MAJOR PROPERTY DEVELOPMENT

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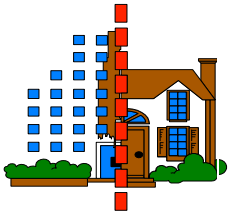
APPLICATION AND INFORMATION
Environmental Assessment
General Plan Amendment
Rezoning
Tentative Map
Vesting Tentative Map
Use Permit



City of Foster City
Community Development Department
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CITY OF FOSTER CITY

REVIEW PROCESS FOR MAJOR PROPERTY DEVELOPMENT

1. WHY REVIEW IS REQUIRED

Development of property is subject to review by the City to ensure consistency with the City's General Plan, policies, and Municipal Code. This is accomplished through various development applications, each serving a different purpose. A development may require one or more of these, depending on whether changes to the City's General Plan and/or zoning are requested. The basis for these reviews is set forth in the California state law which requires that cities adopt and maintain a general plan and zoning map, conduct a review of potential environmental impacts of projects, and review the subdivision of property.

Since its beginnings as a planned community, architecture and design of development have been carefully reviewed in Foster City. The architectural and design elements of proposed developments are reviewed under the Use Permit application. The purpose of this requirement is to preserve the character of Foster City neighborhoods and the community by ensuring that new development is well designed and properly related to its site and surrounding uses. Well designed buildings and landscaping reflect the quality and values of a community, enhance its visual character and assure the stability of property values.

2. WHEN REQUIRED

A new development or modification to an existing development may require one or more applications, depending on the circumstances of the specific site and the proposed development. **Applicants are encouraged to bring preliminary concepts to the Planning/Code Enforcement Division staff for preliminary review and to discuss what applications will be required.** Each of the reviews listed below are explained in more detail in separate informational brochures available at the Community Development Department counter. A summary of the various types of applications that may be required for a major development is as follows:

Type of Application	Purpose
Environmental Assessment	If a project is not exempt, obtain approval of a Negative Declaration of Environmental Impact or certification of an Environmental Impact Report
General Plan Amendment	Change the Land Use Plan designation or change a policy in the General Plan
Rezoning	Change the zoning designation and/or adopt or amend a General Development Plan in a Planned Development (PD) Overlay District
Tentative Map	Divide a parcel of land into additional parcels
Vesting Tentative Map	Divide a parcel of land into additional parcels and obtain a "vested" right to proceed in substantial compliance with the ordinances, policies, and standards in effect at the time the application is complete
Use Permit	Obtain approval for the design of a building/site development in a PD district or a conditional use as defined in Title 17, Zoning, of the Foster City Municipal Code
Architectural Review*	Obtain approval for the design of a building/development in a non-PD district

- Most, if not all, new developments are reviewed as a Use Permit under the provisions of Chapter 17.36, Planned Development Combining District of the Foster City Municipal Code. This process allows significant flexibility from standard zoning requirements for the site in order to encourage design creativity, excellence and to better fit the project. References to Use Permits in this document are considered to also include Architectural Review for new developments in non-PD districts.

3. PRE-APPLICATION REVIEW

Before drawing plans, an applicant or designer should discuss the proposal with the Planning/Code Enforcement Division staff of the Community Development Department. Planning/Code Enforcement Division staff can advise you of special circumstances or policies affecting your property and what applications may be required for your proposal. In order to obtain feedback regarding whether your proposal is likely to be consistent with City regulations and policies, you may arrange a Pre-Application Conference with the Community Development Director or Principal Planner by calling 286-3225 (a Pre-Application Conference must include the attendance of one of those members of the staff). Your plans will be reviewed and comments offered, either at the Pre-Application Conference or in a follow-up letter. Please call the Community Development Department, Planning/Code Enforcement Division, at (650) 286-3225 for more information.

4. APPLICATION

Development review officially begins when the applicant (or representative) submits an application form and required plans and pays the application fee/deposit. The staff member receiving the application will do a cursory check to determine that the basic items required have been included with the application.

