Inspection Division, which must be applied for separately and subsequent to the approval of this application.**
6. Public Noticing: Use Permits, Variances, and some other applications require a Planning Commission Public Hearing, for which property owners within a 300-foot radius of the project must be notified. The Notice of Public Hearing must be mailed two weeks prior to the scheduled meeting. Some Architectural Review applications require that the applicant notify adjacent property owners before the application can be determined to be complete. Please refer to the Submittal Requirements for procedures.
7. Plan Preparation and Submittal Information: Prior to plan preparation and submittal, applicants are strongly encouraged to read as applicable, the: 1) Residential Property Improvements Information Package; 2) Major Property Development (relevant to environmental assessments, General Plan amendments, rezonings, tentative maps, vesting tentative maps, and use permits) handout; or: 3) Signs Application and Information handout. This information describes the type of plans required for all applications and the information to be contained on plans.
8. If an applicant has been notified in writing that his/her application is incomplete and the reasons why the application has been so deemed, and there is no resubmittal of required information for a period of six months from the date of notification, or no activity has occurred on the application for a period of six months, the Community Development Director or his/her designee shall deem the application withdrawn and so notify the applicant. The applicant may reapply at any time with a new application and filing fee.
9. The applicant and property owner hereby grant permission for City staff to enter and inspect the subject property as required to evaluate this application.

**SIGNATURES** – I, the undersigned owner (or authorized agent) of the property herein described, hereby make application for approval of the plans submitted and made a part of this application in accordance with the provisions of the City Ordinances, and I hereby certify that the information given is true and correct to the best of my knowledge and belief. I hereby certify that this application and supporting submittals is an application for a development permit and therefore subject to time limits for processing as established by State law. I have read all applicable sections of this application and other relevant information and understand what is required of me during this project review process.

**Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Owner:\*** \_\_\_\_\_

**Date:** \_\_\_\_\_

\*If different than applicant, owner must either sign this application or attach a signed letter authorizing this application.

**Thank you for submitting your Architectural Review Permit, Use Permit or Sign Permit Application. In Foster City, construction of property improvements is typically a 2- step process as outlined below. If during the process you have questions, please call the Community Development Department at 650/286-3225 or e-mail the Department at [cdd@fostercity.org](mailto:cdd@fostercity.org). Please sign and return this form with your application.**

**STEP 1 – Obtaining a Zoning or Sign Permit (Called either an Architectural Review Permit, a Sign Permit, or a Use Permit)**

Obtaining either an Architectural Review Permit, a Use Permit or a Sign Permit, *entitles a property owner to apply for a Building Permit* (Step 2 in the process). **By themselves and without completing Step 2 (below), neither an Architectural Review Permit, a Use Permit or a Sign Permit, entitles a property owner to begin construction/installation of a proposed property improvement.** To obtain an Architectural Review Permit, a Use Permit or a Sign Permit you must:

- Submit a complete Architectural Review Permit, Use Permit or Sign Permit application and all required plans and information (for residential property improvements please see the City's "Residential Property Improvements Information Package" for details).
- Pay the required application fee.
- Attend a Planning Commission Meeting if the property improvement proposed requires approval by the Planning Commission.
- Receive, sign, and return either the Notice of Decision or the Notice of Sign Permit Decision, or the Action Letter (Planning Commission approval) approving the application for the property improvement.

**STEP 2 – Obtaining a Building Permit**

Obtaining a Building Permit *entitles a property owner to actually begin and complete the construction or installation of the proposed property improvement.* The information required for a Building Permit includes some of the same information as required for an Architectural Review Permit, Use Permit or Sign Permit but it also includes much more detailed construction plans and information required by the relevant building codes. To obtain a Building Permit you must:

- Submit a complete Building Permit application and all required plans and information **(this is different than an application for an Architectural Review Permit, a Use Permit or Sign Permit).**
- Pay the required plan check fee, (if applicable).
- Pick up the "job copy" of the plans and inspection card and pay any remaining fees when notified by the Building Inspection Division that your permit is ready to be issued.
- Avoid beginning actual construction or demolition until your Building Permit is issued by the Community Development Department/Building Inspection Division.

Please contact the Community Development Department staff if you have any questions during any part of the application process.

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Property Owner/Applicant:

\_\_\_\_\_ (Signature)

Date: