



COMMERCIAL PROJECT APPLICATION CHECKLIST

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

PLANNING

- [General Application Form](#)
- Application Fee** (See [Master Fees and Service Charges Schedule](#))
- [Building Permit Acknowledgement Form](#)
- Current Preliminary Title Report** prepared within the last year
- Project Description Narrative** including current uses and development on the project site, proposed uses and development including number and type of dwelling units and/or non-residential development, design, concepts, sustainable aspects of the proposal, business description, hours of operation, number of employees, and proposed subdivision, if applicable (attach separate sheet).
- [Multi-Family Objective Design and Development Standards Checklist](#) (if residential uses are included)
- [Below Market Rate Housing Plan](#) (if residential uses are included - including any proposed use of density bonus)
- [Subdivision Application Materials](#) (if subdivision of the property is proposed – see Tentative Map submittal requirements)
- [Replacement Unit Determination Form](#) (If demolishing any existing housing units.)

Solid Waste Management Plan (SWMP):

- Provide a SWMP in conformance with [Section 17.96.040.A.4.b](#) and [Chapter 8.07](#).
- Include volume estimates for garbage, recycling, and organics and collection frequency.
- Specify proposed containers and any proposed equipment and enclosures.
- Include a site plan showing access by collection vehicles with dimensions.
- For methods other than carts for individual units, include management and maintenance protocols.
- Project and Land Use Tables** (see attached)
- Transportation Demand Management (TDM) Plan** – if the project will generate at least 100 Average Daily Trips (ADT), provide a [TDM Checklist](#) following guidance from the [C/CAG TDM Program](#).
- Project Plans**
 - Cover Sheet**, including:
 - Vicinity map
 - Index of plan sheets

- General project information including project site address, Assessor Parcel Number (APN), zoning designation, flood hazard zone as shown on FEMA maps, proposed construction and occupancy type(s) as defined in the Building Code, property owner information, applicant information, and design professional(s) information.
- Site Plan** (separate existing and proposed site plans):
 - Property lines (dimensioned) and all existing easements
 - North arrow and graphic scale
 - Existing and proposed lot sizes
 - Location and site setbacks for all existing and proposed structures (including number of stories), and proposed location of any exterior equipment, including trash enclosures.
 - Location, material, and height of existing and proposed fences and walls.
 - Location of buildings (including number of stories), parking, driveways and uses on adjacent properties.
 - Location and dimensions of vehicle and bicycle parking, driveways, and loading areas. Parking stall counts shall be provided and required EV and ADA spaces labeled.
 - Location and dimensions for pedestrian and bicycle circulation.
 - Proposed parks, playgrounds, and recreation areas.
 - Street cross sections.
 - All other structures exceeding six feet (6') in height.
 - Tables for Site Coverage, Dwelling Unit Count, Parking Required and Provided, and Parking Mix (see attached sample tables).
- Floor Plan:**
 - Floor plans showing door and window openings, room designations, and dimensions
 - Provide separate existing and proposed floor plans if renovating an existing building.
 - Show interior walls, access corridors, stairways and elevators, balconies, roof decks, parking areas, trash enclosures, and utility areas.
 - Include square footage for each dwelling unit or suite.
 - Label and dimension parking spaces, clear space between walls of garages, drive aisle widths, EV & ADA parking spaces.
- Roof Plan:**
 - Existing and proposed roof areas.
 - Roof pitch.