5. FEES AND DEPOSITS

Depending on the type of application, an initial deposit will be charged at the time of application submittal, as established by the City Council. Please refer to Table A for a listing of deposit amounts. **Projects reviewed by the Planning Commission and City Council are billed on a time and materials basis.** (All staff time spent reviewing the project and any extraordinary materials required to process the project is charged to the applicant.) If the staff time spent on the project exceeds the deposit (the initial application fee/deposit), the applicant will be billed accordingly.

6. REVIEW FOR COMPLETENESS

The Community Development Director will assign a Planner to review the application. The assigned Planner will review the plans for completeness and will contact the applicant if additional information is needed. *Incomplete applications and/or plans delay processing,* so please review the attached submittal requirements carefully.

State law (Government Code Section 65943) allows the City a maximum of 30 days in which to determine whether an application is complete. If the City does not make a determination within 30 days, the application is deemed complete. When new information is submitted, the review for completeness begins again. You may appeal a determination that your application is incomplete by following the appeal procedure outlined below.

Even though an application is determined to be complete, additional information may be required to clarify, amplify, correct or otherwise supplement the information submitted. If an appeal is filed, additional sets of drawings will be required.

7. SCHEDULING

During the time the application is being reviewed for completeness, it may be scheduled for preliminary review by the Interdepartmental Evaluation Committee (IDEC) and/or a Planning Commission Study Session for their comments. IDEC meetings are held each Tuesday with applications due the preceding Tuesday. Scheduling of a Planning Commission Study Session is usually one month following submittal of a complete application. Applicants are invited to attend these meetings. The applicant then has an opportunity to modify the submittal in order to address any suggestions before proceeding to the next level of review. When an application has been determined to be complete, it is then scheduled for action to be taken by the Planning Commission and in some cases, the City Council. The time required can vary depending on workload within the Department, the number of items already scheduled for Planning Commission action, and whether additional studies are necessary as part of the environmental review.

Scheduling of applications must provide adequate time to comply with the noticing procedures as required by State Law (Government Code Sections 65905 and 65091); a Notice of Public Hearing is both mailed to property owners within 300 feet of the proposed project and published in a newspaper at least ten days prior to the scheduled Planning Commission hearing. Applications involving a Negative Declaration of Environmental Impact or an Environmental Impact Report requires longer noticing periods.

When a development requires more than one type of application, the applications are usually processed concurrently in order to minimize processing time, if the applicant submits the required information for each of the applications to be determined complete. The applicant may elect to process the applications sequentially rather than concurrently in order to postpone some of the plan preparation costs until after initial approvals have been obtained.

Please refer to the attached memorandum regarding Land Development or Property Improvement Permit Processing Time for additional information.

8. CRITERIA FOR REVIEW

The criteria for review vary depending on the type of application. A brief summary of the criteria is as follows:

Type of Application	Criteria
Environmental Assessment	Disclose potential environmental impacts; minimize environmental impacts
General Plan Amendment	Compatibility with surrounding land uses and the General Plan; compliance with the goals and policies of all of the elements of the General Plan
Rezoning	Consistency with the General Plan and compatibility with surrounding development
Resubdivision	Consistency with the General Plan, Title 17 (Zoning) and Title 16 (Subdivisions), of the Foster City Municipal Code
Use Permit	Consistency with the General Plan, Chapter 2.28 (Planning) and Title 17 (Zoning) of the Foster City Municipal Code, and any General Development Plan or development guidelines if in a planned development district

Chapters of the Municipal Code which pertain to review of major property development are available in the Planning/Code Enforcement Division and include, *but are not limited to:*

Chapter	Title
2.28	Planning
11.04	Mailboxes
17.06	Administration, Construction and Enforcement
17.16	R-T Townhouse Residential District
17.18	R-3 Medium-Density Multiple-Family Residential District
17.20	R-4 High-Density Multiple-Family Residential District
17.24	C-1 Neighborhood Business District
17.26	C-2 General Business District
17.28	C-M Commercial Mix District
17.30	M-1 Light Industrial District
17.32	P-F Public Facilities District
17.36	PD Planned Development Combining District
17.52	Fences, Hedges and Walls
17.54	Yards
17.58	Architectural Control and Supervision
17.62	Off-street Parking Regulations
17.68	General Performance Standards

9. ACTION

The Planning Commission or City Council, in accordance with the criteria set forth in the Municipal Code, will act to approve, approve with conditions, or deny the application(s). Prior to the review by the Planning Commission or City Council, staff will prepare a written staff report with recommendation for action which will be mailed to the applicant. The applicant is allowed to discuss the application with the Planning Commission or City Council the night of the meeting. A notification of the action taken will be mailed to the applicant. General Plan and Rezoning applications require a recommendation by the Planning Commission and final action by the City Council. *Actions of the Planning Commission on Resubdivisions and Use Permits are final at the Planning Commission level unless appealed in writing within ten calendar days of the date of action.* Contact Planning/Code Enforcement Division staff for additional information regarding appeal procedures and requirements.

Use Permit approvals shall not have any force and effect until the permittee acknowledges receipt thereof and acceptance of any conditions thereto.

10. APPEALS

The applicant or any other person may appeal a decision of the Planning Commission by submitting a letter of appeal or completed appeal form and filing fee within ten (10) calendar days of the date of the decision. If the tenth day falls on a weekend or a holiday, the appeal period ends at 5:00 p.m. on the next working day. No building permits can be issued while an appeal is pending.

A letter of appeal or completed appeal form must specify:

a) The person making the appeal

b) The specific item of appeal, and all supporting documentation

c) The basis for such appeal and information substantiating the basis for appeal (e.g., failure to comply with the City's General Plan, State or local laws; or stating reasons why the action of the Planning Commission would adversely affect surrounding property, the neighborhood and/or the City)

d) The relief or action sought

Decisions of the Planning Commission may be appealed to the City Council. The appeal shall be agendized for consideration on the earliest available hearing date as determined by the City, but no later than thirty (30) days from receipt of the appeal and filing fee. In any appeal, the burden of proof is upon the appellant. Appeals will require a new Notice of Public Hearing (see Scheduling section above).

If an appeal is filed, the original applicant will be responsible for providing additional copies of drawings as requested by staff.

11. CONSTRUCTION/SCHOOL DISTRICT FEES

Building Permit applications may be submitted after the Use Permit approval has been obtained but cannot be issued until after the appeal period has passed, or if an appeal is filed, until after the appeal has been decided.

The purpose of a Building Permit is to ensure that the construction is in compliance with all applicable codes, such as the Uniform Building Code, Uniform Fire Code, Uniform Plumbing Code, Uniform Mechanical Code, National Electric Code, Titles 24 and 25 of the California Administrative Code and the requirements of the Use Permit. These codes primarily cover life and safety issues but also energy conservation, handicapped accessibility, and other items. This is in contrast to the Use Permit review which is primarily concerned with the appearance of the improvement. Plans submitted for Building Permit must in many cases be more detailed in order to verify compliance with code requirements. Any questions should be directed to the Building Division at 286-3240.

Applicants should be advised that school districts levy fees on new construction and prohibit cities from issuing Building Permits until such fees have been paid to the school district. Therefore, applicants are advised to determine the amount of fees that will be required by the school district, and factor that cost into budgets and loans for the desired home improvements. Please contact the San Mateo City School District (349-9922), San Mateo Union High School District (348-8834) or the Foster City Building Division (286-3235) for details.

All construction must be in strict conformance with the Use Permit approval and the Building Permit. Any proposed modifications to the approved plans must be approved by City staff prior to the changes being made in the field.

City of Foster City
Community Development Department
Planning/Code Enforcement Division
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Submittal Requirements for
Major Property Development

ENVIRONMENTAL ASSESSMENT

1. Completed application form and deposit

2. Completed Environmental Assessment Information Form

3. Additional deposit(s) may be necessary depending on whether special studies (such as a traffic or noise analysis) and/or an environmental impact report is required

GENERAL PLAN AMENDMENT

1. Completed application form and deposit

2. A reproducible map (8 ½" x 11" in size) indicating the property proposed to have a changed designation in the General Plan or the text of any proposed change to the text of the General Plan

3. A description of the proposed amendment

REZONING (ZONE CHANGE)

1. Completed application form and deposit

2. A reproducible map (8 ½" x 11" in size) indicating the property proposed to be rezoned or the text of any proposed change to the text of Title 17, Zoning

REZONING (GENERAL DEVELOPMENT PLAN FOR A PD DISTRICT)

1. Completed application form and deposit

2. A graphic general development plan in schematic form and at a scale satisfactory to the City with a reduced reproducible print (8 ½" x 11" in size) of the proposed and approved drawing suitable to the City for publication purposes including the following:

A. Proposed land uses
B. Location of buildings, structures and building groups
C. A tabulation of proposed dwelling unit density in residential areas
D. A tabulation of floor area ratios and the maximum heights of proposed buildings
E. Proposed circulation systems, including preliminary street cross-sections
F. Proposed parks, playgrounds, school sites, and other open spaces
G. Location and type of existing and proposed landscaping; identification of any existing trees to be removed
H. An economic feasibility analysis of proposed commercial uses (if required by City)
I. Development phasing (for entire project)
J. Proposed off-street parking (see sample Tables 4 and 5)
K. Any additional data required by the Community Development Director as necessary to analyze the rezoning application

NOTE: If multiple sheets are used, all sheets shall have the same compass orientation.

3. The Planning Commission and City Council may require such other information which, combined with the original information submitted, shall be for the purpose of ascertaining substantial conformity with the adopted General Plan of the City and compatibility with the surrounding area

TENTATIVE MAP

1. Completed application form and deposit

2. A draft Tentative Map clearly and legibly drawn. The size of the sheet shall be not less than 18" x 26". The scale of the map shall be 1"=100' on large areas, and 1"=50' on small or irregular areas, unless otherwise permitted by the Community Development Director. If multiple sheets are used, all sheets shall have the same compass orientation. A reduced reproducible print (8 ½" x 11" in size) of the proposed map shall also be submitted. The map shall contain the following data:

   A. The tract name and number, date of preparation, north point, scale and sufficient description to define the location and boundaries of the proposed tract

   B. Names, addresses and telephone numbers of the record owner, the subdivider and the civil engineer (registration or license number of the engineer or surveyor)

   C. 8 ½" x 11" space (for City use)

   D. Subdivision boundaries and acreage to the nearest one-tenth acre

   E. Vicinity map showing:
      (1) Location of proposed subdivision
      (2) Location, name and present improved widths of adjacent streets
      (3) Name and block number of adjacent subdivisions, showing lot and block or parcel number for adjoining lots

F. Location and widths of proposed streets as shown on any specific plan or as they differ from those shown on any specific plan

G. Approximate radii of all curves

H. Location, width, and nature of all existing and proposed pedestrian paths, public areas, conservation, public utility and other easements

I. Existing land use and proposed land use.

J. Statement and location of proposed improvements (all utilities, i.e., cable TV, gas, electricity, streetlights, telephone, water, fire hydrants, sanitary sewer and storm drain systems) with dimensions, including:
   (1) Profiles drawn to scale showing all details thereof
   (2) Typical cross-sections of all streets
   (3) Location, species, and size of all street trees

K. Statement of proposed improvements for development

L. Location of all existing:
   (1) Buildings sites, driveways, fences, retaining walls, swimming pools, and the distances between buildings and, between buildings and property lines
   (2) Lagoon or bay/slough water lines (MHHW and MLLW)
   (3) Significant vegetation

M. Location of areas possibly subject to inundation; date on watercourses

N. Lot lines, approximate dimensions of all lots, block and lot numbers

O. Title Report

P. Geotechnical Report

Q. Existing and proposed contours of the property, elevation of the lot pads, grades of streets and drainage facilities, including:
   (1) Contour lines having the following intervals:
      (a) Six-inch contour interval for ground slopes between level and two percent
      (b) One-foot contour interval for ground slopes exceeding five percent
      (c) Five-foot contour interval for ground slopes between two percent and five percent
      (d) The surveyor shall indicate the elevations of all points used in determining the contours

   (2) The location of sanitary sewers, including side sewers, storm sewers, gas, water, power and telephone lines and other public utilities and the approximate width and location of all easements required for same

   (3) Profiles drawn to scale so as to show clearly all details thereof shall accompany the tentative map and shall show centerline, ground and grade elevations of all streets, highways, ways, alleys, sanitary and storm sewers, gas and water lines, and other improvements in the subdivision. Profiles other than centerline shall be shown if requested by the Planning Commission. All

elevations shall be referred to mean sea level datum, as established by the United States Coast and Geodetic Survey or to elevations or benchmarks as established by the City Engineer

(4) Typical cross sections of all streets, highways, ways and alleys and details of curbs, gutters, sidewalks and other improvements shall accompany the tentative map and shall be of such scales as to show clearly all details thereof

R. Statements: The following information is to accompany the Tentative Map:
(1) Source, quality and approximate quantity of water supply, and general outline of the proposed system
(2) Provision of sewage disposal, drainage and flood control which are proposed
(3) Proposed setbacks for buildings
(4) Tree planting plan
(5) Improvements proposed to be made or installed at the construction phasing of such improvements
(6) Statement as to whether the subdivider intends to file a final map for the subdivision or a parcel map thereof
(7) Statement from a title company giving the names of record of the property owners proposed for the subdivision, and all easements and other reservations of record affecting the property

3. Preliminary Title Report

VESTING TENTATIVE MAP

1. Completed application form and deposit

2. A draft Vesting Tentative Map clearly and legibly drawn. The size of the sheet shall be not less than 18" x 26". The scale of the map shall be 1"=100' on large areas, and 1"=50' on small or irregular areas, unless otherwise permitted by the Community Development Director. If multiple sheets are used, all sheets shall have the same compass orientation. The map shall contain the following data:

A. Site Plan (or Plans, depending on size and complexity of project) drawn to scale (a reduced reproducible print [8 ½" x 11" in size] of the site plan shall also be submitted) showing:
(1) Architect's/Engineer's name, address, telephone number
(2) Vicinity map
(3) North arrow
(4) Graphic scale
(5) Significant dimensions (setback, lot lines, etc.)
(6) Property lines of subject and adjacent properties
(7) Existing topography and proposed topography at one foot contour intervals
(8) Easements (public or private)
(9) Site storm, sanitary and water system layouts (public and private)
(10) Utility companies' equipment, with dimensions (PG&E, PT&T, CATV)
(11) Streets, sidewalks, driveways and parking and loading areas (public and private)
(12) Lagoon or bay slough waterlines (MHHW and MLLW)
(13) Building outlines, differentiating stories
(14) Fences, walls, windbreaks, indicating heights
(15) Decks, patios, planter boxes, docks, stairs, ramps, pools and tubs, and equipment enclosures
(16) Recreation areas and equipment

(17) All other structures exceeding six feet in height (patio covers, carports, trellises, arbors, gazebos, storage sheds, cabanas, flagpoles, etc.)
(18) Sun and shadow diagrams (pursuant to Section 66575.3 of the Subdivision Map Act)
(19) Sight lines to and from development
(20) Pedestrian, bicycle, and vehicular, circulation patterns, including preliminary street cross-sections
(21) Parking data tables:
  (a) Parking Required and Provided (see sample Table 4)
  (b) Parking Mix (see sample Table 5)
(22) Site Coverage data (see sample Table 1)
(23) Proposed land uses
(24) A tabulation of proposed dwelling unit density in residential areas
(25) A tabulation of floor area ratios
(26) Proposed parks, playgrounds, school sites and other open spaces
(27) Development phasing (for entire project)
(28) A detailed tabulation of the densities of persons and dwelling units
(29) Surrounding General Plan designations

