



# Residential Property Improvements

## Information Package

### Zoning Application

#### City of Foster City

Community Development Department  
610 Foster City Boulevard  
Foster City, CA 94404  
650.286.3225  
650 286-3589 FAX  
cdd@fostercity.org

December 1989  
Revised January 2002  
Revised December 2003  
Revised August 2005  
Revised August 2006  
Revised July 2007  
Revised July 2009

#### Contents

- *Review Process*
- *Submittal Requirements*
- *Table A: Approving Authority, Fees, Notices Required*
- *Table B: Summary of Submittal Requirements*
- *Flow Chart: Review Process*
- *Architectural Review Notification Report*
- *Architectural Review Neighbor Notification Form*
- *Building Permit Requirement Form*
- *Residential Property Improvement/Development Application (for Architectural Review and Use Permits)*

## REVIEW PROCESS FOR RESIDENTIAL PROPERTY IMPROVEMENTS

### WHY REVIEW IS REQUIRED

---

The architectural and design elements of each application for exterior modifications to a residential property are reviewed in addition to ensuring that building setback, lot coverage, height and other zoning requirements are met. The purpose of this requirement is to preserve the character of Foster City neighborhoods and the community by ensuring that new development is well designed and properly related to its site and surrounding uses. Well designed buildings and landscaping reflect the quality and values of a community, enhance its visual character and assure the stability of property values. This review also ensures that individual rights are weighed against the needs and requirements of the community.

### WHEN REQUIRED

---

Almost all exterior modifications of structures on residential property require either an Architectural Review or a Use Permit. Architectural Review is necessary for most improvements to non-waterfront properties and some improvements to waterfront properties. The application will be approved either by staff or the Planning Commission, depending on the type of improvement proposed. A Use Permit is necessary for many improvements on waterfront properties, and some non-waterfront properties and requires Planning Commission action at a Public Hearing.

A Variance is the procedure used to deviate from standard requirements such as yard areas or building coverage in residential districts. However, the circumstances under which a person receives a Variance from City standards is very strictly regulated by State law.

### PRE-APPLICATION REVIEW

---

Before drawing plans, an applicant or designer should discuss the proposal with the Planning/Code Enforcement Division staff of the Community Development Department. Planning/Code Enforcement Division staff can advise you of special circumstances or policies affecting your property and whether your application requires an Architectural Review or a Use Permit. In order to obtain feedback regarding whether your proposal is likely to be consistent with City regulations and policies, you may arrange a Pre-Application Conference with the Community Development Director or Planning Manager by calling 286-3225 (a Pre-Application Conference must include the attendance of one of those members of the staff). Helpful items to bring to the Pre-Application Conference include: pictures of all sides of your house, pictures of the sides of affected abutting properties, and, if possible sketches of your proposal. Your plans will be reviewed and comments offered, either at the Pre-Application Conference or in a follow-up letter. Please call the Community Development Department, Planning/Code Enforcement Division, at (650) 286-3225 for more information.

### APPLICATION

---

Development review officially begins when the applicant (or representative) submits an application form and required plans and pays the application fee. The staff member receiving the application will do a cursory check to determine that the basic items required have been included with the application.

---

## FEES AND DEPOSITS

---

Depending on the type of application, a fee or initial deposit will be charged at the time of application submittal, as established by the City Council. Please refer to Table A for a listing of fee and deposit amounts. Applications indicated on Table A as being subject to "actual cost" require an initial deposit against which staff time and materials are charged.

**Projects reviewed by the Planning Commission and a few projects reviewed by staff are billed on a time and materials basis.** (All staff time spent reviewing the project and any extraordinary materials required to process the project are charged to an applicant.) If the staff time spent on your project exceeds your deposit (the initial application fee/deposit), you will be billed accordingly.

For projects that require Planning Commission review, it is very likely that a billing requiring an additional payment will follow the processing of your application. For example, in 2003, the average cost to process a room addition was \$326, requiring an additional payment of \$176 in addition to the initial fee deposit of \$150.00.

## REVIEW FOR COMPLETENESS

---

The Community Development Director will assign a Planner to review the application. The assigned Planner will review the plans for completeness and will contact the applicant if additional information is needed. You may submit one set of drawings to be checked for completeness prior to submitting the full number of sets required. Incomplete applications and/or plans delay processing, so please review the attached submittal requirements carefully. The submittal requirements indicate which types of plans are required for each kind of proposed modification or property improvement. The "General Requirements" section applies to all applications.

State law (Government Code Section 65943) allows the City a maximum of 30 days in which to determine whether an application is complete; however, this determination is usually made within one week. If the City does not make a determination within 30 days, the application is deemed complete. When new information is submitted, the review for completeness begins again. You may appeal a determination that your application is incomplete by following the appeal procedure outlined below.