- Location of all roof equipment and screening, including screening details and section.
- Locations of all roof decks or landscaping.
- Locations for all photovoltaic panel installations.
- Building Cross-Sections** (1/4" scale):
 - Provide at least two (2) cross-sections taken from the highest point of the roof, showing existing and proposed grades, finished floor heights, wall plate heights, and building height to existing and proposed grade.
- Building Elevations** (1/8" or 1/4" scale):
 - Full building elevations of all building sides (including interior courtyards) with details of wall penetrations such as windows, doors, vents, etc.
 - Exposed equipment such as air conditioners, meters, piping, etc.
 - Decorative elements such as trim, awnings, trellises, skylights, equipment screens, molding, etc.
 - Specify height dimensions including wall plate heights for each floor, total building height to the highest point of the roof, and height of any roof parapet/screen and/or elevator/stairwell penthouse.
 - Specify all building materials and colors on the elevations and provide a material and color palette including manufacturer product specifications for all exterior materials.
 - Elevations and details of accessory structures, enclosures, and features, including trash enclosures, etc.
 - Exterior lighting fixture design and locations.
 - Proposed sign locations.
- Renderings/Perspectives:**
 - Colored renderings or perspectives as viewed from the ground and a streetscape elevation that shows the adjacent structures. For corner properties, a streetscape from each street shall be provided.
- Grading and Drainage Plan:**
 - Existing and finished grades.
 - Elevation at street and neighboring property lines.
 - Pad and finished floor elevations.
 - Estimated grading quantity (cut and fill calculation).
 - Retaining wall locations with top and bottom of wall elevations identified.
 - Location of trees proposed to remain.

- Drainage plan with stormwater treatment devices and site design measures to conform with Stormwater Pollution Prevention Plan (SWPPP) and C.3 standards.
 - Total planned area of impervious surface that will be created/replaced in square feet.
 - Existing and proposed utilities and adjacent infrastructure.
 - Cross sections as necessary to show grade changes and how the proposed development transitions to abutting properties.
- Utility Plan:**
- Existing and proposed utility services (sewer, water, storm, gas, electric, telephone, and other public utilities and the approximate location of all easements required) and their connections to City mains. Label existing utility services to be abandoned or reused.
 - Identify if separate utility metering devices will be installed and locations if applicable.
 - Identify all above- and below-ground utility equipment such as backflow preventers, transformers, fire standpipes, etc.
 - Identify drain cleanout locations, existing and new.
 - Verify size of existing water meter and if connected to a shared water service with other buildings or structures.
- Fire Access and Circulation Plan:**
- Location of existing and proposed fire hydrants within 150' of all portions of the proposed structure(s).
 - Fire Department vehicle access in conformance with Fire Code requirements.
- Landscape Plan:**
- Scale and north arrow
 - All property lines, street names and significant easements
 - Structures – footprints of the buildings
 - Existing landscaping in detail which includes the location, size, species and number of all existing trees, shrubs and ground cover
 - Proposed landscaping in detail which includes the size, species and number of all proposed trees, shrubs, and ground cover to be removed and/or replaced.
 - Detailed information regarding trees which includes the location, size, species and number of replacement trees if trees and shrubs are being removed.
 - A plant material stable including common and botanical names, sizes, and quantity.
 - Photos of proposed plant materials.

- Recreation equipment and site furnishings, including manufacturer's name and model, including photographs.
- Above ground utility equipment and associated landscape screening.
- Landscape narrative explaining site specific design objectives of the landscape plan to define spaces, reinforce the site plan, complement the architecture, screen out or minimize undesirable views, demonstrate and allow seasonal change.
- Arborist Report** by a certified arborist identifying all trees more than 6" in diameter measured 54" above grade, including tree species, health, size (circumference measured 54" above natural grade), and proposed status (e.g., remove, retain, relocate), accompanied by a graphic site plan labeling all tree locations. Explain rationale for tree removals/replacements and consistency with landscape plans. Include photographs of trees proposed to be removed.
- Landscape Project Application for Outdoor Water Conservation in Landscaping**, including Outdoor Water Use Efficiency Checklist.
- Exception Requests** (if any). For projects that request exceptions to requirements (not including Variance or Density Bonus requests), include a written description of the request, why granting the request would be consistent with the intent of the requirement, and attach any graphic, plans or images to support the request.
- [Voluntary Architectural Plan Release Form](#)
- Public Utilities**
 - EMID Water Neutrality Calculator – see [Water Neutrality Guidebook](#)
 - A water demand and offset report 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.
 - To obtain the historic use data for the site. Please email utility@fostercity.org requesting the historic data. The letter should specify all properties/water meters in which data is needed for.
- [C.3 and C.6 Development Review Checklist](#)
- CEQA-RELATED**
 - [Environmental Assessment Information Form](#)
 - [Climate Action Plan Project Review Checklist](#)