B. Detailed engineering site grading plans, including proposed finished grades, all public improvements, and site drainage

C. Detailed engineering improvement plans for the provision of public utilities for the site, including provisions for off-site connections and facilities necessary to serve the site

D. Unit plan(s) at 1/8" or 1/4" scale, including:
(1) Floor plans (existing and proposed) showing door and window openings, room designations and dimensions, utility equipment locations and trash enclosures
(2) Elevations, with details of all wall penetrations such as windows, doors, vents, etc., exposed equipment such as air conditioners, meters, piping, etc., all decorative elements such as trim, equipment screens, molding, appurtenant and accessory structures shown on the site plans
(3) Sections, showing structural system and/or views from adjacent property or streets
(4) Roof plan, showing all vents, equipment, skylights, etc.
(5) Strip elevations of Planned Unit Development homes, front and rear
(6) Perspective drawings

E. Landscaping Plans (Existing and Proposed) including:
(1) Planting plan, including:
  (a) Property lines
  (b) Dimensions
  (c) Structures
  (d) Existing natural features
  (e) Plant material table
  (f) Backflow devices
  (g) Pedestrian circulation (on-site and off-site connections)

(2) Narrative Description of Landscape Concept addressing the following:
  (a) What are site specific design objectives of the landscape plan/composition?
  (b) How does the plan, including plant materials, hardscape and other features:
    Define spaces
    Reinforce the site plan

Complement the architecture
Screen out or minimize undesirable views
Control or define pedestrian movement/circulation
Demonstrate and allow seasonal change?

(c) The basic design elements of landscape architecture involved the use of:
Color
Texture
Form
Accent
Scale
Sequence
Balance

(d) How are these items employed in this landscape composition?
Information provided for items 1, 2, and 3 should be in the form of a technical (not a "public relations, sales or advertising") narrative, which should accompany the actual landscape plan[s])

(e) An illustration of the basic "concept" of the landscape design.
This can be accomplished by submitting a concept diagram (8 ½" x 11"), "bubble" diagram, or other graphic representation that shows key design elements and their relationships with one another. For example, circulation, key nodes, open areas, screened areas, areas with views, windy areas, accent points, entrances, etc., can all be shown on a concept diagram. This diagram should also contain a short paragraph explaining the basic design concept, how the concept relates to the site, and how the concept relates to the context of Foster City

3. Preliminary Title Report

4. Condominium conversion projects must submit proof that all requirements pertaining to tenant notification of the Subdivision Map Act have been met

5. Any other information required by any existing City ordinance or policy

6. A written statement, describing the disposition of recreation and open space areas including proposals for ownership, development and maintenance

7. Any other information deemed necessary by the Community Development Director or Planning Commission

USE PERMIT

1. Completed application form and deposit

2. Drawings: One of the most important functions of the Planning Commission is to review and approve the visual appearance of the proposed improvements. The following Design Review Submittal Checklist indicating the kinds of drawings to be submitted should be reviewed with the Planning/Code Enforcement Division staff. PLEASE NOTE THAT ALL DRAWINGS SHALL HAVE THE SAME COMPASS ORIENTATION. All items may be required for a Use Permit Review application

<u>Interdepartmental Evaluation Committee (IDEC)</u>

For review by the Interdepartmental Evaluation Committee (IDEC), ten copies of the following items must be submitted by at least Tuesday prior to the IDEC meeting on the following Tuesday:

