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.**

ROOM ADDITIONS

Submission Checklist

☐ **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.

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.

☐ **BUILDING PERMIT ACKNOWLEDGEMENT FORM (IF APPLICABLE)**

☐ **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 addition shall be consistent with the Prototypical Design Guidelines for the Association (if any) on file with the City.

☐ **NEIGHBOR NOTIFICATION REPORT (ADJACENT NEIGHBORS)**

☐ **WRITTEN PROJECT DESCRIPTION**

☐ **EXISTING PHOTOGRAPHS (IN COLOR)**

☐ **FLOOR AREA AND COVERAGE CALCULATIONS (SEE ATTACHED)**

☐ **MATERIALS AND COLOR SAMPLES (IF REQUESTED BY STAFF)**

☐ **PLANS/DRAWINGS (BOUND OR STAPLED)**

- ☐ 10 copies of 11" x 17" and 2 copies of 24" x 36" fully scaled and dimensioned plans (Planning Commission review)
- ☐ 2 copies of 11" x 17" and 2 copies of 24" x 36" fully scaled and dimensioned plans (Staff level review)

PLAN SETS MUST SHOW THE FOLLOWING INFORMATION:

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

- ❑ Vicinity map showing relationship to surrounding streets and lot pattern.
- ❑ Scale 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 structure or addition. (Note that the dimensions should match those shown on the floor plan and elevations.) Shade the areas of additions, including a differentiation between first and second floor additions. Indicate direction of roof slope and eave overhangs.
- ❑ Location of all walks, driveways, vehicle storage areas, stairs, fences, gates, retaining walls and lagoon bulkhead. (Show dock for boat storage proposals).
- ❑ All properties adjacent to the project site including building footprints. The number of stories of each of these buildings should be indicated within the footprint and window penetrations must be shown on all adjacent properties and the subject property.
- ❑ 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 be removed and added with the proposal.
- ❑ All fence heights (see Chapter 17.52 of the Foster City Municipal Code for restrictions).
- ❑ Project Summary Table (use format below and print on first page of plans).

FLOOR PLANS (scaled: ¼" = 1')

- ❑ Differentiate between existing floor plan and proposed floor plan, including the floor plan for the entire house. Shade the new floor areas for the addition. If separate existing and proposed floor plans are included, please show them on the same sheet.
- ❑ Indicate existing square footage of the living area of the dwelling unit on each floor, and the proposed square footage of the addition or structure on each floor.
- ❑ Indicate sizes of all doors and windows, including an indication of which are new vs. existing to remain.
- ❑ Provide a demolition plan. All walls proposed to be removed or altered shall be shaded.

ROOF PLAN (scaled: ¼" = 1')

- ❑ A roof plan showing the existing and proposed roof slopes at the same scale as the floor plan.

ELEVATIONS (scaled: ¼" = 1')

- ❑ Separate elevations labeled north, south, east and west showing the existing and proposed conditions. Existing and proposed elevations must be shown on the same sheet and aligned one above the other to more clearly show the area of the addition. (Plans will be rejected if elevations are not presented in this way.)
- ❑ Delineate "proposed" versus "existing" areas on all proposed elevations.
- ❑ Elevations for attached townhomes, etc., should include adjoining residences on each side.

- ❑ Height and width of all exterior walls or elevations, including ceiling/plate heights and finished floor.
- ❑ Height, configuration, slope, and overhang of roof.
- ❑ All rooftop equipment and roofing materials/color (existing and proposed).
- ❑ Indicate sizes of all doors and windows, including an indication of which are new vs. existing to remain.
- ❑ Type of exterior treatment, materials and colors for siding, windows, trim, detailing, etc.
- ❑ Size and location of doors and windows (if not shown on floor plan). (Note that the window and door locations and sizes must match those shown on the floor plan.)
- ❑ Stairs, decks, chimneys, balconies, etc.
- ❑ Streetscape elevations showing the proposed project and adjacent properties on each side of the property (if requested by staff).

