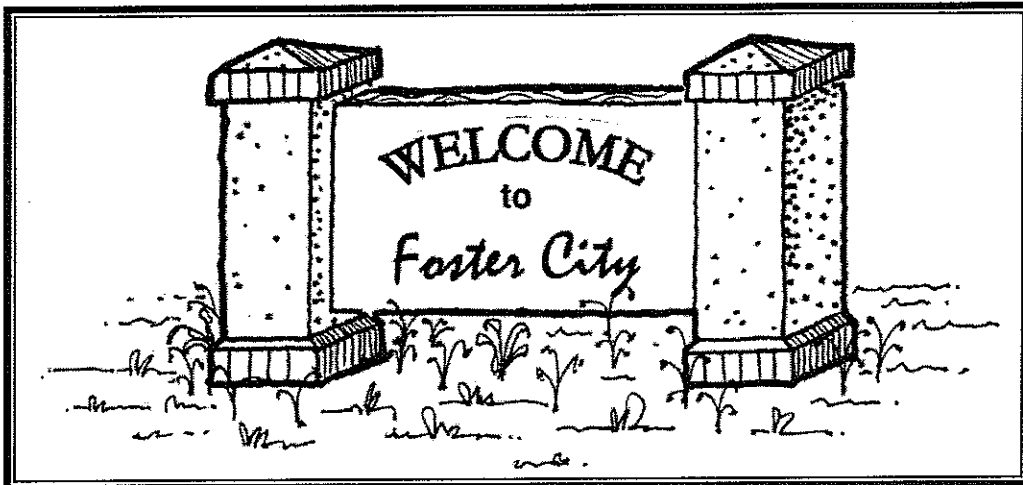


SIGN PERMITS

Application and Information



City of Foster City

Community Development Department

610 Foster City Boulevard ~ Foster City, CA 94404

Business Hours: Monday-Friday 8:00 a.m. to 5:00 p.m.

Phone/Fax: 650/286-3225 650/286-3589

Email: planning@fostercity.org

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- Temporary Banner Sign – Supplemental Information Form
- Temporary Real Estate Sign – Supplemental Information Form
- Retail Store, Restaurant or Office Illuminated Sign – Supplemental Information Form
- Property Improvement Development Application

Review Process for Signs

1. **WHY SIGN REVIEW IS REQUIRED**

The location, size, and design elements, including materials and colors, of each application for an exterior sign are reviewed to ensure that the City's requirements contained in Chapter 15.12, Sign Control, of the Foster City Municipal Code (FCMC) are met. The purpose of this requirement is to help preserve and improve the appearance and character of Foster City by ensuring that new signs are designed to primarily identify a business or development, are restrained in character, and are harmonious with the design, materials and colors, and size of the building or development to which they are related.

Signs are also regulated to ensure that they promote both the goals and objectives of the community and the public health, safety, and general welfare. The City's sign regulations contribute to the stability of property values. This review ensures that individual rights are weighed against the needs and requirements of the community. Review of proposed new and replacement signs ensures that new or replacement signs conform to current community standards and that any nonconforming signs are brought into compliance with the existing regulations at the time the sign is replaced.

2. **WHEN SIGN REVIEW IS REQUIRED**

Sign Review approval is required for most new or replacement signs located on the exterior of a building or other structure on a property. Examples of exemptions from Sign Review include the following: change in the text/copy in the same approved material and color (all other aspects of the sign remain unchanged), signs placed on the interior of the property not intended to be seen by the general public, political signs, and "for sale/lease" and garage sale signs which meet the exemption criteria in Section 15.12.120 of the FCMC.

Please note that some types of interior signs, such as neon or interior signs intended to advertise to the public outside of the building, may not be permitted or may require a permit. Therefore, the Planning/Code Enforcement Division recommends that you speak to a Planner at the public counter or on the phone (650/286-3225) to confirm whether your proposed sign requires a Sign Review permit prior to purchasing or installing any signs.

3. **PRE-APPLICATION REVIEW**

- ❖ **Discuss general information and application submittal requirements with staff --** You may wish to review your proposal with a Planning/Code Enforcement Division staff member prior to submitting your application. Staff can advise you about the provisions of the Sign Ordinance (Chapter 15.12, Sign Control, of the City's Municipal Code) or the approved sign program for a specific commercial center/development at the public counter during regular business hours (from 8:00 a.m. to 5:00 p.m., including the lunch hour).

For minor applications such as temporary real estate signs or temporary banners, you may also request this information over the phone (650/286-3225) with the "planner on duty".

- ❖ **Submit preliminary information** -- As a complementary service, staff can provide written or verbal comments on your preliminary sign proposal before you submit an official application for Sign Review. Submittal requirements vary depending on the scope and type of signage proposed. Typical information requested includes the following: a brief cover letter explaining the details of the proposal, a site plan sketch indicating all existing and proposed signage, an elevation drawing of the proposed sign drawn to scale, proposed color samples. Photos are optional. You may submit your proposal at the public counter or by mail. For simple proposals, staff's review usually occurs within a one-two week time frame; more detailed proposals may require more time.
- ❖ **Schedule an appointment with staff** -- You may request an appointment with a Planning/Code Enforcement Division staff member by phone or by submitting the attached form, "Request For An Appointment With Community Development Department Staff."

Regarding signs located in the CM/PD (Commercial Mix/Planned Development) District (along Triton and Pilgrim Drives), the M-1/PD (Light Industrial/Planned Development) District (along Hatch Drive and the most northern area of Chess Drive, or in business parks (Vintage Park Drive), a specific sign program most likely exists for each particular planned development. Sometimes a business operator has signed a lease that includes signage that is not permitted in the City's Sign Ordinance. Therefore, before you sign a lease that includes any type of signage, staff recommends that you check which sign colors, materials, sizes, and locations are allowed. This is a critical step to avoid potential problems.

No permit shall be issued for a sign to be located in a commercial center until sign guidelines have been approved for the center and the sign complies with the provisions thereof. Please check with staff to ascertain which commercial centers have had sign guidelines approved.

4. APPLICATION

Sign Review officially begins when the applicant (or representative) submits a completed application form with the property owner's signature or another form of written authorization and the 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. The submittal requirements and an application form are attached.

5. FEES AND DEPOSITS

Depending on the type of sign application, a fee or initial deposit will be charged at the time of application submittal, as established by the City Council. The fee for temporary real estate, temporary promotional, public convenience, and prototypical signs is \$19.20. The fee for all other administrative sign applications is \$38.50.

The fee deposit for signs requiring review by the Planning Commission is \$100.00. **Projects reviewed by the Planning Commission 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.

6. REVIEW FOR COMPLETENESS

A Planner will review the plans for completeness and will contact the applicant if additional information is needed. *Incomplete applications and/or plans delay processing*, so please review the attached submittal requirements carefully. Even though an application is determined to be complete, additional information may be required to clarify, amplify, correct or otherwise supplement the information submitted.

7. SCHEDULING

Most sign applications are assigned to a project planner and are reviewed later following a site visit. The "planner on duty" at the counter may act on minor Sign Review applications such as temporary real estate signs or temporary banners if all required information is provided at the time of submittal. A few Sign Review applications, including Sign Use Permits, require review by the Planning Commission. When staff determines that an application is complete, it is scheduled for the next available Planning Commission meeting, which are held on the first and third Thursdays of each month at 7:30 p.m. in the City Council Chambers at 600 Foster City Boulevard.

8. CRITERIA FOR REVIEW

The basic intent of the review of exterior signs is to ensure that signs accomplish the following (paraphrased from Section 15.12.080, Criteria for sign approval, of the City's Municipal Code):

- a. Signs shall be restrained in character and are no larger than necessary for adequate identification.
- b. Signs shall serve primarily to identify the business, the establishment, or type of activity conducted on the same premises, or the interest being exhibited or offered for sale, rent or lease thereon.
- c. Signs which are used as identification devices shall not excessively compete for the citizen's attention.
- d. Signs shall be harmonious with the materials, colors, texture, size, shape, height, location and design of the building, landscaping, property or environment of which it is a part. Signs attached to buildings shall be incorporated into the architecture of the building in placement, style, proportions, materials, and finish.
- e. Sign designs shall be consistent with professional graphic standards.
- f. Freestanding or monument signs as defined in Section 15.12.020, Definitions, shall require a landscape planter around the base of the sign, containing shrubs and/or ground cover and flowering annual and/or perennial flowers. The size of such landscape planter shall be approved as part of the sign permit.
- g. Sign illumination, where allowed by provisions of this Chapter 15.12, shall be at the lowest level consistent with adequate identification and readability.
- h. Sign illumination shall be as defined in Sections 15.12.020, Definitions, and shall comply with the provisions of Section 15.12.160, of Chapter 15.12, Sign Control, of the City's Municipal Code.
- i. Internally illuminated signs where the entire face of the sign is illuminated rather than just the graphics are not in keeping with the desired character of signage within the City and shall be

prohibited, unless otherwise allowed by provisions of Chapter 15.12, Sign Control, of the City's Municipal Code.

9. ACTION

In most cases, the Planning/Code Enforcement Division staff, in accordance with the criteria set forth in the Chapter 15.12, Sign Control, of the City's Municipal Code or in the specific sign program approved for a specific commercial center/development, will act to approve, approve with conditions, or deny the application. 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. A few types of applications, including Sign Use Permits, require approval by the Planning Commission at a Public Hearing. Sign Permits shall not have any force and effect until the permittee acknowledges receipt thereof and acceptance of any conditions thereto.

10. APPEALS

In case the applicant or any other person is not satisfied with any decision to approve or deny a sign permit, 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 the required filing fee within ten (10) calendar days of the date of the decision. If the tenth day falls on a weekend or a holiday, the appeal period ends at 5:00 p.m. on the next working day. For signs requiring a building permit, no building permits can be issued while an appeal is pending. A letter of appeal or completed appeal form must specify:

- ✓ The person making the appeal
- ✓ The specific item(s) of appeal, and all supporting documentation
- ✓ 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)
- ✓ 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 scheduled on an agenda 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). In any appeal, the burden is on the appellant. *If an appeal is filed, the original applicant will be responsible for providing additional copies of drawings as requested by staff.*

11. CONSTRUCTION

Unless a building permit is required for your sign, once you have signed the acknowledgment of the conditions of approval, which are attached to a sign permit, and the appeal period has expired, you may construct or install the sign. A standard condition of approval requires that you notify Planning/Code Enforcement Division staff within seven days after completion of the sign.