A. Site Plan (Existing and Proposed) including:

1. Lot size
2. North arrow
3. Graphic scale
4. Significant dimensions (setbacks, lot lines, etc.)
5. Property lines of subject and adjacent properties and identification of surrounding uses
6. Easements (public and private)
7. Utility companies' equipment, with dimensions (PG&E, PT&T, CATV)
8. Internal circulation - streets, sidewalks, driveways and parking and loading areas (public and private)
9. Lagoon or bay/slough waterlines (MHHW and MLLW)
10. Building outlines, stating number of stories, of project buildings and those on adjacent property
11. Fences, walls and windbreaks, indicating heights
12. Decks, patios, planter boxes, docks, stairs, ramps, pools and tubs, and equipment enclosures.
13. Landscape plan
14. All other structures exceeding six feet in height (patio covers, carports, trellises, arbors, gazebos, storage sheds, cabanas, flagpoles, etc.)
15. Site data table including the percent and square footage of landscape coverage, paving coverage, building coverage, etc. (See sample Table 1)
16. Vicinity map
17. Recreation areas and equipment
18. Pedestrian and vehicular circulation patterns (on and off-site)
19. Parking with tabulations (see sample Tables 4 and 5)

B. Engineering site grading plans, including proposed finished grades, all public improvements, and site drainage

C. Floor plans (1/8" or 1/4" scale) - Existing and Proposed
Complete floor plans showing door and window openings, room designations and dimensions utility equipment locations and trash enclosures, specifying materials and colors

D. Elevations (1/8" or 1/4" scale) - Existing and Proposed
Full building elevations of all building sides with details of all wall penetrations such as windows, doors, vents, etc.; exposed equipment such as air conditioners, meters, piping, etc.; all decorative elements such as trim, equipment screens, molding, appliques, etc.; and all appurtenant and accessory structures on the site plans specifying all building materials and colors

E. Landscaping Plans (Existing and Proposed) including:

(1) Planting plan, including:

(a) Property lines
(b) Dimensions
(c) Structures
(d) Existing natural features

(e) Plant material table
(f) Backflow devices
(g) Pedestrian circulation (on-site and off-site connections)

(2) Narrative Description of Landscape Concept addressing the following:
(a) What are site specific design objectives of the landscape plan/composition?
(b) How does the plan, including plant materials, hardscape and other features:
Define spaces
Reinforce the site plan
Complement the architecture
Screen out or minimize undesirable views
Control or define pedestrian movement/circulation
Demonstrate and allow seasonal change?
(c) The basic design elements of landscape architecture involved the use of:
Color
Texture
Form
Accent
Scale
Sequence
Balance
(d) How are these items employed in this landscape composition?
Information provided for items 1, 2, and 3 should be in the form of a technical (not a "public relations, sales or advertising") narrative, which should accompany the actual landscape plan(s)
(e) An illustration of the basic "concept" of the landscape design
This can be accomplished by submitting a concept diagram (8 ½" x 11"), "bubble" diagram, or other graphic representation that shows key design elements and their relationships with one another. For example, circulation, key nodes, open areas, screened areas, areas with views, windy areas, accent points, entrances, etc., can all be shown on a concept diagram. This diagram should also contain a short paragraph explaining the basic design concept, how the concept relates to the site, and how the concept relates to the context of Foster City

(3) Photos of proposed plant materials.

F. Preliminary Title Report

G. Any other information required by the Community Development Director

<u>Planning Commission Study Session and/or Public Hearing</u>

Eight copies of the following items should be submitted at least four weeks prior to the desired public meeting:

A. Site Plans, as above, with any revisions; A reduced reproducible print (8 ½" x 11" in size) of the site plan shall also be submitted
B. Floor plans, as above, with any revisions
C. Floor Area Tabulations, specified by uses
D. Elevations, as above, with any revisions
E. Engineering plans as above, with any revisions