SOLAR STUDY

- ❑ A solar study is required for the following room additions:
  - Any second story addition to waterfront homes;
  - Second story additions over 400 square feet on non-waterfront homes;
  - Second story additions under 400 square feet on non-waterfront homes which upon initial review by the Planning Division may be determined to have a potential solar impact, and;
  - Any addition that may be referred to the Planning Commission by the Community Development Director
- ❑ The Solar Study (pursuant to Policy 1-2000) shall include the following:
  - Shade and shadow studies are required for 9am, 12pm and 3pm on December 21 (the winter solstice) and June 21 (the summer solstice) and March 21/September 21 (during the Spring and Fall season) that identify the shadow effect the proposal may have on all adjacent properties.
  - Both existing and proposed conditions must be shown.
  - The solar study shall also contain a written summary statement answering each of the following questions for each of the time periods/seasons listed above:
    - ➢ From which direction does the adjacent house receive direct sunlight?
    - ➢ When does the adjacent house currently receive direct sunlight?
    - ➢ Will the addition create any loss of sunlight to any window of an adjacent house?
    - ➢ If so, what rooms will be impacted (i.e. Kitchen, living room, bedroom, etc)?
    - ➢ During which season(s) of the year will there be an impact?
    - ➢ During each season with an impact, what hours of the day will the sunlight be lost?
    - ➢ How many hours of sunlight are lost at each season?
    - ➢ How many hours of direct sunlight will be retained at each impacted season, and at what approximate time of the day is this?
  - The calculations made for the solar study must be submitted for verification.

ADDITIONAL ITEMS (If applicable)

- ❑ 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).
- ❑ Submit the C.3 and C.6 Development Review Checklist or Stormwater Control Measures for Small Projects and Reference Related Stormwater Control Measures on the Plans.
- ❑ Outdoor Water Use Efficiency Checklist.
- ❑ Site Survey (if requested by staff).

PROJECT SUMMARY TABLE:

