



*City of Foster City*

**ESTERO MUNICIPAL IMPROVEMENT DISTRICT**

610 FOSTER CITY BOULEVARD  
FOSTER CITY, CA 94404-2222

## **Supportive Housing Streamlined Approval Process Pursuant to California State Law**

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### **AB 2162 (Brown)**

AB 2162 (2018) requires each local government to allow ministerial approval of supportive housing developments in zones where multifamily and mixed uses are permitted, which shall be subject only to standards that apply to other residential dwellings of the same type in the same zone. AB 2162 also added California Government Code Sections 65650-65656 that requires that local jurisdictions provide a streamlined approval process for supportive housing proposals that meet certain requirements.

The following is a summary description of the supportive housing streamlined approval process and eligibility criteria.

### **What is Transitional and Supportive Housing?**

Transitional and Supportive Housing are types of affordable and special needs housing that offer supportive services to help individuals with low incomes and one or more disabilities find stable housing, work in the community, and live a more fulfilling life. Target populations include homeless individuals, youth and families, veterans, older adults, and people with disabilities.

**“Transitional housing”** means buildings configured as rental housing developments but operated under program requirements that require the termination of assistance and recirculation of the assisted units to another eligible program recipient at some predetermined future point in time, which shall be no less than six months.

**“Supportive housing”** means housing with no limit on length of stay, that is occupied by the target population as defined in Section 65582(i) of the California Government Code, and that is linked to on- or off-site services that assist the supportive housing residents in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community.

### **Streamlined Approval Process**

A Supportive Housing Permit is required prior to establishment of any supportive housing project, with the exception of a residential care facility as defined in Chapter 17.04 of Title 17, Zoning, of the Foster City Municipal Code. The permit shall be a ministerial action without discretionary review or a hearing, categorized as an Administrative Minor Use Permit as listed on the City’s Master Fees and Service Charges Schedule. Supportive housing meeting the criteria contained in the Eligibility Checklist (contained in application below) for streamlining shall be subject to a streamlined process providing that for projects up to 50 units, action shall be taken within 60 days of a complete application being filed; for projects with more than 50 units, action shall be taken within 120 days, if all of the following requirements in the eligibility checklist are met.



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## Supportive Housing Permit Application/AB 2162 Streamlined Review

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### Property Information

Address/Location: Click or tap here to enter text.

Assessor's Parcel No.: Click or tap here to enter text.

### Project Description

Is this a 100% Affordable Housing Project?

Will the Project use AB 2162 in conjunction with the State Density Bonus?

Proposed Unit Count

Proposed Affordable Unit Count and AMI Levels:

Proposed Percentage of Supportive Housing Units in the Project:

Proposed Residential Square Footage:

Proposed Non-Residential Square Footage:

Project Narrative - Describe supportive services that will be provided on-site, include the name of the proposed entities that will provide supportive services, the proposed funding sources for the services provided, and the proposed staffing levels (use additional pages if necessary):

**Project and Land Use Tables**

If the proposed size of the project is not finalized, provide the maximum estimates.

<b>General Land Use Category</b>		
	<b>Existing (square footage area)</b>	<b>Proposed (square footage area)</b>
<b>Parking GSF</b>		
<b>Residential</b>		
<b>Retail/Commercial</b>		
<b>Office</b>		
<b>Industrial-PDR</b>		
<b>Medical</b>		
<b>Visitor</b>		
<b>CIE (Cultural, Institutional, Educational)</b>		
<b>Useable Open Space</b>		
<b>Public Open Space</b>		
<b>Project Features</b>		
	<b>Existing Unit(s) (Count)</b>	<b>Proposed Unit(s) (Count)</b>
<b>Dwelling Units – Affordable</b>		
<b>Hotel Rooms</b>		
<b>Supportive Housing Rooms or Units</b>		

<b>Building Number</b>		
<b>Stories Number</b>		
<b>Parking Spaces</b>		
<b>Loading Spaces</b>		
<b>Bicycle Spaces</b>		
<b>Car Share Spaces</b>		
<b>Public Art</b>		
<b>Other</b>		
<b>Land Use – Residential</b>		
	<b>Existing (square footage area)</b>	<b>Proposed (square footage area)</b>
<b>Studios</b>		
<b>One Bedroom</b>		
<b>Two Bedroom</b>		
<b>Three Bedroom (and +)</b>		
<b>Group Housing – Rooms</b>		
<b>Group Housing - Beds</b>		
<b>SRO</b>		
<b>Micro</b>		
<b>Accessory Dwelling Unit</b> <i>(Individually list all ADUs and include unit type and square footage area for each unit.)</i>		