Even though an application is determined to be complete, additional information may be required to clarify, amplify, correct or otherwise supplement the information submitted. If an appeal is filed, additional sets of drawings will be required.

## SCHEDULING

---

When an application has been determined to be complete, it is then scheduled for action to be taken by the Community Development Director or Planning Commission. The time required can vary depending on workload within the Department and the number of items already scheduled for Planning Commission action. Usually the time required to bring an item to the Planning Commission is four weeks after it has been determined to be complete. Use Permit and Variance applications must have adequate time to comply with the noticing procedures as required by State Law (Government Code Sections 65905 and 65091); a Notice of Public Hearing is both mailed to property owners within 300 feet of the proposed project and published in a newspaper at least ten days prior to the scheduled Planning Commission hearing.

---

---

## CRITERIA FOR REVIEW

---

The basic intent of the review of residential property improvements is to ensure architectural compatibility with the existing structure and the neighborhood and to protect the views and privacy of the adjacent properties. Statements of purpose as well as standards for review of Architectural Review and Use Permit applications are contained in several different Chapters in the Foster City Municipal Code.

In addition, many developments have established guidelines for prototypical property improvements for that particular development. At a more general citywide level, "Architectural and Solar Guidelines for Residential Property Improvements" were adopted by the City Council in November 1989 and provide design criteria and examples of various types of residential property improvements.

Section 65906 of the State Government Code requires all variances to meet the following conditions:

"Variances from the terms of the Zoning Ordinances shall be granted only when, because of special circumstances applicable to the property, including size, shape, topography, location or surroundings, the strict application of the Zoning Ordinance deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classification.

"Any variance granted shall be subject to such conditions as will assure that the adjustment thereby authorized shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is situated.

"A variance shall not be granted for a parcel of property which authorizes a use or activity which is not otherwise expressly authorized by the zone regulation governing the parcel of property."

*Personal or economic hardship does not constitute grounds for a variance.*

Foster City Municipal Code Sections 17.06.080-110 list the regulations, limitations and application procedure for Variances. The Variance application requires that the applicant describe how the subject property has exceptional conditions that make it difficult to comply with standards established for the zone.

Chapters of the Municipal Code which pertain to review of residential property improvements are available in the Planning/Code Enforcement Division and include, *but are not limited to:*

Chapter	Title	Chapter	Title
2.28	Planning	17.20	R-4 High-Density Multiple-Family Residential District
11.04	Mailboxes	17.44	Review of Waterfront Property
15.04	Building Code	17.50	Accessory Buildings and Uses
15.08	Mechanical Code	17.52	Fences, Hedges and Walls
15.16	Plumbing Code	17.54	Yards
15.20	Electrical Code	17.58	Architectural Control and Supervision
15.24	Fire Code	17.60	Regulation of Antennas
15.28	Burglar Security Code	17.62	Off-street Parking Regulations
17.06	Administration, Construction and Enforcement	17.64	Vehicle and Recreational Vehicle Storage

Chapter	Title	Chapter	Title
17.12	R-1 Single-Family Residential District	17.66	Swimming Pools and Spas
17.14	R-2 Two-Family Residential District	17.68	General Performance Standards
17.16	R-T Townhouse Residential District	17.78	Secondary Residential Unit Regulations
17.18	R-3 Medium-Density Multiple-Family Residential District		

## ACTION

The Community Development Director or Planning Commission, in accordance with the criteria set forth in the Municipal Code, will act to approve, approve with conditions, or deny the application. For applications which are acted on by the Planning Commission, staff will prepare a written staff report with recommendation for Planning Commission action. You are allowed to discuss your application with the Planning Commission the night of the meeting. A notification of the action taken will be mailed to you. **This action is final unless appealed in writing within ten days of the date of action.** Contact Planning/Code Enforcement Division staff for additional information regarding appeal procedures and requirements.

Pursuant to California Government Code Section 65950, action on an application for residential property improvements (which is exempt from the California Environmental Quality Act) must take place within six months from when it was determined to be complete. One extension period of up to 90 days may be granted.

Use Permits, Variances or Architectural Review approvals shall not have any force and effect until the permittee acknowledges receipt thereof and acceptance of any conditions thereto.

## APPEALS

The applicant or any other person may appeal a decision of the Community Development Director or Planning Commission by submitting a letter of appeal or completed appeal form and filing fee within ten (10) calendar days of the date of the decision. If the tenth day falls on a weekend or holiday, the appeal period ends at 5:00 p.m. on the next working day. No building permits can be issued while an appeal is pending.

