



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.**

FENCES

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.

☐ **FENCE PERMIT SUPPLEMENTAL INFORMATION**

☐ **WRITTEN PROJECT DESCRIPTION**

☐ **LETTER FROM HOMEOWNERS' ASSOCIATION (HOA) (IF APPLICABLE)**

For houses located within Planned Developments, a letter demonstrating written action by the Homeowners' Association on the proposal shall be obtained prior to submitting plans to the City. The proposed fence(s) shall be consistent with the Prototypical Design Guidelines for the Association (if any) on file with the City.

☐ **NEIGHBOR NOTIFICATION REPORT**

☐ **MATERIALS AND COLOR SAMPLES (IF REQUESTED BY STAFF)**

☐ **PLANS/DRAWINGS (BOUND OR STAPLED)**

☐ 4 copies of fully dimensioned plans, measuring 8.5" x 11"

☐ **SITE PLAN (DIMENSIONED) OR AERIAL PHOTOGRAPH**

☐ Scale and north arrow.

☐ All property lines, street names and significant easements.

☐ Location of existing buildings and dimensions of proposed fence.

☐ **ELEVATIONS OR PHOTOGRAPH OF SIMILAR FENCE**

☐ Both sides of fence, if different from each other.

☐ Dimensions, including height from finished grade.

☐ Materials and Colors.

☐ Gates and/or any decorative details. (caps, light fixtures, etc...)

FENCE PERMIT SUPPLEMENTAL INFORMATION

Declaration Under Penalty of Perjury

I _____ declare:

I am the owner of the property commonly known as _____ in Foster City and I intend to construct/repair/replace a fence at this property. In lieu of submitting site and elevation plans for the above proposal, I agree that the fence shall be located, constructed and at all times maintained as follows:

Fence

- ◆ a maximum of 40" in height for front yards, non-corner lots, except that front yard fences may be up to 6 (six) feet height if constructed of 50% open air materials and set back a minimum of twenty (20) feet from the front property line. (Section 17.52.010.A.).
- ◆ a maximum of six (6) feet in height for side and non-waterfront rear yards except that the height can be increased to seven feet if all the fence material above six feet in height consists of wood lattice with a weave that is approximately fifty percent open. (Section 17.52.020.A.).
- ◆ a maximum of eighteen (18) inches above the six-(6) foot maximum height for columns, decorative objects and light fixtures (Section 17.52.040.G.).
- ◆ in conformance with appropriate fence materials as follows: redwood, cedar, brick, slump stone, stucco, plaster, cement, or wrought iron, and for waterfront properties only: clear tempered glass or clear plexiglass (Section 17.52.040.C).
- ◆ in conformance with appropriate fence colors as follows: neutral, not bright, and compatible with the existing residence and neighborhood (Section 17.52.040.E).
- ◆ if the property is a corner lot, the fence will be in conformance with setback regulations for corner lots as stated in Section 17.52.030.

I understand that the fence permit does not include any deck patio cover, gazebo or other covered or enclosed area and that future installation of such shall require the prior approval of the City and that the fence must be constructed in strict accordance with the information submitted to the City along with this Fence Permit Supplemental Information.

I understand that my responsibilities as relative to any public utility easement or underground utility lines shall remain the same, regardless of fence placement.

The current heights of the fences surrounding my rear and side yards are as follows:

- _____ feet / north property line
- _____ feet / south property line
- _____ feet / east property line
- _____ feet / west property line

The new fence and/or replacement sections will be located (please check appropriate boxes):

- ☐ in a front yard (between the house and the street) along a shared property line
- ☐ in a front yard (between the house and the street) parallel to the house
- ☐ in a side yard along a shared property line
- ☐ in a side yard along a street (corner lot)
- ☐ in a rear yard along a shared property line
- ☐ in another location (please specify)

The dimensions of the proposed fence are as follows:

- _____ feet in length
- _____ feet in height (at highest point)

For waterfront fences only:

- _____ feet height at the edge nearest to the water
- _____ feet from the water at the closest point, increasing to _____ feet from the water
(please attach a sketch of any height changes in the fence)

Note: Please consider the views of the adjacent property owners when designing the fence. Waterfront fences may require a site visit by Planning/Code Enforcement staff.

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

Signature/Property Owner

Date

Applicable City Regulations:

1. Code sections refer to Sections 17.52.010 through 17.52.040 of Chapter 17.52, Fences, Hedges and Walls, of Title 17, Zoning, of the Foster City Municipal Code.
2. Architectural and Solar Guidelines were adopted by the City Council on November 6, 1989

Attachments:

1. 200 Scale Map of Subject Property (provided by staff)
2. For waterfront properties, sketch of any height changes in fences