

CITY DEPARTMENT CHECKLIST REQUIREMENTS

Fire Department – Michele Orque, Fire Inspector (650) 522-7948

1. Provide and add Link - <https://www.osfm.fire.ca.gov/media/q1xg3mud/ib-accessory-dwelling-units-final.pdf>

Public Works Department – Laura Galli, Public Works Engineering Manager (650) 286-3280 & Ryan Marquez, Senior Civil Engineer (650) 286-3588

1. Site plan showing property lines and all existing easements with proposed utility layout including materials and appurtenances for water, sewer, gas, and electricity.
 - If new connections or upsizes to City mains are being proposed or required, please show existing and proposed connections and locations, sizes, and pipe type of City mains. Please use City Standard Details on plans and callout appropriate details on site plan. Please note an Engineering Encroachment Permit will be required for all work in City Right of Way.
2. Submit a Waste Management Plan. For more information, please visit FC webpage <https://www.fostercity.org/publicworks/page/construction-and-demolition>
3. Please include the SMC Stormwater Construction BMP page with the plan set: <https://www.flowstobay.org/wp-content/uploads/2020/04/Countywide-Program-BMP-Plan-Sheet-June-2014-Update.pdf>
4. If ADU is part of a Multi Family development, EMID Water Neutrality Ordinance must be satisfied. <https://www.fostercity.org/commdev/page/water-neutrality-guidebook#:~:text=On%20May%201%2C%202023%20the,affect%20the%20City's%20water%20supply>
 - A water demand and offset report shall be provided by a qualified water engineering consultant, or equivalent. The report shall include, at a minimum, calculation of historic use, new proposed use and water demand (indoor and outdoor), and water saving factors.
 - To obtain the historic use data for the site. Please email utility@fostercity.org requesting the historic data. The letter should specify all properties/water meters in which data is needed for.

Community Development Department: Building Inspection Division – Amanda Zulaica, Building Division (650) 286-3233

1. Site plan showing property lines and all existing easements with existing and proposed utility layout for water, sewer/drain, gas, and electricity.
 - a. Include site setbacks for all existing structures, proposed location of the ADU, and proposed location of any exterior equipment.
 - b. Identify if separate utility metering devices will be installed and locations if applicable.
 - c. Identify drain cleanout locations, existing and new.
 - d. Verify size of existing water meter and if connected to a shared water service with other buildings or structures.
2. Provide PGE approval letter that new ADU load can be supplied by existing service or provide details for installing a new service approved by PGE.
3. Provide foundation plan with design per geo tech soils report. See Foster City Design Criteria. https://www.fostercity.org/sites/default/files/fileattachments/community_development/page/25701/design_criteria_4.pdf
4. Complete [2022 CalGreen Checklist](#)

Community Development Department: Planning/Code Enforcement Division – Helen Gannon, Senior Planner (650) 286-3245

1. Setbacks consistent with Foster City Code Chapter 17.78 (Accessory Dwelling Units).
2. Mechanical and PV Equipment shall comply with Foster City Code Chapter 17.54.080.B. An Architectural Review Permit will be required if the equipment is located closer than five feet to the side property line.

Police Department – Vuong Phan, Corporal (650) 286-3300

1. The Police Department is requesting contact information from the property owner's address on the ADU if possible, lighting and accessibility in the need of an emergency from Police or Fire.