



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.**

SIGN PERMITS

Submission Checklist

A COMPLETED APPLICATION FORM & APPLICABLE FEE (see Fee Schedule)

One copy of a signed application, including the property owner's signature or a letter from the property owner authorizing agent's signature.

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.

BUILDING PERMIT ACKNOWLEDGEMENT FORM (IF APPLICABLE)

SUPPLEMENTAL INFORMATION FORM (IF APPLICABLE)

EXISTING PHOTOGRAPHS (IN COLOR)

MATERIALS AND COLOR SAMPLES (4" x 4")

COMPLIANCE WITH SIGN PROGRAM (IF APPLICABLE)

All shopping centers and some Planned Developments have an approved Master Sign Program on file with the City. Sign permits must be in compliance with the adopted sign program.

Exempt: For signs exempt from Architectural Review, refer to Ch. 15.12.170 of Foster City Municipal Code

PLANS/DRAWINGS (BOUND OR STAPLED)

4 copies of fully dimensioned plans, measuring 8.5" x 11" **or** 11" x 17" (For staff review)

10 copies of fully dimensioned plans, measuring 8.5" x 11" **or** 11" x 17" (For Planning Commission review)

PLAN SETS MUST SHOW THE FOLLOWING INFORMATION:

SITE PLANS (dimensioned)

- All property lines (dimensioned), street names and significant easements.
- 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.
- Location and size (in square feet) of existing and proposed sign(s) on the property/site or exterior of the building.
- The landscape planter area required around the entire base of the sign with location, quantity, spacing and plant/flowers species proposed (for freestanding monument signs).
- Show any proposed illumination, including specifications sheets of the light fixtures.

Note: For signs at corners or intersections, sign shall not obstruct the visual lines of sight for drivers of motor vehicles.

ELEVATIONS (scaled: $\frac{1}{4}'' = 1'$ and dimensioned)

- Front and rear elevations of the sign (including the base of the sign). The elevation should include the following:
 - Height from finished grade
 - Length
 - Depth
 - Proposed text as it will appear including height and style of lettering
 - Callouts for colors and materials
 - Sign area
- 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.
- Colored rendering (or photograph) of the sign

For signs on Buildings Four Stories of More in Height

- 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 $\frac{1}{2}'' = 1'$
- An elevation of the affected wall surface area as defined in Section 15.12.020 of the Foster City Municipal Code on which the sign is proposed to be placed that includes the subject wall identification sign at $1'' = 1'$ including square footage calculations
- A scaled 11" x 14" color photomontage that includes the proposed subject wall identification sign
- Colors and materials board (4" by 4")

Note: "Sign area" means the area of the background surface, and frame if present, on which the sign graphics are displayed. The area of a sign without a background surface or where a significantly larger building element such as a wall.

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.

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

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 Construction Sign – Application Form

Declaration Under Penalty of Perjury

I _____ (Name) declare:

I am or represent the contractor for the residential property owner at, or I am the property owner of _____ (Address) in Foster City. I intend to place a temporary construction sign on this property. I agree that the sign that will be placed on the above noted property shall comply with the provisions stated below:

Sub-sections 15.12.180 C. and Table 1, Real Estate and Construction Signs of the Foster City Municipal Code limit construction signs to a maximum of four (4) square feet in area for residential properties; limit the time that such signs may be placed on the property to a maximum of sixty (60) days; allow only one (1) such sign during the entire construction process; require the issuance by the City of a permit prior to placement of such sign; and, authorize the issuance of citations/financial penalties for failure to comply with these regulations.

1. The proposed temporary construction sign will be placed on the subject property
(Address): _____

2. The temporary construction sign will be placed on the property:
(Date of Sign Placement): _____

3. The temporary construction sign shall be removed from the property by (60 days maximum):
(Date of Sign Removal): _____

PROPERTY OWNER
Name:
Company:
Address:
Telephone:
E-mail:

APPLICANT
Name:
Company:
Address:
Telephone:
E-mail:

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.

Executed under Penalty of Perjury on _____, (date/year), at Foster City, California.

Applicant: _____ **Date:** _____

Owner: _____ **Date:** _____

CITY APPROVAL:

Approving Staff: _____ **Date:** _____