Submittal Requirements for Freestanding Monument Signs

Submittal requirements may be waived by the Community Development Director if it is determined that the information submitted is adequate.

I. **DRAWINGS** -- 3 sets of drawings are required for staff review; 8 sets of drawings if Planning Commission review is required

A. **SITE PLANS** -- All site plans* must be drawn and dimensioned to scale (1/4" = 1', 1/8" = 1', or 1" = 10') to accurately show the following:

1. Scale and north arrow
2. All property lines (dimensioned), street names and significant easements
3. Location of all existing buildings or structures with the location of the proposed sign, including dimensions to property lines and/or the back of the sidewalk
4. Location and size (in square feet) of existing signs on the property/site or exterior of the building which are proposed to remain
5. The landscape planter area required around the entire base of the sign with location, numbers, and plant/flower species proposed
6. Show any proposed illumination, including specification sheets of the light fixtures

* Note: An aerial photograph of similar scale may be used as a site plan with the information listed above marked on the aerial and accompanied by a "Supplemental Sign Information: Sign Site Location" form. Aerial photography is available at www.fostercity.org (follow the link to City Maps).

B. **ELEVATIONS** -- All drawings must be drawn to scale (1/4" = 1' minimum) including all dimensions to accurately show the following:

1. A full front elevation of the sign, including the base of the sign
2. A cross-section or detail of the sign
3. All dimensions, including height from finished grade
4. All materials and colors
5. All proposed text as it will appear
6. Colored rendering

C. **SAMPLES OF MATERIALS & COLORS** -- All samples submitted shall be at least 8 1/2" x 11".

Submittal Requirements for Business Identification Signs

Submittal requirements may be waived by the Community Development Director if it is determined that the information submitted is adequate.

I. **DRAWINGS** -- 3 sets of drawings are required for staff review; 8 sets of drawings if Planning Commission review is required

A. **SITE PLANS** -- All site plans* must be drawn and dimensioned to scale (1/4" = 1', 1/8" = 1', or 1" = 10') to accurately show the following:

1. Scale and north arrow
2. All property lines, street names and significant easements
3. Location of all existing buildings or structures with the location of the proposed sign, including the proposed dimensions to property lines and/or the back of the sidewalk
4. Location and size (in square feet) of existing signs on the property/site or exterior of the building proposed to remain

* Note: An aerial photograph of similar scale may be used as a site plan with the information listed above marked on the aerial and accompanied by a "Supplemental Sign Information: Sign Site Location" form. Aerial photography is available at www.fostercity.org (follow the link to City Maps).

B. **ELEVATIONS** -- All drawings must be drawn to scale (1/4" = 1' minimum) including all dimensions to accurately show the following:

1. A full front elevation of the sign
2. For signs mounted on a building, a building elevation(s) drawn to scale, dimensioned and labeled indicating the placement of the proposed signage and any existing signage proposed to remain
3. All dimensions, including height from finished grade
4. Materials and colors
5. All proposed illumination, including specification sheets of the light fixtures
6. Note: Colored renderings may be required for new signs, subject to the Community Development Director

C. **SAMPLES OF MATERIALS & COLORS** -- All samples submitted shall be at least 8 1/2" x 11".

Submittal Requirements for Business Identification Signs on Buildings Six Stories or More in Height

Submittal requirements may be waived by the Community Development Director if it is determined that the information submitted is adequate.

I. DRAWINGS -- 10 sets of drawings are required for Planning Commission review of the Sign Use Permit

A. ELEVATIONS -- All drawings must be drawn to scale including all dimensions to accurately show the following:

1. A full building elevation(s) drawn to scale, dimensioned and labeled indicating the placement of the proposed signage and any existing signage proposed to remain, drawn at not less than $\frac{1}{2}'' = 1'$
2. An elevation of the affected wall surface area* on which the sign is proposed to be placed that includes the subject wall identification sign at $1'' = 1'$
3. A scaled 11" x 14" color photomontage that includes the proposed subject wall identification sign
4. Materials and colors board

B. SAMPLES OF MATERIALS & COLORS -- All samples submitted shall be at least 8 $\frac{1}{2}''$ x 11".

II. OWNER'S AUTHORIZATION -- A letter from the owner of the subject building authorizing the proposed wall identification sign to be placed on the building as depicted on the plans submitted to the City

**"Affected wall surface area" as defined in Section 15.12.020 means "the solid wall surface area between the top story row of windows and the roof line running the length of the building elevation (or the subject portion of the building elevation) on which the sign is proposed to be placed or the surface area of any separate element of the building on which the sign is proposed to be placed, provided that the separate element is located at or near the top of the building."

Submittal Requirements for Illuminated Window Signs for Retail Store, Restaurant or Office

Submittal requirements may be waived by the Community Development Director if it is determined that the information submitted is adequate.

- I. **SUPPLEMENTAL INFORMATION FORM** – 1 copy of a “Retail Store, Restaurant, or Office Illuminated Window Sign – Supplemental Information Form”

Submittal Requirements for **Temporary* and Public Convenience** Signs**

Submittal requirements may be waived by the Community Development Director if it is determined that the information submitted is adequate.

I. DRAWINGS -- 3 sets of drawings are required for staff review

A. SITE PLANS -- May be a sketch or aerial photograph*** showing the following:

1. Scale and north arrow
2. All property lines, street names and significant easements
3. Location of all existing buildings or structures with the location of the proposed sign, including the proposed dimensions to property lines and/or to the back of the sidewalk
4. For temporary real estate signs and temporary grand opening or promotional sales banners, a site plan is not required. A "Supplemental Information" form and aerial photograph must accompany your completed application (see D, below).