NET LOT AREA: (Only include land area, not portion in lagoon)	_____ square feet

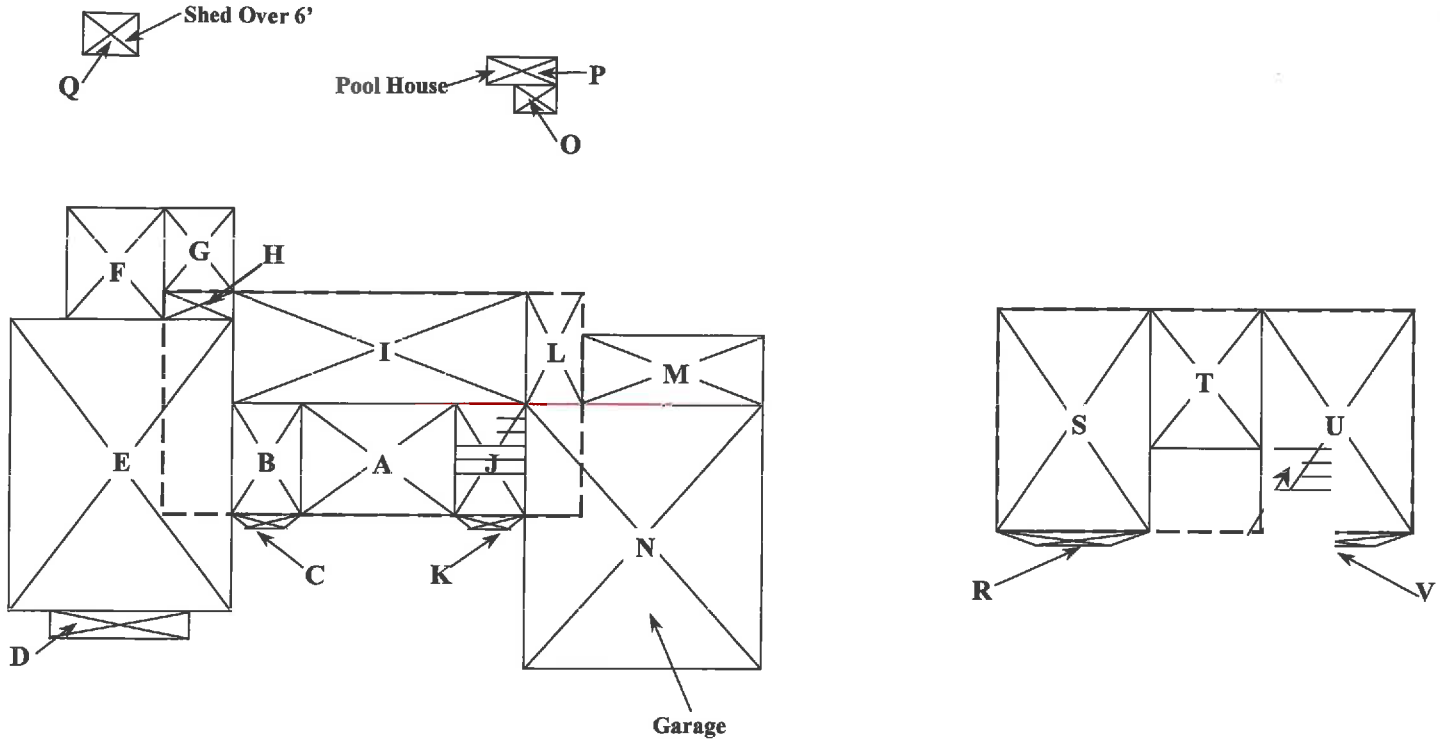
	EXISTING	PROPOSED
FLOOR AREA 1ST FLOOR:	_____square feet	_____square feet
FLOOR AREA 2ND FLOOR:	_____square feet	_____square feet
GARAGE:	_____square feet	_____square feet
TOTAL FLOOR AREA:	_____square feet	_____square feet
LOT COVERAGE: Include all land area covered by all structures (ex. sheds, patio covers), including all projections (covered entryways) except eaves, divided by the net lot area	_____square feet (____%)	_____square feet (____%)
HEIGHT: Average height of sloped roof measured from the top of the ridge to the lowest point of the sloped roof. If there are multiple ridges, calculate average of the two highest – see sample attached.	_____feet _____inches	_____feet _____inches

SETBACKS:		
Front 1st story	_____feet _____inches	_____feet _____inches
Front 2nd story	_____feet _____inches	_____feet _____inches
Rear 1st story	_____feet _____inches	_____feet _____inches
Rear 2nd story	_____feet _____inches	_____feet _____inches
Right side 1st story	_____feet _____inches	_____feet _____inches
Right side 2nd story	_____feet _____inches	_____feet _____inches
Left side 1st story	_____feet _____inches	_____feet _____inches
Left Side 2nd Story	_____feet _____inches	_____feet _____inches

