



Community Development Department, 919 Palm Street, San Luis Obispo, California 93401. (805) 781-7170

Information on this list must be submitted for your project to be accepted for processing, reviewed and scheduled for hearing. These are the minimum requirements and additional information and plans may be required to evaluate your application following initial review by staff. Applications not containing the necessary information as shown on the checklist will not be accepted for review. Check each box to indicate that you have provided the appropriate information.

# Administrative Use Permit

Application Fee: \$802

Effective: 7-01-10

Applicant City

Completed Planning Application Form:  
Talk to a Planner to determine which checklist items apply to your project.

Project Description Statement:  
A written project description, including any requested exceptions to the City's Property Development Standards, Section 17.16 in the Zoning Regulations. If you are unsure, a planner can assist you in determining if an exception is required. For requests related to establishing a conditionally allowed use, a statement including information such as hours of operation, number of employees, unique characteristics of business operation, and special provisions which might affect parking demand, shall be included. For projects on sites with multiple uses, a map of the total development with the area occupied by the planned use shall be submitted along with a detailed floor plan.

5 sets of plans, folded, 1"=10' min. scale, and 1 set of plans reduced to 8 1/2" x 11"  
(All plans should be in U.S. Customary or English Units)

Each set of plans must contain:

**Project statistics.** Including the zoning and current uses of the site, total square footage, the area of the site to be covered by structures, density calculations, parking calculations and total area of landscaping excluding setback areas and the total number of new and existing dwelling units listed by number of bedrooms.

**A site plan.** At a minimum include: building footprints, existing and proposed impervious surfaces, existing and proposed drainage patterns, dimensioned property lines and all building setbacks; location, name and width of adjacent rights-of-way; location and width of all waterways; proposed improvements and demolitions; dimensions of all parking spaces and bays; walls, fences and exterior lights; location of recycling and refuse enclosures; landscaping and outdoor use areas, general footprints of and distance to nearest structures on adjacent property, north arrow and scale.

**Trees.** Trees proposed for removal shall be identified on the site with visible red or orange vinyl ribbon tied around the trunk at a height of approximately four feet above natural grade. All project plans (site plan, grading plan, utility plan, etc.) shall clearly show the following:  
a) The location and diameter of all tree trunks on-site and within 10 feet of the project boundaries.  
b) The location of all tree canopies on-site and within 10 feet of the project boundaries.  
c) The tree species (i.e. live oak, stone pine, etc.).  
d) Note at tree trunk location whether the tree will be removed, retained and protected, or relocated.

In addition to providing the above information on project plans, the applicant shall submit a separated plan sheet titled "Tree Protection Plan" if any trees on-site or within 10 feet of the project boundaries are proposed to be retained and protected. The Plan shall assess how the trees and tree roots may be impacted by the proposed development (including construction staging, grading, installation of public improvements including utilities and drainage facilities, construction of retaining walls and other structures) and propose mitigation measures to protect the trees and tree roots during and after construction. Depending on the type and size of trees, the tree protection plan may require preparation by a certified arborist.

**Creek Setbacks.** The location of top of bank and of riparian vegetation shall be shown on all project plans subject to City approval. The location of these features is subject to confirmation by the Community Development Director, based on observation of actual conditions and, as needed, the conclusions of persons with expertise in hydrology, biology, or geology. Show how findings can be made (Section 17.16.025 of the Zoning Regulations).



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- Frontage improvements and utilities.** Also on the site plan show the existing and proposed frontage improvements for all streets adjacent to the property; include sidewalk, curb, gutter, driveway approach, storm drain inlets, retaining walls, parkways, and street trees. Show all utilities infrastructure such as power poles, service drops, light poles and all proposed and existing water and sewer lines.
- Fire hydrants.** Indicate the location and distance to the two (2) closest fire hydrants on the site plan.
- Fire sprinkler information.** Show the location of the backflow prevention device, the fire sprinkler water lateral, fire sprinkler riser, and the fire department connection on the site and floor plans with proposed screening techniques. Indicate location and size of existing water main.
- Elevations.** Show all sides of proposed buildings and existing buildings to remain, dimensioned maximum height of building from average natural grade, signs, and proposed screening of exterior mechanical equipment. Indicate materials and colors of all exterior surfaces and features.
- Schematic floor plans.** Include interior building layouts, existing and proposed rooms or use areas, square footages of bedrooms, entrances and emergency exits, relationship to exterior use areas.
- Winter Solstice Shading Plan.** Required for height setback exceptions. Show the shadow that would be cast on adjacent properties by the proposed development during the winter solstice.
- Phasing Plan.** Indicate if the project is proposed in phases, and if so, show the sequence and timing of phased development.

### Utilities Development Review

- Plans shall clearly show how the project will be provided with water for domestic use, irrigation, and fire protection, and comply with City standards for the location of water facilities and required separation from other utilities.** Existing water mains, services, and hydrants shall be clearly shown, as well as any proposed connections, modifications, extensions and improvements. Plans shall include sufficient detail to demonstrate the project's ability to comply with the City's standards for locating water services, meters, fire laterals, backflow preventers, and fire hydrants. Plans shall show dimensions indicating proper separation of water facilities from other utilities, as appropriate.
- Plans shall clearly show how the project will be provided with sewer service in compliance with all applicable City standards.** Existing sewer mains and laterals shall be clearly shown, as well as proposed connections, modifications, extensions, and improvements. Plans shall indicate whether existing sewer laterals will be abandoned at the main or inspected, repaired and reused.
- Development proposals shall include engineered estimates for water and sewer demand, so that the City can determine the adequacy of existing infrastructure.** For large development projects, the applicant may be asked to provide an analysis of the City's wastewater collection system and the project's associated impact.
- Plans shall clearly show trash and recycling facilities appropriate for the proposed development, in compliance with City standards.** Provide written evidence from the San Luis Garbage Company that the plan for solid waste storage and collection has been approved. The plans shall designate areas for storage as well as indicate placement of receptacles for collection. Driveways and access roads that will be used by collection vehicles shall be designed to accommodate the vehicles without breaking down prematurely.
- Plans for new development within the Recycled Water Master Plan service area shall include the design of recycled water mains and extension of recycled water distribution facilities to and through the proposed development.** All development southerly of South Street should anticipate the eventual use of recycled water for irrigation, and shall design the irrigation system to recycled water standards. Requirements to extend recycled water mains to any particular site will be established based on the size of a proposed development and the relative distance a recycled water main would need to be installed to serve said development.



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- Plans shall include facilities required to be installed through “orderly development,” as described in the adopted Water Facilities Master Plan, Wastewater Facilities Master Plan, and the Recycled Water Facilities Master Plan.** Developments on the fringe of the existing system will be required to extend pipelines and construct other facilities, as indicated by the master plans, through the project site for the benefit of adjacent properties. Developments beyond the fringe of existing infrastructure may be required to extend pipelines out to and through the project site.

- Water Ways Management Plan Compliance:**  
Detailed analysis of the site will be required for some projects, consistent with Section 2.2, Volume III of the WWMP, the City’s Drainage Design Manual. Drainage analysis submittals shall include adequate supporting hydrologic and hydraulic information for the proposed improvements. The Hydrologic and Hydraulic Analysis Report shall be prepared by a Civil Engineer registered in the State of California. Details of report contents are in Section 2.2 of the Manual.

If your project falls under any of the following categories a report is required unless an approved written waiver request is received from Public Works.

Yes No

- Subdivision with gross area greater than 2.5 acres.
- Project is with greater than 100 cubic yards of total grading.
- Project is within 100 feet of an USGS “blueline” creek with a drainage area greater than 10 acres.
- Project is within the FEMA 100 year flood plain.
- Projects that add more than 10,000 square feet of impervious or have a gross area greater than 2.5 acres. For the purpose of this section the 10,000 square feet includes all phases.
- Projects require a permit from the following Agencies: U.S. Army Corps of Engineers, California Department of Fish and Game, Regional or State Water Boards.

Note: Even if exempt from the Detailed Report requirements all projects must comply with the drainage manual objectives.

- Green Building Checklist**  
Applications for the construction of non-residential projects over 5,000 square feet of gross floor area, or the construction of residential projects with five or more dwelling units shall include a **completed green building checklist**. Applicants shall evaluate and score the proposed project using the appropriate checklist for the type of development. Non-residential projects shall use the most current LEED – NC Checklist for New Construction. For residential projects, applicants shall use the California Build It Green Checklist for either single family or multi-family dwellings; or may use a LEED checklist for residential development. Applicants are encouraged to submit a **narrative** describing how the green building credits will be achieved. Applicants are encouraged, but not required, to submit a green building checklist for projects not listed above. As provided in Chapter 5.5.7 of the City’s General Plan, staff and advisory bodies shall provide non-mandatory comments on the completed green building checklists, as appropriate. Completed development projects are encouraged, but generally not required to achieve LEED or other green building certification. Checklists are available from the Community Development Department, or at: <http://www.usgbc.org/>: and [www.slogreenbuild.org/library/](http://www.slogreenbuild.org/library/).

End Note: See Resource list of documents at <http://www.slocity.org/communitydevelopment/docsandforms/adcodesdocs.asp>

I, the undersigned Applicant/Representative, do verify that all the items necessary for this project and as checked above are included in the attached submittal.

Name (Printed )

Signature

Date