*** Note: An aerial photograph may be used as a site plan with the information listed above marked on the aerial and accompanied by a "Supplemental Sign Information: Sign Site Location" form. Aerial photography is available at www.fostercity.org (follow the link to City Maps).

B. ELEVATIONS -- All drawings must be drawn to scale (1/4" = 1' minimum) including all dimensions to accurately show the following:

1. A full front elevation of the sign
2. All dimensions, including height from finished grade
3. All proposed text as it will appear
4. Materials and colors
5. All proposed illumination, including specification sheets of the light fixtures
6. For temporary real estate signs and temporary grand opening or promotional sales banners, elevations are not required. A "Supplemental Information" form must accompany your completed application (see D, below).

C. SAMPLES OF MATERIALS & COLORS -- All samples submitted shall be at least 8 1/2" x 11". Samples are not required for temporary real estate or temporary banner signs.

II. SUPPLEMENTAL INFORMATION FORM

- A. For temporary real estate signs, a "Temporary Real Estate Sign – Supplemental Information form shall accompany the application.
- B. For temporary banner signs, a "Temporary Banner Sign – Supplemental Information form shall accompany the application.
- C. For other types of signs, if you are using an aerial photograph in lieu of a site plan, then you must also submit a "Supplemental Sign Information: Sign Site Location" form.

- * Examples of temporary signs include: temporary real estate signs, grand opening or promotional sales banners
- ** Examples of public convenience signs include: directional signs, no parking/tow away signs

General Requirements

- A. For standard Sign Review applications:** The following items are required, (1) a completed application form signed by the property owner or the owner's written authorization, (2) the required number of plans/materials, and (3) the application fee
- B. For signs regulated by an approved sign program for a specific center/development:** Each specific sign program contains the location, size, materials and colors allowed for that specific development or commercial center. Please be certain that your proposal is consistent with any City-approved sign programs that affect your development. The table below includes the approved sign programs that have been established for the following Planned Development "PD" Districts:

Name of Sign Program	Address(es) included in Sign Program
1000 Metro Center Boulevard	1000 Metro Center Boulevard
1160 Chess Drive	1160 Chess Drive
351 Foster City Boulevard	351 Foster City Boulevard
Beach Park Plaza	1445 - 1499 Beach Park Boulevard
Charter Square	1058 - 1098 Shell Boulevard
Edgewater Place	901 - 999 Edgewater Boulevard
Foster City Technology Center	1170 Chess Drive, 333 Hatch Drive
Lincoln Centre	200 - 800 Lincoln Centre Drive
Lincoln Executive Park III	1159, 1163, 1164, 1165, and 1166 Triton Drive
Marlin Cove	1000 – 1098 Foster City Boulevard
Metro Center* The Market Place	Cityhomes East and West (townhome developments) 909, 919, 989, and 999 E. Hillsdale Boulevard 921 - 987 E. Hillsdale Boulevard 800 - 900 Metro Center Boulevard 1001, 1006, and 1010 Metro Center Boulevard 550 Shell Boulevard 950 Tower Lane 923-939, 961-985, and 987 E. Hillsdale Boulevard
R & B Commerce Park	1159 – 1191 Chess Drive 1151 – 1157 Triton Drive 551 - 565 Pilgrim Drive
Vintage Park*	1221, 1297, and 1299 Chess Drive 303 and 323 Foster City Boulevard Lakeside, Marsh, and Vintage Park Drives

* See Area Map in the Project File at the Community Development Department

Please be advised that property within a Planned Development may be 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 obligation to enforce them. You should also be aware 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.

C. For Sign Use Permits: Applications that propose a deviation from the development requirements of the Foster City Municipal Code such as sign area or height, require a Sign Use Permit issued by the Planning Commission at a Public Hearing. Applications must also include information supporting the request for additional signage. Please refer to Sections 15.12.040 and 15.12.080 of the Foster City Municipal Code for more detailed information.

❖ Examples of reasons for a Sign Use Permit -- may include any one or combination of the following, any of which must relate to the finding that the additional signage is in the public interest:

- parcel size, configuration or location
- location of the building(s) on the parcel
- unique qualities of the use of the parcel

D. For Sign Variances: Sign Variance applications are special circumstances applicable to the property, such that the strict application of the standards of the Municipal Code deprives the property of privileges enjoyed by other properties in the vicinity and under identical use classification and that the variance does not constitute a grant of special privileges inconsistent with the limitations placed upon other properties in the vicinity with the same use classification as the subject property. In general, Sign Variances are considered rare cases and are only recommended when the required findings can be made. Please refer to Sections 15.12.040 and 15.12.080 of the Foster City Municipal Code for more detailed information.

❖ Examples of reasons for a Sign Variance -- may include the following:

- parcel size, shape, or topography
- property location or surroundings

The key difference between a Sign Use Permit and Sign Variance is that additional signage allowed under the Sign Use Permit is in the public interest. Whereas, additional signage under a Sign Variance is permitted because the subject property has unique circumstances, the property owner would be deprived of the privileges enjoyed by other properties in the vicinity without the variance, and the variance does not constitute a special privilege.