**AB 2162 STREAMLINED REVIEW ELGIBILITY CHECKLIST**

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p><b>Affordability.</b> Will all the units within the development be subject to a recorded affordability restriction for at least fifty-five years?</p>
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p><b>Supportive Units.</b> Are all (100%) of the units, excluding the manager unit(s), within the development restricted to lower income households and are or will be receiving public funding to ensure affordability of the housing to lower income Californians? (“Lower income households” has the same meaning as defined in Section 50079.5 of the Health and Safety Code.) Will rents in the development be set at an amount consistent with rent limits stipulated by the public program providing financing for the development?</p>
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p><b>Supportive Units Restrictions.</b> Are at least 25 percent of the units in the development or 12 units, whichever is greater, restricted to residents in supportive housing who meet criteria of the target population? If the development consists of fewer than twelve units, then are one hundred percent of the units, excluding manager unit(s), in the development restricted to residents in supportive housing?</p>
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p><b>Supportive Services.</b> Nonresidential floor area shall be used for on-site supportive services in the following amounts:</p> <ul style="list-style-type: none"> <li>- For a development with twenty or fewer total units, at least ninety square feet shall be provided for on-site supportive services.</li> <li>- For a development with more than twenty units, at least three percent of the total nonresidential floor area shall be provided for on-site supportive services that are limited to tenant use, including, but not limited to, community rooms, case management offices, computer rooms, and community kitchens.</li> </ul> <p>Services would include, but are not limited to, a combination of subsidized, permanent housing, intensive case management, medical and mental health care, substance abuse treatment, employment services, and benefits advocacy.</p>
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p><b>Supportive Services.</b> Are the nonresidential floor area used for the following amount of on-site supportive services:</p> <ul style="list-style-type: none"> <li>- For a development with 20 or fewer total units, at least 90 square feet shall be provided for on-site supportive services</li> <li>- For a development with more than 20 units, at least 3% of the nonresidential floor area shall be provided for on-site supportive services that are limited to tenant use, including, but not limited to community rooms, case management offices, computer rooms, and community kitchens</li> </ul>

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p><b>Replacement Units.</b> Does the proposal include replacement of any dwelling units on the site of the supportive housing development in the manner provided in paragraph (3) of subdivision (c) of Government Code Section 65915?</p>
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p><b>Unit Amenities.</b> For units within the development, excluding manager unit(s), do they each have at least one bathroom and a kitchen or other cooking facilities, including, at minimum, a stovetop, a sink, and a refrigerator?</p>
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p><b>Objective Standards.</b> Does the project comply with any written objective standards or policies also required of multifamily developments in the same zone?</p>
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p><b>Plan for Providing Supportive Services.</b> Does the project have a plan for providing supportive services with the following information:</p> <ul style="list-style-type: none"> <li>- Documentation that supportive services will be provided on site.</li> <li>- The name of the proposed entities that will provide supportive services.</li> <li>- The proposed funding sources for the services provided.</li> <li>- Proposed staffing levels.</li> </ul>

## SUPPORTIVE HOUSING PROJECT SUBMISSION CHECKLIST

<b>PLANNING</b>	
<input type="checkbox"/>	<a href="#">General Application Form</a>
<input type="checkbox"/>	<b>Supportive Housing Permit Application</b>
<input type="checkbox"/>	<b>AB 2162 Streamlined Review Eligibility Checklist (optional)</b>
<input type="checkbox"/>	<p><b>Fees:</b></p> <p><input type="checkbox"/> Deposit for an Administrative Minor Use Permit fee. See <a href="#">Master Fee &amp; Service Charges Schedule</a> (The final fee is dependent on each project application.)</p>
<input type="checkbox"/>	<p><b>Requirements for all plans:</b></p> <p><input type="checkbox"/> Submit one digital copy in PDF format on compact disc or USB flash drive.</p> <p><input type="checkbox"/> Legend on the first sheet identifying each sheet in the plan set.</p> <p><input type="checkbox"/> Title for each sheet, scale, north arrow and date.</p> <p><input type="checkbox"/> Name and phone number of person preparing plans (licensed architect and landscape architect).</p>
<input type="checkbox"/>	<p><b>Site Plan(s), including:</b></p> <p><input type="checkbox"/> Vicinity Map indicating the site and surrounding streets. Include a graphic scale.</p> <p><input type="checkbox"/> Aerial Context Map showing proposed, existing and surrounding uses.</p> <p><input type="checkbox"/> Site plan(s) with the following features:</p> <ul style="list-style-type: none"> <li>• Property lines and dimensions, all easements, distances between buildings and property lines.</li> <li>• Existing and proposed utility layout for water, sewer/drain, gas, and electricity.</li> <li>• Proposed and existing public streets, curbs, sidewalks, and driveways.</li> <li>• Outlines of existing and proposed structures, including walls, doors, and windows. Include site setbacks. Show nearest building walls on adjacent properties.</li> <li>• Proposed automobile, bicycle and disabled parking spaces, drive aisles, loading areas, curbing, car-stops, direction of traffic flow, electric vehicle charging spaces, etc. Include dimensions and locations.</li> <li>• Proposed landscape areas, outdoor recreation areas, and pedestrian paths.</li> <li>• Proposed retaining walls, fences, electrical transformer boxes, trash enclosures, and any other exterior equipment, and screening; including locations, finishes and dimensions. If you are proposing trash enclosure(s), please refer to <a href="#">Foster City Municipal Code Chapter 8.07</a>.</li> <li>• Note the square footages of existing and proposed buildings, and their percentages of gross lot coverage on plans.</li> <li>• Annotate private and common facilities and open space within developments.</li> <li>• Minimum Scale 1" = 20'. If necessary, break-up plans for large projects and submit a master plan at a lesser scale.</li> </ul> <p><input type="checkbox"/> Existing Site Conditions. Said plan shall identify existing structures, trees, landscaping paving, drainage courses, and other pertinent man-made and natural features, where applicable.</p> <p><input type="checkbox"/> Contextual Elevation Drawings and Site Sections, including the relationship to adjacent properties and structures.</p> <p><input type="checkbox"/> Any other items deemed appropriate for review by the Planning Division.</p>