LINKS TO OTHER RELEVANT INFORMATION

- (Optional) [SB 330 Preliminary Application Checklist](#) and [SB 330 Preliminary Application](#)

Project and Land Use Tables

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

General Land Use Category		
	Existing (square footage area)	Proposed (square footage area)
Parking GSF	Click or tap here to enter text.	Click or tap here to enter text.
Residential	Click or tap here to enter text.	Click or tap here to enter text.
Retail/Commercial	Click or tap here to enter text.	Click or tap here to enter text.
Office	Click or tap here to enter text.	Click or tap here to enter text.
Industrial-PDR	Click or tap here to enter text.	Click or tap here to enter text.
Medical	Click or tap here to enter text.	Click or tap here to enter text.
Visitor	Click or tap here to enter text.	Click or tap here to enter text.
CIE (Cultural, Institutional, Educational)	Click or tap here to enter text.	Click or tap here to enter text.
Useable Open Space	Click or tap here to enter text.	Click or tap here to enter text.
Public Open Space	Click or tap here to enter text.	Click or tap here to enter text.

Project Features		
	Existing Unit(s) (Count)	Proposed Unit(s) (Count)
Dwelling Units – Affordable	Click or tap here to enter text.	Click or tap here to enter text.
Hotel Rooms	Click or tap here to enter text.	Click or tap here to enter text.
Supportive Housing Rooms or Units	Click or tap here to enter text.	Click or tap here to enter text.
Building Number	Click or tap here to enter text.	Click or tap here to enter text.
Stories Number	Click or tap here to enter text.	Click or tap here to enter text.
Parking Spaces	Click or tap here to enter text.	Click or tap here to enter text.
Loading Spaces	Click or tap here to enter text.	Click or tap here to enter text.
Bicycle Spaces	Click or tap here to enter text.	Click or tap here to enter text.
Car Share Spaces	Click or tap here to enter text.	Click or tap here to enter text.
Public Art	Click or tap here to enter text.	Click or tap here to enter text.
Other	Click or tap here to enter text.	Click or tap here to enter text.

Land Use – Residential		
	Existing (square footage area)	Proposed (square footage area)
Studios	Click or tap here to enter text.	Click or tap here to enter text.
One Bedroom	Click or tap here to enter text.	Click or tap here to enter text.
Two Bedroom	Click or tap here to enter text.	Click or tap here to enter text.
Three Bedroom (and +)	Click or tap here to enter text.	Click or tap here to enter text.
Group Housing – Rooms	Click or tap here to enter text.	Click or tap here to enter text.
Group Housing - Beds	Click or tap here to enter text.	Click or tap here to enter text.
SRO	Click or tap here to enter text.	Click or tap here to enter text.
Micro	Click or tap here to enter text.	Click or tap here to enter text.
Accessory Dwelling Unit <i>(Individually list all ADUs and include unit type and square footage area for each unit.)</i>	Click or tap here to enter text.	Click or tap here to enter text.

SAMPLE TABLES

Tables - These sample tables are to be used when applicable on the plan sheets.

Table 1 - Site Coverage

	Square Feet	Percent
Building Area		
Parking/Hardscape Area		
Landscape Area		
Total Lot Area		

Table 2 - Dwelling Unit Count - Condominiums and Apartments

Model/Unit	No. Bedrooms	Sq. Ft./Unit	Quantity	Total Sq. Ft.

Table 3 - Dwelling Unit Count - Single-Family and Townhouses

Lot	Acres	Model/Unit	No. Bedrooms	Sq. Ft./Unit

Table 4 - Parking Required and Provided

Use or Unit Type	Ratio Required	Spaces Required	Spaces Proposed	Deviation

Table 5 - Parking Mix

Stall Type	Stall Size	Required		Proposed		Deviation	
		Number	Percent	Number	Percent	Number	Percent
Standard							
Compact							
Handi-capped							
Total							