Supplemental Sign Information: Sign Site Location

(Submit this form when an aerial photo is submitted in lieu of a site plan)

To be completed by City staff

File Number: _____

To be completed by applicants/one form per sign proposed

Sign Text: _____

Property Owner: _____

Applicant: _____

Proposed Sign Location (general description):

The sign will be located as drawn on the attached aerial photograph (available at www.fostercity.org) and will be set back from the back of the sidewalk (the side farthest from the street) along the street(s) as follows:

_____ feet from the back of the sidewalk along _____ (street name)

_____ feet from the back of the sidewalk along _____ (street name)

In order to ensure proper pedestrian and vehicular visibility at a corner, no sign exceeding forty inches in height is proposed to be located within a twenty-five-foot triangle formed at the intersection of the two streets measured at the property line.

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

Signature/Property Owner

Date

Applicable City Regulations:

Chapter 15.12, Sign Control, of Title 15, Buildings and Construction, FCMC

Section 17.52.010.C.2 of Chapter 17.52, Fences, Hedges and Walls, of Title 17, Zoning, FCMC

Attachment: Aerial photograph of sign location

Attachments:

Temporary Banner Sign – Supplemental Information Form

Temporary Real Estate Sign – Supplemental Information Form

Retail Store, Restaurant or Office Illuminated Sign – Supplemental Information Form

Property Improvement Development Application

Temporary Real Estate Sign – Supplemental Information Form

Declaration Under Penalty of Perjury

I _____ declare:

I am the owner, manager, or agent of the property commonly known as _____ in Foster City. I am authorized by the owner of the subject real property and the owner of the subject proposed sign to submit this application and agree on their behalf to all terms and conditions required by the City, and I intend to install a temporary real estate sign at this property.

I understand that Temporary Real Estate Signs must be removed following the time period listed in the table below in the "Removal Required" column.

I agree that the sign shall be installed and maintained according to the provisions outlined in the table below:

(From Table 1 of Section 15.12.180 of the Foster City Municipal Code)

Type of Sign	Purpose of Sign	If the Property Size is	Max. Size Allowed for Sign is	Allowed Signs per Frontage	Minimum Setback	Removal Required
Commercial and industrial real estate signs	Identify vacant land for sale or development	Up to 1 acre	16 sq. ft.	One	15 ft.	Within 60 days of sale of property or erection of signs allowed for soliciting tenants, or upon initiation of construction; whichever occurs first
		1 to 5 acres	32 sq. ft.			
		More than 5 acres	32 sq. ft.	One plus one for each addl. 500 ft. of frontage		
	Soliciting tenants in a future project for which plans have been approved or offering an entire existing developed property for sale or lease	Up to 1 acre	16 sq. ft.	One	5 ft.	One year following installation. No new temporary signs soliciting tenants shall be allowed for one year following the date of expiration except that a new application may be submitted for a permanent sign. (See No. 6, below)
		More than 1 acre	32 sq. ft.			
	Soliciting tenants in an existing developed property	Any size	16 sq. ft.			

Additional requirements:

1. All signs shall be freestanding and not illuminated
2. Signs shall be not more than eight feet in height.

Note: Staff will review the sign proposal to ensure that it is well-proportioned with respect to height and width.

Please fill out the appropriate sign information, below and on the reverse side of this form: ↻

1. The dimensions of the sign face are as follows:

_____ feet in width

_____ feet in height

These dimensions will yield a sign area of _____ sq. ft.

2. The sign is: *single-faced* – or – *double-faced* (circle one)

3. When installed, the sign (including posts) will have a maximum height of _____ feet as measured from grade to the top-most portion of the sign.

4. The lettering on the sign will have a height of _____ inches.

5. Will the sign have a logo or other graphic? *yes* – or – *no* (circle one)
If so, the logo's dimensions are _____ in width, and _____ in height.

If a logo/graphic is proposed, please provide a copy (business card, photo, etc.) with this form

6. Please describe the sign's proposed location on the property (including setbacks from property lines, back of public sidewalks, and/or driveways, etc). _____

7. In lieu of site plan and elevation drawings, one of the following choices is required to supplement this form: (check one) ☞
- A prototype design for the sign with material/color samples on file with the Community Development Department (refer to File No. _____, approved _____); *or*
 - A completed Sign Design Template (available at the Community Development Department).

I understand that the sign is approved only for the subject location as described in #7 (or as permitted by the City) and that City review and approval is required prior to the sign being moved to a new location on the property.

I agree that, if the City determines that the sign (after installation) creates any safety, sight-distance, aesthetic, or other impacts, I will remove and/or relocate the sign to the satisfaction of the City within 7 days of being notified by the City. I further agree that if any signs advertising products, services, political campaigns, candidates for public office, or signs otherwise not approved as a part of this application are affixed in any manner to any portion of the subject sign or its support structure, the City of Foster City has the permission of the owner of the sign approved by this application as well as the owner of the real property on which it is located to remove and discard it.

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

Signature (Property Owner/Agent)

Date

Applicable City Regulations:
Code sections refer to Section 15.12.180 (Temporary Signs) of Chapter 15.12 (Sign Control) of Title 15 (Buildings and Construction) of the Foster City Municipal Code.

