



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.**

FRONT YARD PAVING

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 front yard paving shall be consistent with the Prototypical Design Guidelines for the Association (if any) on file with the City.

WRITTEN PROJECT DESCRIPTION

PLANS/DRAWINGS (BOUND OR STAPLED)

4 copies of fully dimensioned plans, measuring 11" x 17"

SITE PLAN (DIMENSIONED)

- North arrow and dimensions of proposed paving including setbacks to property lines
- 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 buildings, additions or structures with dimensions to property lines.
- Location of all walks, driveways, vehicle storage areas, fences, gates, and/or retaining walls.
- Locate and identify all landscaping on the site including 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.
- All fence heights. (See Chapter 17.52 of the Foster City Municipal Code for restrictions.)
- Site data including:
 1. Lot area (square footage) of Front Yard. *Front yard means the portion of the yard extending across the front of the lot between the side lines and measured from the front property line of the lot to the main wall of the building or main wall of any covered porch. The front yard shall include all the yard area between the building and the front property line of the lot.*
 2. Square footage and percentage of existing and proposed pervious & impervious surface areas.