F. Landscaping plans, as above, with any revisions
G. Copy of all tentative and final maps required with the permit in 8 ½" x 11" size (if required by the Community Development Director or the Planning Commission)
H. Scale model of the project (if required by the Community Development Director or the Planning Commission)
I. Typical building sections
J. Colored architectural rendering or elevations
K. Roof plan, showing all vents, equipment, skylights etc.
L. Strip elevations of Planned Unit Development homes, front and rear
M. Perspective drawings (if required by the Community Development Director or the Planning Commission)
N Sun and shadow diagrams (solar access) (if required by the Community Development Director or the Planning Commission)
O. Colors and Materials: A list of colors and materials with product names and descriptions is required with samples mounted on a board if possible. Performance specifications may be required. Color and materials samples boards will remain the property of the City
P. Table of land and building area: Schedule of lot sizes, building sizes and mix, lot coverage and project density, area of lands held in common and area of open space
Q. Project Schedule: Proposed starting date and completion date, proposal for filing the project, and any proposed phasing
R. Verification that the Architect, Landscape Architect, Engineer and/or other principal designers will be retained through constructions of the project to certify constructions as being in compliance with approved plans and City specifications
S. Any other information required by the Community Development Director or the Planning Commission

SAMPLE TABLES

Tables - These sample tables are to be used when applicable.

Table 1 - Site Coverage

	Square Feet	Percent
Building Area		
Parking/Hardscape Area		
Landscape Area		
Total Lot Area		

Table 2 - Dwelling Unit Count - Condominiums and Apartments

Model/Unit	No. Bedrooms	Sq. Ft./Unit	Quantity	Total Sq. Ft.

Table 3 - Dwelling Unit Count - Single-Family and Townhouses

Lot	Acres	Model/Unit	No. Bedrooms	Sq. Ft./Unit

Table 4 - Parking Required and Provided

Use or Unit Type	Ratio Required	Spaces Required	Spaces Proposed	Deviation

Table 5 - Parking Mix

Stall Type	Stall Size	Required		Proposed		Deviation	
		Number	**Percent**	**Number**	**Percent**	**Number**	**Percent**
Standard							
Compact							
Handi-capped							
Total							

GENERAL INFORMATION FOR ALL APPLICATIONS

Public Hearing Noticing Requirements

In order to better meet the requirements of California State law and the City of Foster City regarding Public Hearing notices, the following procedure is required:

For Projects Not Subject to Environmental Review:

Approximately 13 days prior to the Public Hearing, Planning/Code Enforcement Division staff will mail and post the Public Hearing notice, including at least one on the subject property. The notice will be placed on a wooden stake. The applicant's deposit will be charged $0.50 for each mailed notice to cover the costs for postage, photocopying and envelopes. The applicant's deposit will also be charged for the cost of publishing the notice in the newspaper.

For Projects Subject to Environmental Review:

The procedure outlined above is the same, except that notices must be sent several weeks prior to the Public Hearing, depending on whether a Draft Negative Declaration or Draft or Final Environmental Impact Report is also to be considered at the Public Hearing.

ATTACHMENTS:

Table A: Approving Authority and Fees Required
Land Development or Property Improvement Permit Processing Time (memo dated 10/12/95)
Environmental Assessment Information Form
Property Improvements/Development Application

Table A: Approving Authority and Fees Required

Type of Application	**Approving Authority**		**Fee Deposit(1)**
	Planning Comm.	**City Council**	
Environmental Assessment	(2)	(2)	$140.00
Environmental Impact Report	(2)	(2)	$575.00
General Plan Amendment (related to land development)		X	$500.00
General Plan Amendment (other)		X	$100.00
Rezoning (related to land development)		X	$500.00
Rezoning (other)		X	$200.00
Tentative Map	X		$575.00
Vesting Tentative Map	X		$575.00
Use Permit	X		$900.00

(1) Amount shown is a minimum fee/deposit against which time and materials charges, including all direct and indirect overhead costs, are charged. Applicants will be billed for charges in excess of the original deposit.

(2) The decision-making body for a Negative Declaration or Environmental Impact Report is the same as the decision-making body for the accompanying development application.