



PROPERTY IMPROVEMENTS APPLICATION SUBMITTAL REQUIREMENTS

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

Most exterior modifications/improvements on residential and commercial properties require Architectural Review and/or Planning approval. The application will be reviewed either by staff or the Planning Commission, depending on the type of improvement proposed. **Please check with a planner if you are unsure about any aspect of the application process.**

LANDSCAPE MODIFICATIONS

Submission Checklist

- A COMPLETED APPLICATION FORM**
One copy of a signed application, including the property owner's signature or letter from property owner authorizing agent signature.
- APPLICABLE FEE (see Fee Schedule)**
Applications subject to "actual cost" require an initial deposit against which staff time and materials are charged. If the staff time spent on your project exceeds your deposit (the initial application fee/deposit), you will be billed accordingly.
- ARBORIST REPORT**
 - Rationale for tree removals/replacements and consistency with approved landscape plans
 - Photographs of trees proposed to be removed
- PLANS/DRAWINGS (BOUND OR STAPLED)**
 - 4** **10** copies of fully dimensioned plans, measuring 8.5" x 11" or 11" x 17"
- SITE PLAN OR LANDSCAPE PLAN**
 - Identify the location of all landscaping/trees proposed to be removed. Locate and identify all existing major trees and shrubs and areas of ground cover, lawn, concrete and wood decking.
 - Identify the location of all proposed replacement landscaping/trees. Detailed information regarding replacing the trees/landscaping including location, size, species, and number of replaced trees. The replaced trees and plant materials must be drought tolerant, compatible with the Foster City Climate Zone and consistent with the aesthetic characteristic of the existing approved plant palette.
 - Correlate the locations identifying on the site plan with the Tree Removal/ Replacement Table below (print and include on plans or in Arborist Report).
- ADDITIONAL ITEMS (IF APPLICABLE)**
 - Letter from Homeowners' Association
 - Outdoor Water Use Efficiency Checklist; Stormwater Control Measures for Small Projects

Note: For houses in the R-1 zoning district, a tree removal permit is not required for trees on the property.

TREE REMOVAL/REPLACEMENT TABLE:

Tag #	Location	Tree (species) Proposed to be Removed	Replacement Tree/Plant Material		
			Species (Common/Latin)	Size	Spacing