Temporary Banner Sign – Supplemental Information Form
Declaration Under Penalty of Perjury

I _____ declare:

I am the owner, manager, or agent of the property commonly known as _____ in Foster City and I intend to install a temporary banner sign at this property. In lieu of submitting site and elevation plans for the proposed sign, I agree that the sign shall be installed and maintained according to the provisions outlined below:

Applicants for temporary banner signs must complete the supplemental application information below prior to issuance of a permit by the City, including on the reverse side of this form: ↗:

1. The proposed temporary banner sign will be placed and located on the subject building as follows (Describe location on the building): _____

2. The proposed date for hanging the temporary banner sign on the building is (Date): _____

Note: Sub-sections 15.12.180 E. and F. of the Foster City Municipal Code limit Grand Opening and Promotional Sales signs to a maximum of fifty (50) square feet in area for retail uses and twenty-five (25) square feet in area for office and industrial uses.

3. The proposed temporary banner sign dimensions are:

- a) _____ feet long.
- b) _____ feet wide.

4. The proposed sign message letters and/or logo are:

- a) _____ in height (Tallest letter(s))
- b) _____ in height (Other letters)
- c) _____ in height (Logo/if applicable)

5. List the proposed color(s) of the sign message letters and or logo:

- a) _____
- b) _____
- c) _____

6. Write sign message in box below:

I have read and accurately completed the above information and understand that any changes to the above information may occur only after receiving City approval:

I understand that the sign is approved only for the subject location as described in #1 (or as permitted by the City) and that City review and approval is required prior to the sign being moved to a new location on the property.

I further agree that, if the City determines that the sign (after installation) creates any safety, sight-distance, aesthetic, or other impacts, I will immediately remove and/or relocate the sign to the satisfaction of the City after being notified by the City.

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

Signature (Property Owner/Agent)

Date

Applicable City Regulations:

Code sections refer to Section 15.12.180 (Temporary Signs) of Chapter 15.12 (Sign Control) of Title 15 (Buildings and Construction) of the Foster City Municipal Code.

Sign Design Template

for Temporary Real Estate Signs

This form is designed to be used in conjunction with the Sign Supplemental Information Form. Sign text, dimensions, and overall height must be consistent with information on that form.

This form should be used as a prototype design for future temporary real estate signs (optional).

Choice of Colors:

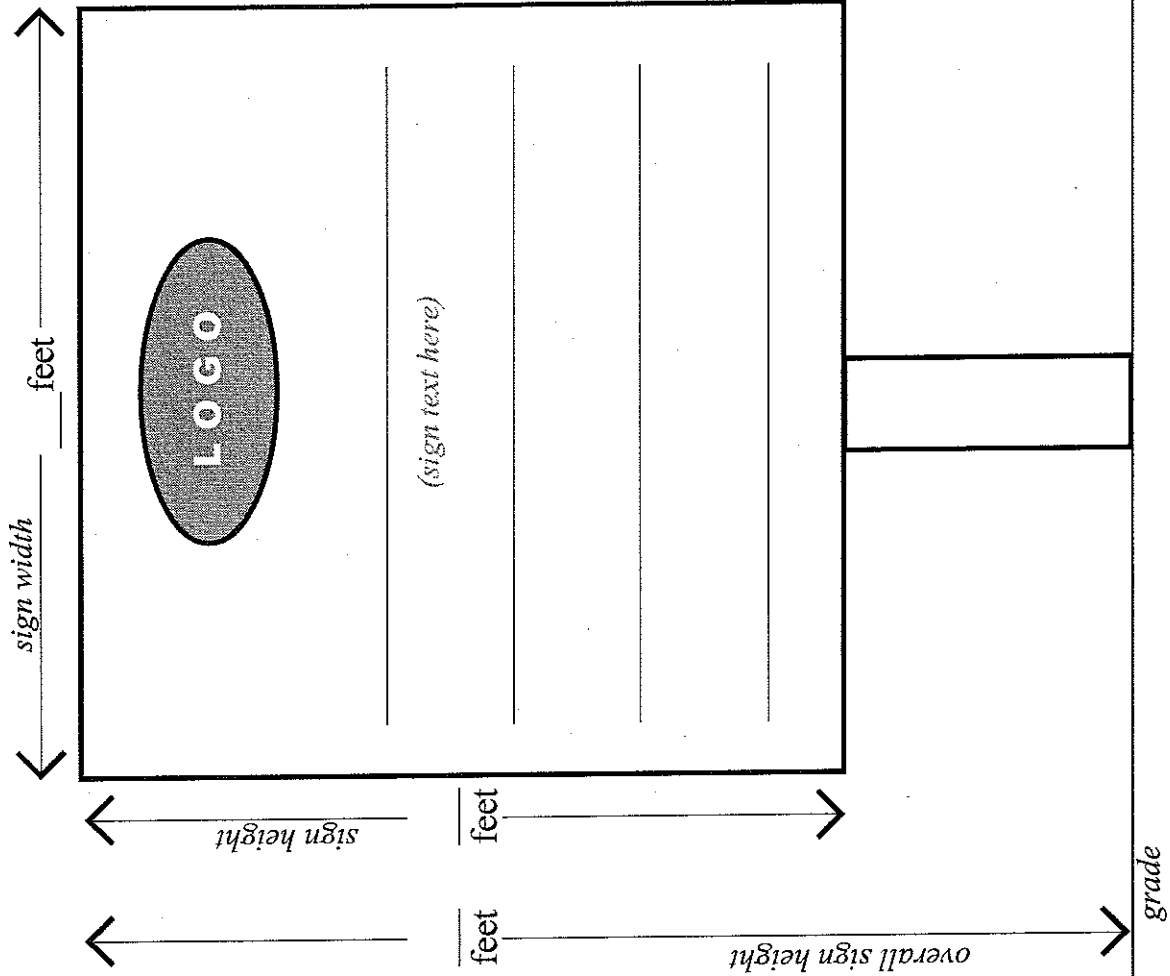
Background Lettering Colors

- White
- Light Beige
- Light Gray
- Red (#'s 14, 60, 42, or 01)
- Blue (#'s 05 or 17)
- Green (#'s 24 or 86)
- Black (# 03)