<input type="checkbox"/>	<p><b>Architectural Plans</b></p> <ul style="list-style-type: none"> <li>☑ 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. If proposing trash enclosure(s) provide elevations.</li> <li>☑ Floor Plans showing door and window openings, room designations, and dimensions. Identify the location of all BMR units.</li> <li>☑ Roof plans. Identify the roof pitch(es).</li> <li>☑ Section(s) drawing(s) of the building</li> <li>☑ Colors and materials board(s). Within the plan set, include a sheet with all information included on the board(s).</li> <li>☑ Minimum scale of plans should be 1" = 10'.</li> <li>☑ Indicate type of construction and occupancy classification.</li> </ul>
<input type="checkbox"/>	<p><b>Landscape Plans</b></p> <ul style="list-style-type: none"> <li>☑ Outline of the site, building, streets, sidewalks, driveways, parking areas, on-site curbing, storage areas, etc., to be retained and constructed; and proposed grading contours.</li> <li>☑ Location, caliper size and drip-line, canopy size, and species of on-site and immediately adjacent existing trees and large shrubs.</li> <li>☑ Indicate all trees to be removed, to be substantiated by an arborist report (if applicable).</li> <li>☑ Precise location or pattern and spacing of all proposed landscape materials.</li> <li>☑ Schedule of planting (in table format) showing plant sizes at maturity, ground cover spacing, and botanical and common names.</li> <li>☑ Design and location of all fencing, screening, retaining walls, electrical transformers, trash enclosures, street furniture, etc.</li> <li>☑ Exterior landscape lighting and details as to the type of fixture. A Photometric Plan may be required.</li> <li>☑ Exterior Lighting Plan showing lighting locations and details of fixture types. A Photometric Plan may be required for larger projects. Show all visible accessory fixtures (i.e., gas, meters, mechanical equipment, air conditioners, etc.), including roof mounted equipment, and the proposed method of screening.</li> <li>☑ The minimum scale should be 1" = 20' (Plans for large projects landscape projects may be broken up into sections).</li> </ul>
<input type="checkbox"/>	<p><b>Photos</b> of the site from a variety of angles, showing existing conditions, including buildings and vegetation.</p>
<p><b>PUBLIC WORKS</b></p>	
<input type="checkbox"/>	<p><a href="#">Estero Municipal Improvement District (EMID) Water Neutrality</a> requirements must be satisfied.</p> <ul style="list-style-type: none"> <li>• Projects proposed in single-family residential districts are exempt.</li> <li>• A <b>water demand and offset report</b> shall be provided by a qualified water engineering consultant, or equivalent. The report shall include, at a minimum, calculation of historic use, new proposed use and water demand (indoor and outdoor), and water saving factors.</li> </ul>



	<ul style="list-style-type: none"><li>• To obtain the historic use data for the site. Please email <a href="mailto:utility@fostercity.org">utility@fostercity.org</a> requesting the historic data. The letter should specify all properties/water meters in which data is needed for.</li><li>• For more information, please visit the City's <a href="#">Water Neutrality webpage</a>.</li></ul>
<input type="checkbox"/>	<a href="#">Stormwater Checklist for Small Projects</a> or <a href="#">C.3 and C.6 Development Review Checklist</a>