



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.**

NEW AND/OR REPLACEMENT DECKS

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.
- 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 new or replaced deck(s) shall be consistent with the Prototypical Design Guidelines for the Association (if any) on file with the City.
- BUILDING PERMIT ACKNOWLEDGEMENT FORM (IF APPLICABLE)**
- NEIGHBOR NOTIFICATION REPORT (IF APPLICABLE)**
- WRITTEN PROJECT DESCRIPTION**
- DECK/PATIO PERMIT SUPPLEMENTAL INFORMATION**
- EXISTING PHOTOGRAPHS (IN COLOR)**
- MATERIALS AND COLOR SAMPLES (IF REQUESTED BY STAFF)**
- PLANS/DRAWINGS (BOUND OR STAPLED)**
 - 4** **10** copies of fully dimensioned plans, measuring 11" x 17"

PLAN SETS MUST SHOW THE FOLLOWING INFORMATION:

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

- All dimensions, 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 line and dimensions of proposed deck.
- Location of all fences (including height), gates, retaining walls and lagoon bulkhead. (Show dock for boat storage proposals).
- All properties adjacent to the project site including building footprints.
- 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 to be removed and added with the proposal.
- Project Summary Table (Use format below and print on first page of plans).

ELEVATIONS (scaled: 1/4" = 1')

- Separate elevations labeled north, south, east and west showing the existing and proposed conditions (including landscaping). 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 deck. (Photographs of the existing conditions may be used to replace existing elevations.)
- Delineate "proposed" versus "existing" areas on all proposed elevations and show the entire side, including house walls and roof.
- Elevations for attached townhomes, etc., should include adjoining residences on each side.
- Heights from finished grade, level changes, stairs.
- Identify any proposed railing, benches, planters, windscreens, trellises or covers.
- Type of exterior treatment, materials and colors for deck surface, railings, siding or skirting, detailing, etc.
- Distance from bulkhead and/or rip rap (if on waterfront).

ADDITIONAL ITEMS (As requested by Staff)

- Story poles accurately reflecting the actual height of the deck and railing accounting for any posts (if requested by staff).
- Floor area and coverage calculations (See attached sample).

Note: Decks that are less than eighteen inches above grade and setback a minimum of five feet from the property line are exempt from Architectural Review.

PROJECT SUMMARY TABLE:

NET LOT AREA: (Only include land area, not portion in lagoon)	_____ square feet
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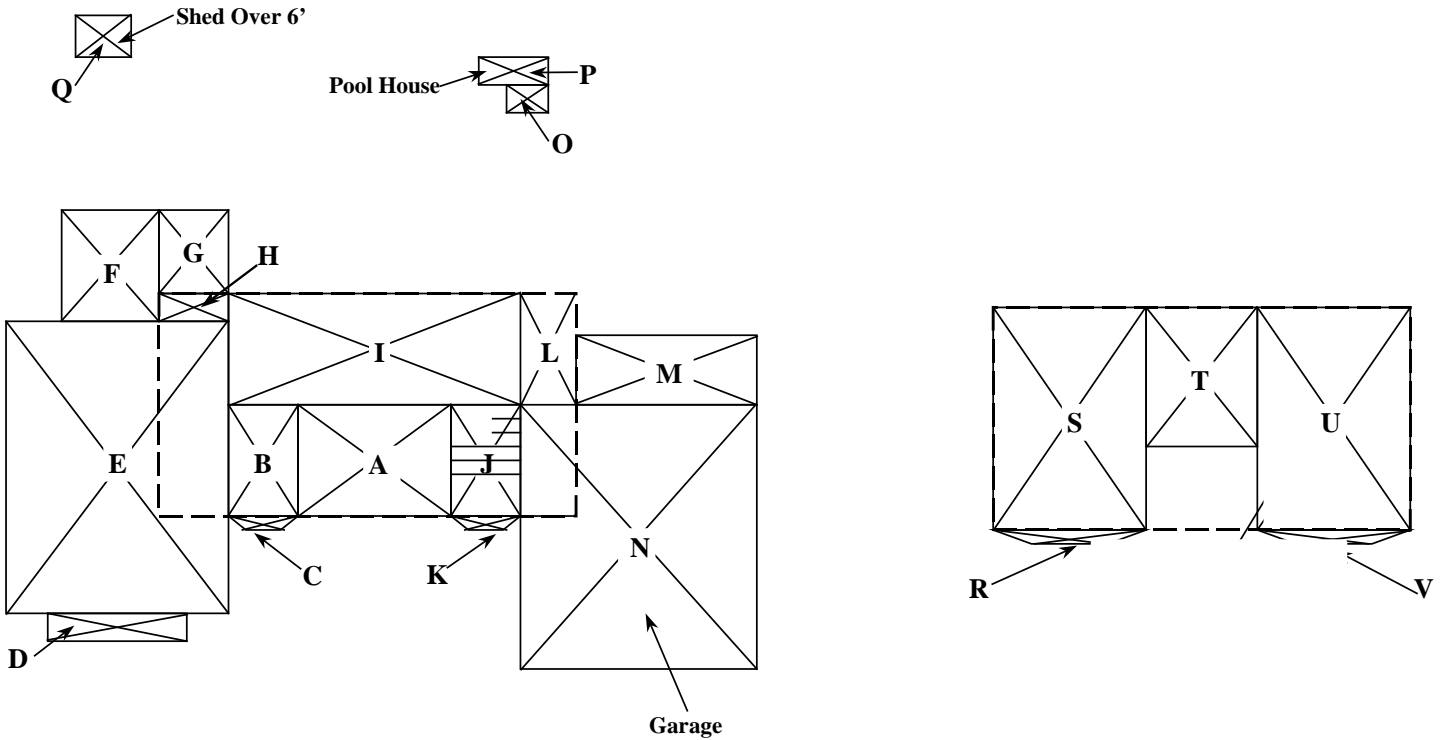
	EXISTING	PROPOSED
LOT COVERAGE: (Land area covered by all structures)	_____ square feet (____%)	_____ square feet (____%)
DECK FLOOR AREA:	_____ square feet	_____ square feet