A letter of appeal or completed appeal form must specify:

1. The person making the appeal;
2. The specific item of appeal, and all supporting documentation;
3. The basis for such appeal and information substantiating the basis for appeal (e.g., failure to comply with the City's General Plan, State or local laws; or stating reasons why the action of the Community Development Director or Planning Commission would adversely affect surrounding property, the neighborhood and/or the City);
4. The relief or action sought.

Decisions of the Community Development Director may be appealed to the Planning Commission, and decisions of the Planning Commission may be appealed to the City Council. The appeal shall be agendaized for consideration on the earliest available hearing date as determined by the City, but no later than thirty (30) days from receipt of the appeal and filing fee. In any appeal, the burden of

---

---

proof is upon the appellant. Appeals of Use Permit decisions will require a new Notice of Public Hearing (see Scheduling section above).

*If an appeal is filed, the original applicant will be responsible for providing additional copies of drawings as requested by staff.*

## CONSTRUCTION

---

Almost all modifications subject to Architectural Review or Use Permit also require a Building Permit. Building Permit applications may be submitted after the Architectural Review or Use Permit approval has been obtained but cannot be issued until after the appeal period has passed, or if an appeal is filed, until after the appeal has been decided. In the case of minor Architectural Review applications acted on by the Community Development Director (those indicated on Table A which require no notification of adjacent property owners), a building permit may be issued prior to expiration of the appeal period.

The purpose of a Building Permit is to ensure that the construction is in compliance with all applicable codes, such as the Uniform Building Code, Uniform Fire Code, Uniform Plumbing Code, Uniform Mechanical Code, National Electric Code, Titles 24 and 25 of the California Administrative Code and the requirements of the Architectural Review and/or Use Permit. These codes primarily cover life and safety issues but also energy conservation, handicapped accessibility, and other items. This is in contrast to the Architectural Review/Use Permit review which is primarily concerned with the appearance of the improvement. Plans submitted for Building Permit must in many cases be more detailed in order to verify compliance with code requirements. Any questions should be directed to the Building Inspection Division at 286-3227.

Applicants should be advised that State Law enables school districts to levy fees on home improvements/new construction (room additions, etc.) that are larger than 500 square feet, and prohibit cities from issuing Building Permits until such fees have been paid to the school district. Therefore, applicants are advised to determine the amount of fees that will be required by the school district, and factor that cost into budgets and loans for the desired home improvements. Please contact either the San Mateo City School District (349-9922), San Mateo Union High School District (348-8834) or the Foster City Building Inspection Division (286-3235) for details.

All construction must be in strict conformance with the Architectural Review or Use Permit approval and the Building Permit. Any proposed modifications to the approved plans must be discussed with City staff prior to the changes being made in the field.



## Submittal Requirements for Modifications to Existing Residential Structures

---

### ARCHITECTURAL REVIEW PERMITS, VARIANCES, AND USE PERMITS

Each of the modifications to existing residential structures listed below requires submittal of an Architectural Review Application or Use Permit (if home is on the waterfront), a fee, the drawings specified below (drawn by a qualified architect, designer or draftsman), and either Planning Commission or staff approval.

(Please refer to Table B for a summary of types of drawings required for various residential improvements.)

Submittal requirements may be waived by the Community Development Director if he or she determines that the information submitted is adequate.

### DRAWINGS

---

- 8 sets of drawings required for Planning Commission Review
- 3 sets of drawings required for Staff review

(Please refer to Table A to determine whether your project requires Planning Commission or staff review).

**NOTE:** Site plans and floor plans shall have the same compass orientation.

*continued on next page...*

## A. SITE PLANS

### ***Room Additions and Attached Greenhouses/Solariums***

---

All drawings should be scaled (1/4" = 1', 1/8" = 1', or 1" = 10'), drawn and dimensioned to accurately show the following:

- ❑ Vicinity map showing relationship to surrounding streets and lot pattern.
- ❑ Scale and north arrow.
- ❑ All property lines (dimensioned), 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 lines, and dimensions of proposed structure or addition. (Note that the dimensions should match those shown on the floor plan and elevations.) Shade the areas of additions, including a differentiation between first- and second-floor additions. Indicate direction of roof slope and eave overhangs.
- ❑ Location of all walks, driveways, vehicle storage areas, stairs, fences, gates, retaining walls and lagoon bulkhead. (Show dock for boat storage proposals.)
- ❑ All properties adjacent to the project site including building footprints. The number of stories of each of these buildings should be indicated within the footprint and window penetrations must be shown.
- ❑ All landscaping on the site plan (or landscape plan, if one is necessary). Locate and identify all existing major trees and shrubs (particularly if they act as a screen or buffer) and areas of ground cover, lawn, concrete and wood decking. Identify landscaping that is to be removed with the proposal, and landscaping that will be added with the proposal.
- ❑ All fence heights. (See Chapter 17.52 of the Foster City Municipal Code for restrictions.)
- ❑ Site Data: lot size (sq. ft.), existing and proposed building coverage. (Note building coverage includes building extensions, such as patio covers, but does not include eave overhangs.)

### ***Accessory Structures, Antennas, Arbor, Deck, Fence, Flagpole, Front Yard Paving, Gazebo, Detached Greenhouse, Patio Cover, Recreational Vehicle Storage Area, Residential Secondary Units, Trellis and Windscreens***

---

All drawings should be scaled (1/4" = 1', 1/8" = 1', or 1" = 10'), drawn and dimensioned to accurately show the following:

- ❑ Scale and north arrow.
- ❑ All property lines (dimensioned), street names and significant easements.
- ❑ Location of existing and proposed buildings, additions or structures with dimensions to property lines, and dimensions of proposed structure or addition.
- ❑ For solar panels, dimension length and width of solar panels, individually and collectively.
- ❑ For solar collector(s), indicate the size, location and color of the collector piping, bracing and tie-downs, and all other existing and proposed roof penetrations.
- ❑ Site Data: lot size (sq. ft.).

*continued on next page...*

**NOTE:** For decks and fences that meet the terms specified in the "Permit Supplemental Information" form, the form may be substituted for the otherwise required site plan and elevations.

### ***Skylights***

---

All drawings should be scaled (1/4" = 1', 1/8" = 1', or 1" = 10'), drawn and dimensioned to accurately show the following:

- Scaled drawing or aerial photograph (See Note below).
- Show location and dimensions of each skylight.
- Indicate scale of drawing.
- Include manufacturers' specifications sheets and/or brochure.
- Include a side profile showing the projection above the existing roof.

**NOTE:** Aerial photographs are available at the Community Development Department or on the City's web site: [www.fostercity.org](http://www.fostercity.org) (follow link to City Maps).

## **B. FLOOR PLANS**

### ***Room Additions, Attached Greenhouses/Solariums and Residential Secondary Units***

---

All drawings should be scaled (1/4" = 1'), drawn and dimensioned.

- Differentiate between existing floor plan and proposed floor plan, including the floor plan for the entire house. Shade the new floor areas for the addition. If separate existing and proposed floor plans are included, please show them on the same sheet.
- Indicate existing square footage of the living area of the dwelling unit on each floor, and the proposed square footage of the addition or structure on each floor.
- Indicate sizes of all doors and windows, including an indication of which are new vs. existing to remain (if not shown on elevations).

## **C. ROOF PLAN**

### ***Room Additions and Attached Greenhouses/Solariums***

---

- A roof plan showing roof slopes at the same scale as the floor plan.

## **D. ELEVATIONS**

### ***Room and Attached Greenhouse/Solarium Additions***

---

Any elevation which is altered or created by this project must be drawn in total (the entire side of the residence including the roof). All drawings must be scaled 1/4" = 1', drawn and dimensioned to accurately show the following:

- 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.)

*continued on next page...*

- ❑ Delineate "proposed" versus "existing" areas on all proposed elevations.
- ❑ Elevations for attached townhomes, etc., should include adjoining residences on each side.
- ❑ Height and width of all exterior walls or elevations, including floor lines and floor heights, labeled north, south, east and west.
- ❑ Height, configuration, slope, and overhang of roof.
- ❑ All rooftop equipment and roofing materials/color (existing and proposed).
- ❑ Type of exterior treatment, materials and colors for siding, windows, trim, detailing, etc.
- ❑ Size and location of doors and windows (if not shown on floor plan). (Note that the window and door locations and sizes must match those shown on the floor plan.)
- ❑ Stairs, decks, chimneys, balconies, etc.

---

***Gazebos, Patio Covers, Trellises, Arbors, Antennas or Attached or Detached Structures***

- ❑ Scaled drawing of the structure. Separate drawings of all sides of the structure including dimensions, colors and materials (except where sides are the same). For detached structures, a manufacturer's brochure may be used in lieu of elevations if the brochure includes a photograph or drawing of the structure with dimensions, colors and materials.

---

***Windows and Doors (New or Resized Wall Penetrations only)***

- ❑ Elevations where changes are proposed only, but these elevations should show the entire side, including the roof.
- ❑ Both existing and proposed elevations.
- ❑ Dimensions of doors, windows, height of the structure, etc.
- ❑ Colors and materials.
- ❑ All architectural features such as decks, chimneys, downspouts, eaves, etc.

---

***Decks***

- ❑ Elevations where changes are proposed only, but these elevations should show the entire side, including the house walls and roof.
- ❑ Heights from finished grade, level changes, stairs.
- ❑ Any proposed siding or "skirting".
- ❑ Any proposed railing, benches, planters, windcreens, trellises or covers.
- ❑ Materials and colors.
- ❑ Distance from bulkhead (if on waterfront)
- ❑ Existing and proposed landscaping.

**NOTE:** For decks that meet the terms specified in the "Deck/Patio Permit Supplemental Information" form, the form may be substituted for the otherwise required site plan and elevations.

*continued on next page...*

***Fences/Windscreens***

---

- Both sides of fence, if different from each other.
- Dimensions, including height from finished grade.
- Method of support.
- Materials and colors.
- Gate(s) and any decorative details.

**NOTE:** Photograph(s) of similar fences may be substituted for elevations.

**NOTE:** For fences that meet the terms specified in the "Fence Permit Supplemental Information" form, the form may be substituted for the otherwise required site plan and elevations.

**E. PHOTOGRAPHS**

***Recreational Vehicle Storage***

---

- Indicate height, length and width of items to be stored (may be marked on photograph - minimum size 5" x 7")
- Indicate vehicle license number.

**F. MATERIALS SAMPLE**

***Roof Material Change or Color Change (Samples if requested by staff)***

---

**G. SUPPLEMENTAL INFORMATION FORM**

***Residential Secondary Unit***

---

*continued on next page...*

## GENERAL REQUIREMENTS

---

### **A. Completed Application Form**

### **B. For Dwellings Located Within Planned Developments**

1. Obtain Homeowners' Association (HOA) written action on the proposal prior to submitting plans to the City. Section 17.58.070.A (Private Architectural Review) of Chapter 17.58 provides that where deed restrictions require review by a private architectural board or committee, the review shall be accomplished by the applicant and the findings of the board or committee shall be transmitted to the City prior to City action. In order to ensure that City staff is accurately informed by the authority in charge, it is the applicant's responsibility to obtain a letter from the HOA, or its designated representative, which states, at a minimum, as follows:
  - a. That the person is the duly authorized representative of the HOA Board of Directors or Architectural Committee empowered to speak for the HOA on this matter, or that the person in the organization that they work for is the duly authorized representative of the HOA and is empowered to speak for the HOA on this matter;
  - b. The address of the property for which the project is proposed;
  - c. The date on which the HOA Board or Architectural Committee reviewed the plans, and their specific findings and recommendations;
  - d. The plan date on the plans reviewed by the HOA Board. (This is necessary in order to ensure that Planning/Code Enforcement Division staff is looking at the same plans that the HOA or Architectural Committee reviewed.)
  - e. Any specific mitigation or modification that the Architectural Committee or HOA Board is requesting be attached to the project.
2. Please be advised that property within a Planned Development is subject to Covenants, Codes and Restrictions (CC&Rs) which may regulate or limit property improvements. Prior to applying to the City for modifications of your property, you should consult applicable sections of those CC&Rs. Please be further advised that the City is not a legal party to CC&Rs and is under no legal obligations to enforce them. You should be aware also that CC&Rs may restrict property improvements in ways that the City cannot or they may allow improvements that are not authorized by the City.
3. Be certain that your proposal is consistent with any City-approved plans for prototypical property improvements within your development.
4. For the types of applications indicated in Table A (attached), contact adjacent property owners on all sides of the property to determine any concerns they may have and any mitigation required. Provide them with the "Architectural Review Notification Form" supplied by the City (sample attached) for them to return by mail with their comments. Be sure that the neighbors review the same version of the plans that you submit to the City. Plans must be dated and match the date indicated on the Architectural Review Notification Form. The applicant must return the "Architectural Review Notification Report" with the application form.

### **C. For Dwellings Located Within the R-1 (Single-Family Residential) District**

1. Please be advised that many properties within the City are subject to Covenants, Codes and Restrictions (CC&RS) which may regulate or limit property improvements. Prior to applying to the City for modification of your property, you should consult applicable sections of those CC&Rs. Please be further advised that the City is not a legal party to CC&Rs and is under no legal obligation to enforce them. You should be aware also that CC&Rs may restrict property improvements in ways that the City cannot or they may allow improvements that are not authorized by the City.
2. Be certain that all front, rear and side yard setback requirements are met. In most cases, the desire to build a room or structure which intrudes into a required front, rear or side yard setback, or in some other way fails to meet the Zoning Ordinance requirements, does not constitute grounds for the granting of a variance, with the result that the project may be denied.
3. For the types of applications indicated in Table A (attached) contact property owners on all sides of the property to determine any concerns they may have and any mitigation required. Provide them with the "Architectural Review Notification Form" supplied by the City (sample attached) for them to return by mail with their comments. Be sure that the neighbors review the same version of the plans that you submit to the City. Plans must be dated and match the date indicated on the Architectural Review Notification Form. The applicant must return the "Architectural Review Notification Report" with the application form.

### **D. Use Permit and Variance Noticing Requirements**

1. In order to better meet the requirements of California State law and the City of Foster City regarding Use Permit and Variance Public Hearing notices, the following procedure is required:
2. Approximately 15 days prior to the Public Hearing, City staff will prepare all copies of the Notice of Public Hearing to be sent to all property owners within 300 feet of the subject site. A fee of \$0.50 per notice will be charged to the applicant to cover the cost of printing and postage for the notices. **The City will also mail the Notices of Public Hearing and certify in writing that they were mailed.**
3. Approximately 13 days prior to the Public Hearing, Planning/Code Enforcement Division staff will post the Public Hearing notice, including at least one on the subject property. The notice will be placed on a wooden stake.

### **E. Variance Submittal Requirements**

The review process for a variance is the same as for a Use Permit. In addition to meeting the submittal requirements outlined above for a modification to a structure, the applicant must also submit a written statement specifying the following:

1. The special circumstances applicable to the property, including site, shape, topography, location or surroundings, such that the strict application of the Zoning Ordinance deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classification.
2. Why the variance would not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and zone in which such property is situated.

**Table A**  
**Approving Authority, Notification Requirements, and Fees for Residential Improvements**

Type of Improvement	Approving Authority				Fee (5) & (9)	Notification Requirements		
	Exempt	Comm. Dev. Dir.	Planning Comm	PC Public Hearing		None	Adjacent Owners	Owners w/in 300'
<b>Accessory buildings or structures</b>								
• above fence line or visible from water		✓ (1)			\$100 (6)		✓	
• below fence line and not visible from water	✓				None	✓		
• below fence line and does not meet setback requirements (AC unit)		✓			\$58.50		✓	
<b>Antennas (only per Section 17.60)</b>								
• Non-waterfront, except Ham and CB		✓			\$100		✓	
• Waterfront			✓	✓	\$200 (6)		✓	✓
• All Ham and CB type			✓	✓	\$200 (6)		✓	✓
<b>Appeals</b>								
• R-1					\$29.40			
• Others					\$117.00			
<b>Arbor</b>								
• All properties		✓			\$58.50		✓	
<b>Awnings</b>								
• Non-waterfront lots, ground level		✓			\$41.10 (11)	✓		
• Non-waterfront lots, above ground level			✓		\$41.10 (11)	✓		
• Waterfront lots, ground floor, retractable		✓			\$41.10 (11)	✓		
• Waterfront lots, ground floor, fixed			✓	✓	\$41.10 (11)		✓	✓
• Waterfront lots, upper floor			✓	✓	\$41.10 (11)		✓	✓
<b>Building Color Change</b>								
• "R" District which is not a PD	✓ (2)				None	✓		
• Other districts or PD District	✓ (3)	✓ (4)			\$103 (6)	✓		
<b>Deck</b>								
• 5' from property line and < 18"-high	✓				None	✓		
• Non-waterfront property		✓			\$58.50	✓		
• Waterfront property, no potential significant impact to neighbors' waterfront views		✓			\$58.50		✓	
• Waterfront property, potential significant impact to neighbors' waterfront views			✓		\$113.50		✓	
<b>Fences</b>								
• Non-waterfront, facing a public right-of-way, except behind front wall of house and between side wall and side property line		✓			\$23.40	✓		
• Non-waterfront, not facing a public right-of-way, or behind front wall of house and between side wall and side property line	✓				None	✓		
• Waterfront property		✓			\$58.50		✓	
<b>Flagpoles</b>								
• Less than 15'-high in R zone or less than 25' high in C or M zone or multi-family common area	✓				None	✓		
• 15' or greater in height in R zone or 25' or greater in height in C or M zone or multi-family common area		✓			\$20.40		✓	
<b>Front Yard Paving Addition (except walkways)</b>								
• All properties		✓			\$58.50	✓		
<b>Gazebo</b>								
• All properties		✓			\$100 (6)		✓	
<b>Greenhouse/Solarium (attached)</b>								
• See Room Addition					\$150 (6)			
<b>Greenhouse/Solarium (detached)</b>								
• All properties		✓			\$100 (6)		✓	
<b>Patio Cover (attached or detached)</b>								
• All properties		✓			\$116.90		✓	
<b>Recreational Vehicle Storage Area</b>								
• All properties		✓			\$58.50		✓	
<b>Residential Secondary Unit</b>								
• All properties		✓			\$159.10		✓	✓
<b>Roof Color or Material Change</b>								
• Material & color approved by PC	✓				None	✓		
• Material & color not approved by PC		✓			\$35.00 (6)	✓		

**Table A**  
**Approving Authority, Notification Requirements, and Fees for Residential Improvements**

Type of Improvement	Approving Authority				Fee (5) & (9)	Notification Requirements		
	Exempt	Comm. Dev. Dir.	Planning Comm	PC Public Hearing		None	Adjacent Owners	Owners w/in 300'
<b>Room Addition</b>								
• All non-waterfront property additions on the first floor or less than 400 sq. ft. on second-floor (or waterfront property but on the non-waterfront side of the house)		✓			\$150 (6)		✓	
• Non-waterfront property second floor additions greater than 400 sq. ft (or waterfront property but on the non-waterfront side of the house)			✓		\$200 (6)		✓	
• Waterfront property ground floor additions less than 200 sq. ft.		✓			\$150 (6)		✓	
• All other waterfront property additions			✓	✓	\$200 (6)		✓	✓
<b>Siding Color or Material</b>								
• Siding replacement with stucco, wood, vinyl or fiber cement – except on Eichler-style houses	✓				None			
• Siding replacement on Eichler-style houses		✓			\$41.10 (6)	✓		
<b>Skylight</b>								
• Tubular skylights	✓				None			
• Non-tubular skylights		✓			\$41.10 (6)	✓		
<b>Solar Panel</b>								
• All properties	✓				None			
<b>Spa (portable or permanent)</b>								
• All properties	✓				None			
<b>Swimming Pool (above or below ground)</b>								
• All properties	✓				None			
• 25% setback reduction			✓	✓	\$103 (6)		✓	✓
<b>Trellis</b>								
• All properties		✓			\$58.50		✓	
<b>Variance</b>								
• All properties			✓	✓	\$200 (6)		✓	✓
<b>Windows, Doors (addition or change)</b>								
• Replacement with same shape, dimensions	✓				None	✓		
• Replacement of first story, rear or side yard window with garden/greenhouse style window	✓				None	✓		
• Replacement of garage doors except in PD district	✓				None	✓		
• Replacement of garage doors in PD district		✓			None	✓		
• New windows 3 sq. ft. or less if on first floor, on non-waterfront property, not in a PD, not facing public right-of-way	✓				None	✓		
• New windows not exempt or doors or introduction of bay or bow windows		✓			\$41.10	✓	✓ (10)	
<b>Windscreen</b>								
• All properties		✓			\$117.00		✓	
<b>Other Planning Services</b>								
<b>Penalty Fees</b>								
• All properties					Fee(6)+\$100 + 100% of usual processing fee			
<b>Preliminary Project Review Fees</b>								
• All properties					(6) Actual cost	✓		
<b>Planning Commission Interpretation</b>								
• All properties					\$100 (6)	✓		

**Table A**

**Approving Authority, Notification Requirements, and Fees for Residential Improvements**

Amendments								
• To Approved Development Plans in all zoning districts except R-1, R-2, R-1/PD but including common areas in R-1/PD Districts		✓ (7)	✓ (7)		\$100 (6)	✓ (8)	✓ (8)	✓ (8)
• To Approved Plans after issuance of original permits for projects processed under Property Improvement Use Permit and Architectural Review		✓ (7)	✓ (7)		\$35 (6)	✓ (8)	✓ (8)	✓ (8)
• To Approved Plans required PC review			✓		50% of fee (6)	✓ (8)	✓ (8)	✓ (8)

- (1) Unless subject to Planning Commission review as one of the other items listed.
- (2) Changes in building color are exempt if not bright pastel, fluorescent, or primary color.
- (3) Changes in building color are exempt if within previously approved color palette for the development.
- (4) If the original colors were approved by Use Permit, then a Use Permit amendment will be required to add colors to the previously approved palette.
- (5) Proposal designed and located in strict conformance with approved residential development design prototypical guidelines for property improvements in the specific development shall be charged ½ of the usual fee for such an improvement
- (6) Or actual cost of time and materials, including all direct and indirect overhead costs. "Actual Cost" billing begins after the initial fee payment amount is exceeded by direct or indirect costs.
- (7) The Community Development Director may act on modifications that are minor in nature pursuant to Section 17.06.030.B of Title 17, Zoning
- (8) Notification requirements for amendments shall be determined by the Community Development Director depending on whether or not the amendment is minor.
- (9) Initial fees paid at the time of project submittal for all project categories except General Plan Amendment fees, Rezoning fees, Major New Development Use Permit fees, Environmental Assessment fees, Environmental Impact Report fees, and Subdivision Map fees are considered minimum fees which are not refundable
- (10) Notification of possible affected adjacent property owner(s) is required for new side windows.
- (11) Awnings placed on units in R-1/PD zoning districts require approval of a prototype (\$100 fee) prior to review of each individual awning.

**Table B**  
Summary of Submittal Requirements for Residential Improvements

Type of Improvement	Exempt	Site Plans	Floor Plans	Elevations	Photos	Samples	Supplemental Information	Building Permit Reqmt. Form
<b>Accessory buildings or structures</b>								
• above fence line or visible from water		✓		✓				✓
• below fence line and not visible from water	✓							
<b>Antennas (only per Section 17.60)</b>								
• All non-exempt antennas		✓		✓				✓
<b>Arbor</b>								
• All properties		✓		✓				✓
<b>Awnings</b>								
• Retractable window or door awning				✓ (7)	✓			✓
• Fixed in place window or door awning				✓				✓
• Retractable patio awning/cover				✓ (7)	✓			✓
• Fixed in place patio awning/cover		✓		✓			✓ (6)	✓
• Other awnings				✓ (7)			✓ (6)	✓
<b>Building Color Change</b>								
• "R" District which is not a PD	✓ (2)							
• Other districts or PD District	✓ (3)	✓		✓		✓		
<b>Deck</b>								
• 5' from property line and < 18"-high	✓							
• All others		✓		✓			✓ (5)	✓
<b>Fences</b>								
• Non-waterfront, not facing a public right-of-way, or behind front wall of house and between side wall and side property line	✓							
• All others		✓		✓ (1)	✓ (1)		✓ (5)	
<b>Flagpoles</b>								
• Less than 15'-high in R zone or less than 25' high in C or M zone or multi-family common area	✓							
• 15' or greater in height in R zone or 25' or greater in height in C or M zone or multi-family common area		✓						✓
<b>Front Yard Paving Addition (except walkways)</b>								
• All properties		✓						
<b>Gazebo</b>								
• All properties		✓		✓				✓
<b>Greenhouse/Solarium (attached)</b>								
• All properties		✓	✓	✓				✓
<b>Greenhouse/Solarium (detached)</b>								
• All properties		✓		✓				✓
<b>Patio Cover (attached or detached)</b>								
• All properties		✓		✓				✓
<b>Recreational Vehicle Storage Area</b>								
• All properties		✓			✓		(see page 10)	
<b>Residential Secondary Unit</b>								
• All properties		✓	✓				✓	✓
<b>Roof Color or Material Change</b>								
• Material & color approved by PC	✓							
• Material & color not approved by PC						✓		
<b>Room Addition</b>								
• All properties		✓	✓	✓				✓

**Table B**  
Summary of Submittal Requirements for Residential Improvements

Type of Improvement	Exempt	Site Plans	Floor Plans	Elevations	Photos	Samples	Supplemental Information	Building Permit Reqmt. Form
<b>Siding Color or Material</b>								
• Siding replacement with stucco, wood, vinyl or fiber cement – except on Eichler-style houses	✓							
• Siding replacement on Eichler-style houses				✓ (1)	✓ (1)	✓		✓
<b>Skylight</b>								
• Tubular skylights	✓							
• Non-tubular skylights							✓ (8)	✓
<b>Solar Panel</b>								
• All properties	✓							
<b>Spa (portable or permanent)</b>								
• All properties	✓							
<b>Swimming Pool (above or below ground)</b>								
• All properties	✓							
• 25% setback reduction		✓						✓
<b>Trellis</b>								
• All properties				✓				✓
<b>Variance</b>								
• All properties		✓ (4)	✓ (4)	✓ (4)	✓ (4)	✓ (4)		✓
<b>Windows, Doors (addition or change)</b>								
• Replacement with same shape, dimensions	✓							
• Replacement of first story, rear or side yard window with garden/greenhouse style window	✓							
• Replacement of garage doors except in PD district	✓							
• Replacement of garage doors in PD district				✓ (1)	✓ (1)			✓
• New windows 3 sq. ft. or less if on first floor, on non-waterfront property, not in a PD, not facing public right-of-way	✓							
• New windows not exempt or doors or introduction of bay or bow windows				✓ (1)	✓ (1)			✓
<b>Windscreen</b>								
• All properties		✓		✓				✓

- (1) Photographs (minimum size 5" x 7") may be substituted for elevations if all required information is provided.
- (2) Changes in building color are exempt if not bright pastel, fluorescent, or primary color.
- (3) Changes in building color are exempt if within previously approved color palette for the development.
- (4) Variance submittal requirements are the same as for an Architectural Review or Use Permit application for the same type of property improvement.
- (5) A Permit Supplemental Information form may be substituted for the otherwise required information.
- (6) Other information as determined by the Community Development Director may be required.
- (7) A manufacturer's brochure may substitute for elevations if all required information is provided.
- (8) A manufacturer's brochure and an aerial photograph or scaled drawing.

# Review Process for Residential Property Improvements

---

