



PROPERTY IMPROVEMENTS APPLICATION SUBMITTAL REQUIREMENTS

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

Most exterior modifications/improvements on residential and commercial properties require Planning review and/or 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 process.**

TELECOMMUNICATIONS FACILITIES

Submission Checklist

A COMPLETED APPLICATION FORM & APPLICABLE FEE (see Fee Schedule)

One copy of a signed application, including the property owner's signature and a letter from the property owner authorizing the operator (or the operator's representative) to apply for the subject permit and use the subject property.

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

WRITTEN PROJECT DESCRIPTION

A written explanation describing why the new and/or modified antennas and/or other equipment is/are necessary; how Foster City property owners, residents and businesses directly benefit from the new equipment; how ground mounted equipment and/or equipment enclosures will be landscaped and/or screened; how the landscaping/screening will be maintained and how the noise from supporting equipment will be mitigated to levels acceptable to the City at initial installation and thereafter, monitored and controlled.

RADIO FREQUENCY EXPOSURE REPORT

RF Study that addresses and analyzes the exposure to radio frequency electromagnetic fields in accordance with Federal Communications Commission (FCC) Rules and Regulations for all individuals, classified in two groups: "Occupational or Controlled" and, "General Public or Uncontrolled" of the subject proposal.

EXISTING PHOTOGRAPHS (IN COLOR)

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 PLANS (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.)
- Existing and proposed antennas and supporting enclosures / equipment). Identify height of all rooftop or exterior ground mounted equipment.
- Any landscaping that is being disturbed, replaced or added to screen at grade equipment / enclosures.
- All fence/enclosure heights.
- Colored map showing location of all of the operator's existing and proposed facilities (antennas and supporting ground located enclosures/equipment).
- Colored map demonstrating the operator's coverage in Foster City with and without the proposed antenna(s) and/or supporting equipment.

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

- A roof plan showing the location of all existing and proposed rooftop equipment. Identify the height and location of all parapets / roof screens.

ELEVATIONS (scaled: 1/4" = 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.)
- Show the outline of all existing and proposed rooftop equipment / enclosures showing that all equipment is located behind and below the roof screen and/or parapet.
- A description and dimensioned graphics of all antennas and supporting equipment at each location (existing and proposed). One set of typical graphics can be submitted and noted at each location on the plans.
- Delineate "proposed" versus "existing" areas on all elevations.
- Type of exterior treatment, materials and colors for new or modified roof screens (if applicable)

MISCELLANEOUS ITEMS

- 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).