SETBACKS:		
Rear	_____ feet _____ inches	_____ feet _____ inches
Rear from Bulkhead/Rip Rap	_____ feet _____ inches	_____ feet _____ inches
Right side	_____ feet _____ inches	_____ feet _____ inches
Left side	_____ feet _____ inches	_____ feet _____ inches

COLORS AND MATERIALS:	EXISTING	PROPOSED
Decking		
Railing		
Siding/Skirting		

Example Floor Area (Square Footage) and Coverage Calculation Diagram

The minimum acceptable scale is 1/8"=1' (this Example is not to scale).



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	$[(6' + 4')/2] \times 2'$	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	$[(13' + 11')/2] \times 2'$	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	$[(6' + 4')/2] \times 2'$	10 sq. ft.	V	$[(13' + 11')/2] \times 2'$	24 sq. ft.
L	5' x 10'	50 sq. ft.	SECOND STORY SUBTOTAL =		812 sq. ft.
			TOTAL FLOOR AREA =		3,464 sq. ft.
			W	20' x 12'	240 sq. ft.
		TOTAL COVERAGE (FIRST FLOOR) =			

DECK/PATIO PERMIT SUPPLEMENTAL INFORMATION

Declaration Under Penalty of Perjury

I _____ declare:

I am the owner of the property commonly known as _____ in Foster City and I intend to install a deck/patio¹ at this property. In lieu of submitting site and elevation plans for the deck/patio, I agree that the deck/patio shall be located, constructed and at all times maintained as follows:

Deck/Patio

- a minimum of two (2) feet from side or rear property lines (Section 17.50.020.D.1)
- a minimum of five (5) feet from any property line for railings (the City's adopted Architectural and Solar Guidelines Design Criterion #1)
- uses changes in levels to avoid unnecessary height near the property line or waterfront, or levels step down toward property line or lagoon, has a vertical rise of no more than 18" within any horizontal distance of 6'
- maintains a minimum 1' setback from a bulkhead or water's edge
- is no more than 18" from grade where it is within 3' from the water's edge
- includes skirting to screen off-site views of the underside of the deck where the deck is taller than 12" from grade
- designed to avoid placing any additional stress on a lagoon bulkhead, with any post or foundation maintaining a minimum 3' setback from a bulkhead or riprap
- decks shall not cantilever over the bulkhead, riprap, or high water line
- conforms to applicable requirements of the Uniform Building Code (in effect on the date of this approval), including but not limited to requirements for railings, steps, height of deck and steps, materials, and foundations

I understand that the deck/patio permit does not include any patio cover, gazebo or other covered or enclosed area over or around the actual deck/patio and that future installation of such shall require the prior approval of the City and that the deck/patio must be constructed in strict accordance with specifications sheets, manufacturers brochures, photographs and dimensions sheets or elevations submitted to the City along with this Deck/Patio Permit Supplemental Information.

I further understand that the deck/patio will require a building permit prior to installation.

The current heights of the fences surrounding my rear and side yards are as follows:

- _____ feet / north property line
- _____ feet / south property line
- _____ feet / east property line
- _____ feet / west property line

(In rear yards only 3 of the above blanks will apply; in side yards only 2 will apply; for those that do not apply, write N/A).

¹ If the deck/patio is below 18" in height and at least 5' from any property line, the deck/patio is exempt from Planning review (Section 17.50.020.D.2.). However, note that a Building permit is required to all deck installations.

Deck/Patio Permit Supplemental Information
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The dimensions of the deck/patio are as follows:

- _____ feet in width
- _____ feet in length
- _____ feet in height (at highest point)

For waterfront decks only:

- _____ feet in height at the edge nearest to the water
- _____ feet setback from the water's edge

Note: Please consider the privacy of adjacent property owners when designing the height of the deck.

Executed under Penalty of Perjury on _____ 20____ at Foster City, California.

Signature/Property Owner

Date

Applicable City Regulations:

1. Code sections refer to Sections 17.50.020.D of Chapter 17.50, Accessory Buildings and Uses, of Title 17, Zoning, of the Foster City Municipal Code
2. Architectural and Solar Guidelines were adopted by the City Council on November 6, 1989

Attachments:

1. 200 Scale Map of Subject Property (provided by staff)