SPECIFIC EXTERIOR COLORS AND MATERIALS:	EXISTING	PROPOSED
Siding		
Trim		
Roof		

Floor Area (Square Footage) and Coverage Calculation Diagram

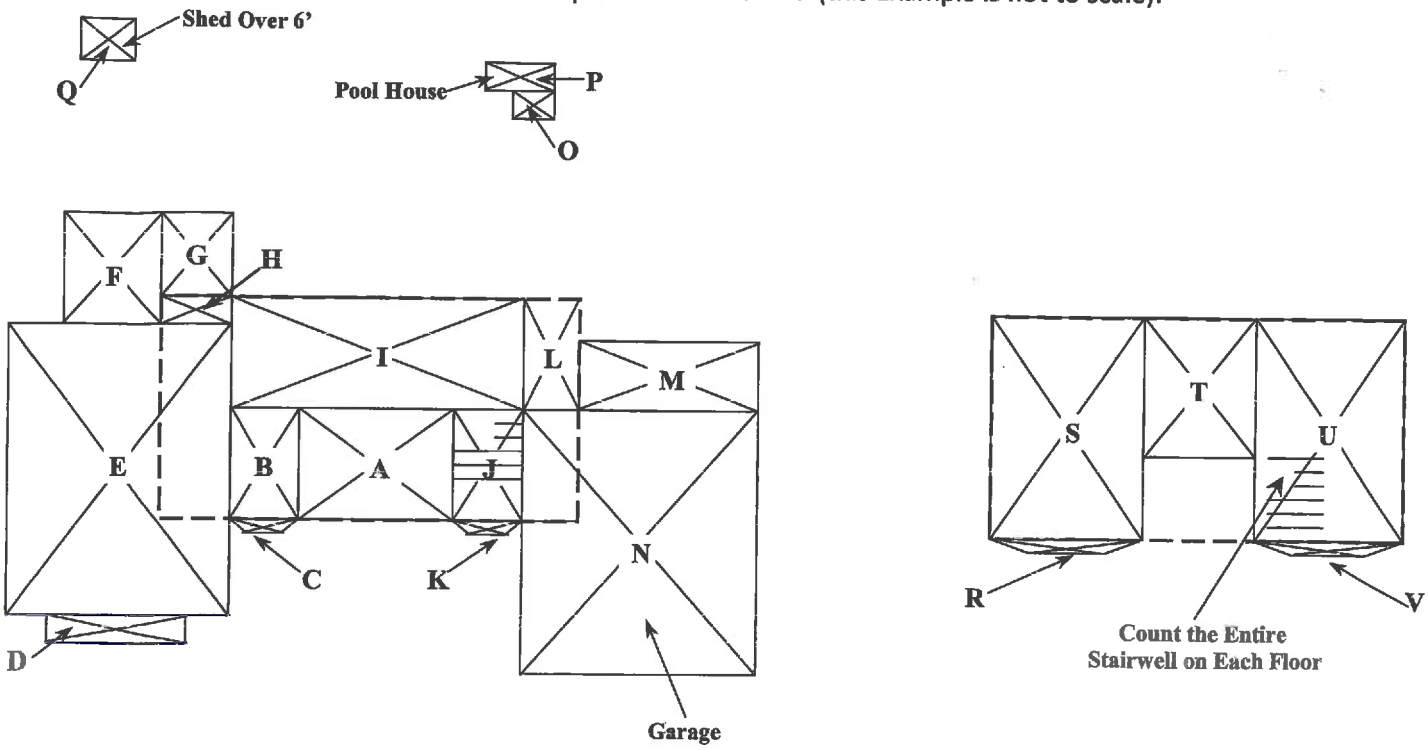
(Provide existing and proposed calculations, to scale, and shade areas of new square footage)



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] x 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.	FIRST STORY SUBTOTAL =		**2,652 sq. ft.**
G	9' x 12'	108 sq. ft.	R	[(13' + 11')/2] x 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] x 2'	10 sq. ft.	V	[(13' + 11')/2] x 2'	24 sq. ft.
L	5' x 10'	50 sq. ft.	SECOND STORY SUBTOTAL =		**812 sq. ft.**
			TOTAL FLOOR AREA =		**3,464 sq. ft.**
		TOTAL COVERAGE (FIRST FLOOR) =			

Example Floor Area (Square Footage) and Coverage Calculation Diagram

The minimum acceptable scale is ⅛"=1' (this Example is not to scale).



FIRST STORY

Section	Dimensions	Area
A		
B		
C		
D		
E		
F		
G		
H		
I		
J		
K		
L		
		TOTAL COVERAGE (FIRST FLOOR) =

SECOND STORY

Section	Dimensions	Area
M		
N		
O		
P		
Q		
FIRST STORY SUBTOTAL =		
R		
S		
T		
U		
V		
SECOND STORY SUBTOTAL =		
TOTAL FLOOR AREA =		
W		