NOTE: The lettering colors are listed from an ARLON catalog and represent the Calon II-Series 2100/2200 Vinyl Film product and are on file with the Community Development Department for review. Equivalent colors may be used.

Proposed Colors:

Background	_____
Logo	_____
Lettering	_____



**Retail Store, Restaurant, or Office Illuminated Window Sign – Supplemental
Information Form**

Declaration Under Penalty of Perjury

Retail Store, Restaurant or Office Address: _____

I, _____ declare:

I am the business owner, manager, or agent of the retail store, restaurant, or office commonly known as _____, located at the above address in Foster City, California. I am authorized by the owner of the subject real property and the owner of the subject business to submit this application and agree on their behalf to all terms and conditions required by the City. I intend to install an illuminated window sign at the retail store, restaurant, or office located at this address.

I agree that the sign shall be constructed, installed and at all times maintained according to the provisions outlined below.

Aggregate Total Glass Surface Area

The aggregate total glass surface area of a retail storefront is defined to be the product of multiplying the length X the width of the storefront glass surface along a single building elevation with the proviso that window panel separations (mullions; grids; etc.) that are less than six (6) inches wide shall be counted within the aggregate total glass surface area available for signage and window panel separations or building structural elements separating windows that are greater than six (6) inches shall not be included within the aggregate total glass surface area available for signage. In the case of stores with more than one building elevation with window glass, the aggregate total glass surface area available for the placement of signage shall be calculated based on the dimensions of each individual elevation. Unused amounts of aggregate total glass surface area from one elevation shall not be applied to any other elevation.

The aggregate total glass surface area of the subject retail store, restaurant, or office located at the above address is _____ square feet with dimensions of _____ feet in length X _____ feet in width.

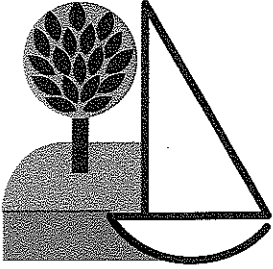
Window Sign Dimensions

The square footage of the proposed illuminated sign for the subject retail store, restaurant, or office located at the above address is _____ square feet with dimensions of _____ feet in length X _____ feet in width.

Executed under Penalty of Perjury on _____, 2005 at
_____, California.

Signature (Business Owner/Manager/Agent)

Date



City of Foster City

ESTERO MUNICIPAL IMPROVEMENT DISTRICT

610 FOSTER CITY BOULEVARD
FOSTER CITY, CA 94404-2222
(650) 286-3200
FAX (650) 574-3483

Community Development Department Property Improvement/Development Application

Planning/Code Enforcement Division staff will assist you in completing this application and can be reached at (650) 286-3225. Planning/Code Enforcement counter hours are 8 AM to 5 PM, Monday through Friday. You may also reach us at our email address: cdd@fostercity.org

LOCATION OF PROPERTY: Street Address(es) _____

BRIEF DESCRIPTION OF PROJECT: _____

NEW OR ADDITIONAL BUILDING SQUARE FOOTAGE: (if applicable) _____

PROPERTY OWNERSHIP

Name: _____

Company: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

APPLICANT

Name: _____

Company: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Please read all of the applicable sections of this two-page application and all information in the application information handout before signing this application.

TYPE OF PERMIT(S) REQUIRED

- | | |
|---|---|
| <input type="checkbox"/> Architectural Review Permit | <input type="checkbox"/> Sign Permit |
| <input type="checkbox"/> Architectural Review Amendment | <input type="checkbox"/> Sign Use Permit |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Tentative Subdivision/Parcel Map |
| <input type="checkbox"/> Negative Declaration/EIR | <input type="checkbox"/> Use Permit |
| <input type="checkbox"/> Planning Commission Interpretation/Opinion | <input type="checkbox"/> Use Permit Modification |
| <input type="checkbox"/> Rezoning | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Preliminary Review | <input type="checkbox"/> Other _____ |

FOR CITY COMPLETION:

Date Application/Fee received: _____

Received by: _____

Assessors Parcel No: _____

Amount Fee Paid: _____

File Number: _____

NOTES:

1. It is understood that any permit issued pursuant to this application will not grant any right or privilege to use any building or land contrary to the provisions of law or of any ordinance of the City of Foster City. All provisions of law and of ordinance governing the use of the aforesaid building or land will be complied with, whether specified or not.
2. The applicant or any interested aggrieved person may appeal the determination of the Community Development Director or the Planning Commission within ten (10) calendar days from the date of such determination. All appeals must be filed within ten (calendar) days after the decision of the Community Development Director or Planning Commission. The appeal must be in writing. The required appeal fee as adopted by the City Council must accompany an appeal to the Planning Commission of a decision of the Community Development Director (Planning Director) or an appeal to the City Council of a decision of the Planning Commission or it will be considered incomplete. Prior to submitting your appeal, please check with staff regarding the amount of the appeal fee due. A Building Permit will not be issued until after this 10-day appeal period. If an action of the Commission is appealed, the City Council will hear the appeal and render a final decision.
3. I understand that the requested approval is for my benefit (or that of my principal). Therefore, if the City grants the approval, with or without conditions, and that action is challenged by a third party, I will be responsible for defending against this challenge. I therefore agree to accept this responsibility for defense at the request of the City and also agree to defend, indemnify and hold the City harmless from any costs, claims or liabilities arising from the approval, including, without limitation, any award of attorneys fees that might result from the third party challenge.
4. *The applicant understands that projects reviewed by the Planning Commission and a few projects reviewed by staff are billed on a time and materials basis which means that all staff time spent reviewing the project and any extraordinary materials required to process the project are charged to the applicant. If staff time spent on a project exceeds the deposit (the initial application fee/ deposit), the applicant will be billed accordingly.*
5. **It is understood that approval of this application does not constitute approval of construction plans from the Building Inspection Division, which must be applied for separately and subsequent to the approval of this application.**
6. **Public Noticing:** Use Permits, Variances, and some other applications require a Planning Commission Public Hearing, for which property owners within a 300-foot radius of the project must be notified. The Notice of Public Hearing must be mailed two weeks prior to the scheduled meeting. Some Architectural Review applications require that the applicant notify adjacent property owners before the application can be determined to be complete. Please refer to the Submittal Requirements for procedures.
7. **Plan Preparation and Submittal Information:** Prior to plan preparation and submittal, applicants are strongly encouraged to read as applicable, the: 1) Residential Property Improvements Information Package; 2) Major Property Development (relevant to environmental assessments, General Plan amendments, rezonings, tentative maps, vesting tentative maps, and use permits) handout; or: 3) Signs Application and Information handout. This information describes the type of plans required for all applications and the information to be contained on plans.
8. If an applicant has been notified in writing that his/her application is incomplete and the reasons why the application has been so deemed, and there is no resubmittal of required information for a period of six months from the date of notification, or no activity has occurred on the application for a period of six months, the Community Development Director or his/her designee shall deem the application withdrawn and so notify the applicant. The applicant may reapply at any time with a new application and filing fee.
9. The applicant and property owner hereby grant permission for City staff to enter and inspect the subject property as required to evaluate this application.

SIGNATURES – I, the undersigned owner (or authorized agent) of the property herein described, hereby make application for approval of the plans submitted and made a part of this application in accordance with the provisions of the City Ordinances, and I hereby certify that the information given is true and correct to the best of my knowledge and belief. I hereby certify that this application and supporting submittals is an application for a development permit and therefore subject to time limits for processing as established by State law. I have read all applicable sections of this application and other relevant information and understand what is required of me during this project review process.

Applicant: _____

Date: _____

Owner:* _____

Date: _____

*If different than applicant, owner must either sign this application or attach a signed letter authorizing this application.

Thank you for submitting your Architectural Review Permit, Use Permit or Sign Permit Application. In Foster City, construction of property improvements is typically a 2- step process as outlined below. If during the process you have questions, please call the Community Development Department at 650/286-3225 or e-mail the Department at cdd@fostercity.org. Please sign and return this form with your application.

STEP 1 – Obtaining a Zoning or Sign Permit (Called either an Architectural Review Permit, a Sign Permit, or a Use Permit)

Obtaining either an Architectural Review Permit, a Use Permit or a Sign Permit, *entitles a property owner to apply for a Building Permit (Step 2 in the process). **By themselves and without completing Step 2 (below), neither an Architectural Review Permit, a Use Permit or a Sign Permit, entitles a property owner to begin construction/installation of a proposed property improvement.*** To obtain an Architectural Review Permit, a Use Permit or a Sign Permit you must:

- Submit a complete Architectural Review Permit, Use Permit or Sign Permit application and all required plans and information (for residential property improvements please see the City's "Residential Property Improvements Information Package" for details).
- Pay the required application fee.
- Attend a Planning Commission Meeting if the property improvement proposed requires approval by the Planning Commission.
- Receive, sign, and return either the Notice of Decision or the Notice of Sign Permit Decision, or the Action Letter (Planning Commission approval) approving the application for the property improvement.

STEP 2 – Obtaining a Building Permit

Obtaining a Building Permit *entitles a property owner to actually begin and complete the construction or installation of the proposed property improvement.* The information required for a Building Permit includes some of the same information as required for an Architectural Review Permit, Use Permit or Sign Permit but it also includes much more detailed construction plans and information required by the relevant building codes. To obtain a Building Permit you must:

- Submit a complete Building Permit application and all required plans and information **(this is different than an application for an Architectural Review Permit, a Use Permit or Sign Permit).**
- Pay the required plan check fee, (if applicable).
- Pick up the "job copy" of the plans and inspection card and pay any remaining fees when notified by the Building Inspection Division that your permit is ready to be issued.
- Avoid beginning actual construction or demolition until your Building Permit is issued by the Community Development Department/Building Inspection Division.

Please contact the Community Development Department staff if you have any questions during any part of the application process.

Property Owner/Applicant:

_____ (Signature)

Date: