



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: \$814

Effective: 7-01-11

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.

Low Impact Development (Stormwater Requirements) a) Tier 1 Projects. Any project that creates between 2,500 sf to 5,000 sf of increased impervious surface. A Tier 1 project is required to utilize at least one (1) stormwater runoff reduction (LID) measure from the list below. b) Tier 2 Projects. Any project that creates more than 5,000 sf of increased impervious surface. A Tier 2 project is required to utilize at least two (2) stormwater runoff reduction (LID) measures from the list below. c) Tier 3 Projects. The following projects are considered Tier 3 projects. Tier 3 projects require at least two (2) LID measures, from the list below, that retain or reduce runoff and may be subject to further requirements upon review. Automotive repairs shops, Commercial developments of 100,000 sf or more, Gasoline stations, Parking lots larger than 5,000 sf that are potentially exposed to stormwater runoff, Parking lots of 25 spaces or more that are potentially exposed to stormwater runoff, Single family residential homes on hillsides, Residential tentative subdivision maps with a potential of 5 or more units, Restaurants

LID Measures

- Rain garden, Vegetated swales, Hollywood driveway, Bio-retention system, Infiltration planters, Amend soils, Down-spout disconnect, Reduce roadway surface (where permitted), Porous paving systems, Open-cell block pavers, Open-joint block pavers, Porous turf pavement, Pavement disconnection, Rain barrel, Rain water harvesting, Green roofs, Stormwater ponds, Wetland creation, Other, as approved by this agency



Applicant City

Water Efficient Landscape Standards

- a) The square footage of each Hydrozone area (landscaped areas having plants with similar water needs, served by valves with the same irrigation schedule)
- b) Completed Worksheet for Maximum Applied Water Allowance and Estimated Total Water Use calculations

[Can complete online & print, or download Excel worksheet from <http://www.slocity.org/utilities/download/Indscpcalc.xls>]

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).

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.

Checklist continued on next page.



Applicant City

- 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.
- 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.



Applicant City

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/.

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



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Minor Subdivision Application Fee: \$6,596 Effective: 7-01-11

- Applicant City Completed Planning Application Form: Applications can be obtained from the Community Development Department or by mail, fax, or at www.slocity.org. Preliminary title report. An authorization consenting to the proposed subdivision signed by all parties having a record title interest in the property to be subdivided (if not included on the planning application form.) Assesor's parcel map(s) with the property to be subdivided highlighted. Tentative parcel map, Nine 18" X 26" copies, folded, and one 8 1/2" X 11" reduction. (All plans should be in U.S. Customary or English Units) Each set of plans must contain: Map number. The parcel map number (available from County Planning Dept. 781-5600), name if any, date of preparation, North arrow, metric scale, and, if based on a survey, the date of the survey. Map maker. Name and address of the person or entity who prepared the map and the applicable registration or license number. Subdivider. Names and addresses of the subdivider and all parties having record title interest in the property being subdivided. Property boundaries. The boundaries of the subdivision, defined by legal description, with sufficient information to locate the property and to determine its position with respect to adjacent named or numbered subdivisions, if any. Topography. Topographic information based on City datum (reference data source). Contours shall have a minimum interval of two meters. Trees. The location, type, trunk and canopy diameter of all trees on the property and indicate status (e.g. to be removed, maintained, or relocated); notations as to general type of vegetation in areas not occupied by trees. Lot lines/Structures. Existing or proposed street and lot lines and the location and outline to scale of all structures which are to be retained within the subdivision and all structures outside the subdivision within 10 feet of the boundary lines; the distances between structures to be retained and notations concerning all structures which are to be removed. Easements. The locations, widths and purpose of all existing and proposed easements for utilities, drainage and other public purposes, shown by dashed lines, within and adjacent to the subdivision (including building setback lines, if known); all existing and proposed utilities including size of water lines and the size and grade of sewer lines, location of manholes, fire hydrants, fire sprinkler backflow device, fire sprinkler water lateral, street trees and street lights. Drainage. The name, location, width and directions of flow of all watercourses and flood hazard zone areas within and adjacent to the property involved; the proposed method of providing storm water drainage and erosion control. Site Hazards. The location of all potentially dangerous areas, including areas subject to inundation, landslide, settlement, excessive noise, and the means of mitigating the hazards.



Applicant City

- Streets.** The locations, widths and names or designations of all existing or proposed streets, alleys, paths and other rights-of-way, whether public or private; private easements within and adjacent to the subdivision; the radius of each centerline curve; a cross-section of each street and planned line for street widening or for any other public project in and adjacent to the subdivision; private streets shall be clearly indicated.
- Lot statistics.** The lines and approximate dimensions of all lots, and the number assigned to each lot (lots shall be numbered consecutively); the total number of lots; the area of each lot.
- Public access.** The boundaries, acreage and use of existing and proposed public areas in and adjacent to the subdivision. If land is to be offered for the dedication for park or recreation purposes or for the purpose of providing public access to any public waterway, river or stream, it shall be so designated.
- Exceptions.** Any exception being requested in accordance with the requirements of Municipal Code - Chapter 16.48 - Subdivision Exceptions shall be clearly labeled and identified as to nature and purpose.
- Railroad easements.** The location of all railroad rights-of-way and grade crossings.
- Water systems.** The locations of any existing or abandoned wells, septic leaching fields, springs, water impoundments and similar features to the extent they affect the proposed use of the property.
- Subdivision boundaries.** When it is known that separate final maps are to be filed on portions of the property shown on the tentative map, show the subdivision boundaries which will appear on said final maps and note the sequence in which said final maps will be filed.
- Condominium information.** Maps for condominium projects shall indicate the address of the property and the number, size and location of proposed dwelling units, parking spaces, and private or public open spaces. Condominium project maps shall comply with the City's Condominium Development and Conversion Regulations. For all condominium projects, the floor area of each unit shall be shown in proper scale and location together with the plan view of each ownership unit. Also include an open space plan showing "qualifying" private and common areas with square footages of those areas (private open spaces shall be totaled per unit).

The following supplemental material shall be filed with the tentative map:

- A vicinity map of appropriate scale and showing sufficient adjoining territory to clearly indicate surrounding streets, other land in the subdivider's ownership, and other features which have a bearing on the proposed subdivision.
- A statement of existing and proposed land use.
- A statement of proposed improvements and landscape modifications, including the estimated time of completion in relation to subdivision of the property.
- A description of proposed public or commonly held open space easement agreements, if applicable.
- Draft covenants, conditions and restrictions if they are integral to the development concept or propose atypical requirements.
- A written description of requested exceptions from the subdivision design standards for such items as lot area and dimensions, street sections or utility easements.
- Proposed building setback and yards if different from those in the Zoning Regulations.
- Water Efficient Landscape Standards**
 - a) The square footage of each Hydrozone area (landscaped areas having plants with similar water needs, served by valves with the same irrigation schedule)
 - b) Completed Worksheet for Maximum Applied Water Allowance and Estimated Total Water Use calculations
[Can complete online & print, or download Excel worksheet from <http://www.slocity.org/utilities/download/Indscpcalc.xls>]



Applicant City

Low Impact Development (Stormwater Requirements)

a) **Tier 1 Projects.** Any project that creates between 2,500 sf to 5,000 sf of increased impervious surface. A Tier 1 project is required to utilize at least one (1) stormwater runoff reduction (LID) measure from the list below.

b) **Tier 2 Projects.** Any project that creates more than 5,000 sf of increased impervious surface. A Tier 2 project is required to utilize at least two (2) stormwater runoff reduction (LID) measures from the list below.

c) **Tier 3 Projects.** The following projects are considered Tier 3 projects. Tier 3 projects require at least two (2) LID measures, from the list below, that retain or reduce runoff and may be subject to further requirements upon review.

- Automotive repairs shops
- Commercial developments of 100,000 sf or more
- Gasoline stations
- Parking lots larger than 5,000 sf that are potentially exposed to stormwater runoff
- Parking lots of 25 spaces or more that are potentially exposed to stormwater runoff
- Single family residential homes on hillsides
- Residential tentative subdivision maps with a potential of 5 or more units
- Restaurants

LID Measures

- Rain garden
- Vegetated swales
- Hollywood driveway
- Bio-retention system
- Infiltration planters
- Amend soils
- Down-spout disconnect
- Reduce roadway surface (where permitted)
- Porous paving systems
- Open-cell block pavers
- Open-joint block pavers
- Porous turf pavement
- Pavement disconnection
- Rain barrel
- Rain water harvesting
- Green roofs
- Stormwater ponds
- Wetland creation
- Other, as approved by this agency

A preliminary grading plan including estimated quantities of cut and fill material in cubic yards.

An engineering geology report may be required in areas of “moderate”, “high”, and “very high” landslide risks, and in areas of “high” and “high +” liquefaction potential and subsidence potential as noted in the General Plan Seismic Safety Element. The engineering geology report shall include definite statements, conclusions and recommendations concerning the following, as applicable:

Location of major geologic features.

Recommendations concerning future detailed subsurface sampling and testing that may be required prior to building.

Topography and drainage in the subject areas.

Capability of soils and substrata to support structures.

Distribution and general nature of rock and soils.

A reasonable evaluation and prediction of the performance of any proposed cut or fill in relation to geologic conditions.

Recommendations concerning future detailed subsurface sampling and testing that may be required prior to building.

Capability of soils and substrata to support structures.

A soils engineering report, prepared by a civil engineer registered in the State of California and based upon adequate test borings, shall be required for every subdivision, unless the City Engineer determines that no analysis is necessary. If the soils engineering report indicates soil problems, a soils investigation of each lot in the subdivision may be required.

The soils engineering report shall include data regarding the nature, distribution and strength of existing soils, conclusions and recommendations for grading procedures and design criteria for corrective measures, when necessary, and opinions and recommendations covering the adequacy of sites for development.

In potential noise problem areas identified in the General Plan Noise Element, specific site analysis by an acoustical engineer or other approved professional with qualifications in acoustic design may be required by the Community Development Director. Such a study shall define the noise exposure problems, conclusions and recommendations for corrective or mitigating measures, when necessary, and opinions and recommendations covering the suitability of the site for development.

Retaining wall locations and heights.



Applicant City

Inclusionary Housing Proposal:

Provide a statement indicating how the project will meet its inclusionary housing requirement including plans showing the number, type and location of affordable units to be built or converted and the term of affordability, or a preliminary calculation of in-lieu fees, or an offer of land dedication.

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.

Vesting Map Application Requirements

All vesting tentative map submittals must be accurate and complete, and must satisfy all requirements of the Community Development Department. At the time a vesting tentative map is filed a subdivider shall also supply the following information:

A statement that Architectural Review approval has been granted, or a complete application for Architectural Review approval and plans have been filed which will be concurrently processed with the vesting tentative map for all buildings to be constructed on lots within the boundary of the vesting tentative map.

A statement that the vesting tentative map is consistent with the current zoning, or that an application has been filed for rezoning or pre-zoning the land which will be processed concurrently with the vesting tentative map. If a planned development permit, hillside planned development permit or use permit is required, said permit shall be processed prior to or concurrently with the vesting tentative map.

A tentative utility plan indicating the location of all public utilities and facilities including, but not limited to, facilities for water, sewer, electric, gas, cable TV and street lighting to be installed to serve the subdivision and any facilities which currently exist within the boundary of the subdivision.

Identify the dimensions (in scale) and proposed use of all buildings to be constructed within the subdivision.

Proposed grading plans based on actual field surveys.

Wild fire prevention plan and/or noise analysis with suggested mitigation measures if required by the City's General Plan or any specific plan.

Wild fire prevention plan and/or noise analysis with suggested mitigation measures if required by the City's General Plan or any specific plan.

Required approval letters from other agencies where applicable and feasible.

Traffic studies including, but not limited to, existing and future traffic, geometrics, number of lanes, level of service, and recommended pavement sections in compliance with the City's Traffic Impact Study Guidelines.

When required by the Community Development Department, feasibility studies or other future impact studies.

Any studies or information deemed necessary by the Director to evaluate environmental and economic impacts of the project.



Applicant City

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/.

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



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Condominium Conversion

Application Fee: \$9,125

Effective: 7-01-11

Applicant City

Completed Planning Application Form: Applications can be obtained from the Community Development Department or by mail, fax, or at www.slocity.org.

Statement describing how the project conforms to the City's Condominium Development and Conversion Regulations (SLOMC 17.82). Identify all exceptions to the regulations.

For each tenant, a signed copy of the notice of intent to convert or a copy of a certified letter of notification.

Property condition report: Description of the age, condition, and expected useful life of all elements of the property (foundations, ventilation, roof, etc.), noting unsafe or substandard items and variations from zoning requirements in effect when the project was built, with proposed corrective measures to meet current standards - all prepared by a registered civil or structural engineer, licensed general contractor or architect.

Report from a licensed pest control operator describing the presence and effects of wood-destroying organisms.

Report of any known soil or geological problems, including reference to previous soils reports for the site.

3 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)

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, utility meters, distance to nearest structure on adjacent property, north arrow and scale, long and short-term bike parking and storage.

In addition, show the following items:

- 1. Dimensioned site boundaries and site area.
2. The location, number of stories, number of dwellings, and proposed use for each structure to remain and for each new structure.
3. The location, use and type of surfacing for all open storage areas.
4. The location, use and type of surfacing for all driveways, pedestrian ways, vehicle parking areas and curb cuts.
5. The location, height and type of materials for walls or fences.
6. The location of all landscaped areas, the type of landscaping, method of irrigation, and a statement specifying private or common maintenance.
7. The location and description of all recreational facilities.
8. The location, size and number or parking spaces to be used in conjunction with each unit.
9. The location, type and size of all drainage pipes and structures.
10. Sprinkler system - indicate whether existing or proposed.
11. Existing contours, building pad elevations and percent slope for all driveways and parking areas.



Applicant City

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.

Inclusionary Housing Proposal:
Provide a statement indicating how the project will meet its inclusionary housing requirement including plans showing the number, type and location of affordable units to be built or converted and the term of affordability, or a preliminary calculation of in-lieu fees, or an offer of land dedication.

Other: A separate application for a tentative map or parcel map is required.

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.

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Tentative Tract Map

Application Fee: \$8,552 +\$218/Lot
Effective: 7-01-11

Applicant City

- Completed Planning Application Form:
Applications can be obtained from the Community Development Department or by mail, fax, or at www.slocity.org.

- Preliminary title report. (Current within 6 months).

- An authorization consenting to the proposed subdivision signed by all parties having a record title interest in the property to be subdivided (if not included on the planning application form.)

- Assessor's parcel map(s) with the property to be subdivided highlighted.

- Tentative Map, Twelve 18" X 26" copies, folded, and one 8 1/2" X 11" reduction.
(All plans should be in U.S. Customary or English Units)
Each set of plans must contain:
 - Parcel map.** The parcel map number (available from County Planning Dept. 781-5600), name if any, date of preparation, North arrow, english scale, and, if based on a survey, the date of the survey.
 - Preparer's information.** Name and address of the person or entity who prepared the map and the applicable registration or license number. Maps must be prepared by a licensed land surveyor or registered civil engineer.
 - Subdivider's information.** Names and addresses of the subdivider and all parties having record title interest in the property being subdivided
 - Property boundaries.** The boundaries of the subdivision, defined by legal description, with sufficient information to locate the property and to determine its position with respect to adjacent named or numbered subdivisions, if any.
 - Topography.** Topographic information based on City datum (reference source). Contours shall have a minimum interval of 2 meters.
 - Grading.** Grading Plans including estimated earthwork quantities.
 - Trees.** The location, type, trunk and canopy diameter of all trees on the property and indicate status (e.g. to be removed, maintained, or relocated); notations as to general type of vegetation in areas not occupied by trees.
 - Existing development.** Existing or proposed street and lot lines and the location and outline to scale of all structures which are to be retained within the subdivision and all structures outside the subdivision within 10 feet of the boundary lines; the distances between structures to be retained and notations concerning all structures which are to be removed.
 - Utilities.** The locations, widths and purpose of all existing and proposed easements for utilities, drainage and other public purposes, shown by dashed lines, within and adjacent to the subdivision (including building setback lines, if known); all existing and proposed utilities including size of water lines and the size and grade of sewer lines, location of manholes, fire hydrants, fire sprinkler backflow device, fire sprinkler water lateral, street trees and street lights.
 - Drainage.** Drainage plan including: the proposed method of providing storm water drainage and erosion control and the name, location, width and directions of flow of all watercourses and flood hazard areas within and adjacent to the property involved.



Applicant City

- Site hazards.** The location of all potentially dangerous areas, including areas subject to inundation, landslide, settlement, excessive noise, and the means of mitigating the hazards.
- Streets.** The locations, widths and names or designations of all existing or proposed streets, alleys, paths and other rights-of-way, whether public or private; private easements within and adjacent to the subdivision; the radius of each centerline curve; a cross-section of each street and planned line for street widening or for any other public project in and adjacent to the subdivision; private streets shall be clearly indicated.
- Lots.** The lines and approximate dimensions of all lots, and the number assigned to each lot (lots shall be numbered consecutively); the total number of lots; the area of each lot.
- Public areas.** The boundaries, acreage and use of existing and proposed public areas in and adjacent to the subdivision. If and is to be offered for the dedication for park or recreation purposes or for the purpose of providing public access to any public waterway, river or stream, it shall be so designated.
- Exceptions.** Any exception being requested in accordance with the requirements of Municipal Code - Chapter 16.48 - Subdivision Exceptions shall be clearly labeled and identified as to nature and purpose.
- Railroads.** The location of all railroad rights-of-way and grade crossings.
- Water systems.** The locations of any existing or abandoned wells, septic leaching fields, springs, water impoundments and similar features to the extent they affect the proposed use of the property.
- Subdivision boundaries.** When it is known that separate final maps are to be filed on portions of the property shown on the tentative map, show the subdivision boundaries which will appear on said final maps and note the sequence in which said final maps will be filed.
- Condominium information.** Maps for condominium projects shall indicate the address of the property and the number, size and location of proposed dwelling units, parking spaces, and private or public open spaces. Condominium project maps shall comply with the City's Condominium Development and Conversion Regulations. For all condominium projects, the floor area of each unit shall be shown in proper scale and location together with the plan view of each ownership unit. Also include an open space plan showing "qualifying" private and common areas with square footages of those areas (private open spaces shall be totaled per unit).

The following supplemental material shall be filed with the tentative map:

- A vicinity map of appropriate scale and showing sufficient adjoining territory to clearly indicate surrounding streets, other land in the subdivider's ownership, and other features which have a bearing on the proposed subdivision.
- A statement of existing and proposed land use.
- A statement of proposed improvements and landscape modifications, including the estimated time of completion in relation to subdivision of the property.
- A description of proposed public or commonly held open space easement agreements, if applicable.
- Draft covenants, conditions and restrictions if they are integral to the development concept or propose atypical requirements.
- A written description of requested exceptions from the subdivision design standards for such items as lot area and dimensions, street sections or utility easements.
- Proposed building setback and yards if different from those in the Zoning Regulations.
- Water Efficient Landscape Standards**
 - a) The square footage of each Hydrozone area (landscaped areas having plants with similar water needs, served by valves with the same irrigation schedule)
 - b) Completed Worksheet for Maximum Applied Water Allowance and Estimated Total Water Use calculations
[Can complete online & print, or download Excel worksheet from <http://www.slocity.org/utilities/download/Indscpcalc.xls>]



Applicant City

Low Impact Development (Stormwater Requirements)

- a) **Tier 1 Projects.** Any project that creates between 2,500 sf to 5,000 sf of increased impervious surface. A Tier 1 project is required to utilize at least one (1) stormwater runoff reduction (LID) measure from the list below.
- b) **Tier 2 Projects.** Any project that creates more than 5,000 sf of increased impervious surface. A Tier 2 project is required to utilize at least two (2) stormwater runoff reduction (LID) measures from the list below.
- c) **Tier 3 Projects.** The following projects are considered Tier 3 projects. Tier 3 projects require at least two (2) LID measures, from the list below, that retain or reduce runoff and may be subject to further requirements upon review.
 - Automotive repairs shops
 - Commercial developments of 100,000 sf or more
 - Gasoline stations
 - Parking lots larger than 5,000 sf that are potentially exposed to stormwater runoff
 - Parking lots of 25 spaces or more that are potentially exposed to stormwater runoff
 - Single family residential homes on hillsides
 - Residential tentative subdivision maps with a potential of 5 or more units
 - Restaurants

LID Measures

- Rain garden
- Vegetated swales
- Hollywood driveway
- Bio-retention system
- Infiltration planters
- Amend soils
- Down-spout disconnect
- Reduce roadway surface (where permitted)
- Porous paving systems
- Open-cell block pavers
- Open-joint block pavers
- Porous turf pavement
- Pavement disconnection
- Rain barrel
- Rain water harvesting
- Green roofs
- Stormwater ponds
- Wetland creation
- Other, as approved by this agency

An engineering geology report may be required in areas of "moderate", "high", and "very high" landslide risks, and in areas of "high" and "high +" liquefaction potential and subsidence potential as noted in the General Plan Seismic Safety Element. The engineering geology report shall include definite statements, conclusions and recommendations concerning the following, as applicable:

Location of major geologic features.

Recommendations concerning future detailed subsurface sampling and testing that may be required prior to building.

Topography and drainage in the subject areas.

Capability of soils and substrata to support structures.

Distribution and general nature of rock and soils.

A reasonable evaluation and prediction of the performance of any proposed cut or fill in relation to geologic conditions.

Recommendations concerning future detailed subsurface sampling and testing that may be required prior to building.

Capability of soils and substrata to support structures.

A soils engineering report, prepared by a civil engineer registered in the State of California and based upon adequate test borings, shall be required for every subdivision, unless the City Engineer determines that no analysis is necessary. If the soils engineering report indicates soil problems, a soils investigation of each lot in the subdivision may be required.

The soils engineering report shall include data regarding the nature, distribution and strength of existing soils, conclusions and recommendations for grading procedures and design criteria for corrective measures, when necessary, and opinions and recommendations covering the adequacy of sites for development.

In potential noise problem areas identified in the General Plan Noise Element, specific site analysis by an acoustical engineer or other approved professional with qualifications in acoustic design may be required by the Community Development Director. Such a study shall define the noise exposure problems, conclusions and recommendations for corrective or mitigating measures, when necessary, and opinions and recommendations covering the suitability of the site for development.



Applicant City

Retaining wall locations and heights.

Inclusionary Housing Proposal:

Provide a statement indicating how the project will meet its inclusionary housing requirement including plans showing the number, type and location of affordable units to be built or converted and the term of affordability, or a preliminary calculation of in-lieu fees, or an offer of land dedication.

Application Requirements

All vesting tentative map submittals must be accurate and complete, and must satisfy all requirements of the Community Development Department. At the time a vesting tentative map is filed a subdivider shall also supply the following information:

- A statement that Architectural Review approval has been granted, or a complete application for Architectural Review approval and plans have been filed which will be concurrently processed with the vesting tentative map for all buildings to be constructed on lots within the boundary of the vesting tentative map.
- A statement that the vesting tentative map is consistent with the current zoning, or that an application has been filed for rezoning or pre-zoning the land which will be processed concurrently with the vesting tentative map. If a planned development permit, hillside planned development permit or use permit is required, said permit shall be processed prior to or concurrently with the vesting tentative map.
- A tentative utility plan indicating the location of all public utilities and facilities including, but not limited to, facilities for water, sewer, electric, gas, cable TV and street lighting to be installed to serve the subdivision and any facilities which currently exist within the boundary of the subdivision.
- Identify the dimensions (in scale) and proposed use of all buildings to be constructed within the subdivision.
- Proposed grading plans based on actual field surveys.
- Wild fire prevention plan and/or noise analysis with suggested mitigation measures if required by the City's General Plan or any specific plan.
- Required approval letters from other agencies where applicable and feasible.
- Traffic studies including, but not limited to, existing and future traffic, geometrics, number of lanes, level of service, and recommended pavement sections in compliance with the City's Traffic Impact Study Guidelines.
- When required by the Community Development Department, feasibility studies or other future impact studies.
- Any studies or information deemed necessary by the Director to evaluate environmental and economic impacts of the project.

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.



Applicant City

- 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/.

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



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

Conceptual review is an opportunity for the applicant to get direct feedback from the Architectural Review Commission (ARC) on whether or not a project design is headed in the right direction before all of the detailed information required for final architectural review has been submitted. **It is not a completeness review and other issues may arise with the submittal of more detailed plans.** The fee collected is for a single conceptual hearing before the ARC, and the Cultural Heritage Committee if required. Subsequent trips to the ARC for either additional conceptual reviews or final review will require a new fee.

Conceptual Architectural Review

Application Fee: \$1,355
Effective: 7-01-11

Applicant City

Completed Planning Application Form:
Applications can be obtained from the Community Development Department or by mail, fax, or at www.slocity.org.

Statement:
Please provide a generalized statement of your project to help reviewers better understand your ultimate goals. For commercial projects, more information on the proposed businesses at the site such as hours of operation and number of employees would be useful. Include a description of any known needed exceptions to property development standards included in the zoning regulations or requirements of the subdivision regulations or parking & driveway standards. **All projects scheduled for conceptual review before the ARC must be found by the Community Development Director to be in substantial compliance with the City's General Plan, any applicable specific plans, and the Community Design Guidelines.**

12 sets of plans, folded, 1'=10' min. scale, and 1 set of plans reduced to 8 1/2" x 11"
Each sheet in the conceptual proposal shall be clearly identified with the scale and the name and address of the conceptual development and the name of the applicant and designer. Each set of plans must contain:

Project statistics. Including the zoning and current uses of the site and adjacent properties, square footage of commercial space, allowable and proposed density for residential projects, a calculation of the number of parking spaces required and provided, the area of the project site, the total number of new dwelling units and existing units that will remain, listed by number of bedrooms, and the area of the site to be covered by buildings and paved surfaces.

A site plan. At a minimum include: north arrow, 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, top of bank and riparian vegetation; proposed improvements and demolitions; dimensions of all parking spaces and bays; walls, fences and exterior lights; location of recycling and refuse enclosures; trees (to be removed or retained), landscaping and outdoor use areas; and general footprints of and distance to nearest structures on adjacent property.

Grading Information. Include a topographic map showing existing and proposed contours.

Elevation. Show all sides of the proposed buildings and buildings to remain indicating the form and general exterior treatment of buildings.

Infrastructure. Show existing and proposed frontage improvements and utilities, including hydrants and other fire, life, safety equipment.



Applicant City

- Sectional Drawings.** Include sections through the site, showing major natural features and neighboring structures in relation to the proposed development. Provide a minimum of two sectional views, approximately through the middle and at right angle to each other showing existing and proposed grades and relationship of buildings, parking and landscaping at maturity, including major structures on adjacent properties.

Optional Information:

- The project planner may suggest additional information beyond the minimum requirements listed above such as a perspective rendering to help the ARC better understand a project.

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



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.

Architectural Review

Application Fee: \$2,710

Effective: 7-01-11

Applicant City

Completed Planning Application Form: Applications can be obtained from the Community Development Department or by mail, fax, or at www.slocity.org.

Description of the proposed use: Please provide a detailed description of the proposed use including: the type of proposed activities, hours of operation, goods and services offered, number of employees, number of parking spaces dedicated to the business and any other information related to the use. For residential construction, state if the addition is for a bedroom, additional unit or other use, number of off-street parking spaces and any other related information.

Statement: Clearly describe 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.

12 sets of plans, folded, 1"=10' min. scale, and 1 set of plans reduced to 8 1/2" x 11" 9 additional full size plan sets are required if the project is subject to review by the City's Cultural Heritage Committee (CHC); (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; any exterior ramps necessary for compliance with State disabled access standards; landscaping and outdoor use areas, distance to nearest structure on adjacent property, north arrow and scale.

Trees on site plan. The site plan must include the following information about trees. Show the location, type, trunk and canopy diameter of all trees on the property and indicate status (e.g. to be removed, maintained, or relocated).

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.

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. All units should be in English Standard Units.

Fire hydrants. Indicate the location and distance to the two (2) closest fire hydrants on the site plan.



Applicant City

- Fire sprinkler information.** Show the location of the backflow prevention device on the site plan. Show the proposed location of the fire sprinkler water lateral on the site plan. Show the location of the fire sprinkler riser and the fire department connection on the schematic floor plan. Size and location of existing water main
 - A grading and drainage plan.** Show existing and proposed contours, finished floor elevations, retaining walls and retaining wall heights, approximate area, depth and volume of cuts and location of fills, creek flow line, flow direction, top of banks, flood zones and areas of flooding in a 100-year storm.
 - Sectional drawings.** Show two sectional views of the project, approximately through the middle and at right angles to each other, showing existing and proposed grades and relationship of buildings, parking and landscaping at maturity, including major structures on adjacent properties.
 - Schematic floor plans.** Include interior building layouts, existing and proposed rooms or use areas, square foot-ages of bedrooms, entrances and emergency exits, relationship to exterior use areas.
 - Elevations.** Show all sides of proposed buildings and existing buildings to remain, exterior ramps necessary for compliance with State disabled access standards, dimensioned maximum height of building from average natural grade, signs, and proposed location, type, and screening of exterior mechanical equipment. Indicate materials and colors of all exterior surfaces and features.
 - Site furniture and details.** Provide lighting design, including type, luminance in footcandles, height, and shielding. Include outdoor seating, recycling and trash enclosures, seating walls, benches, and long and short-term bicycle parking and storage.
 - Landscape development plan.** Show location and mature size of proposed trees, street trees, shrubs, and ground cover. Include a legend, vegetation to be removed, erosion control and water-saving measures, and method of irrigation. Provide cross-sections or elevations showing relationships between planting design and site improvements.
 - Low Impact Development (Stormwater Requirements)**
 - a) **Tier 1 Projects.** Any project that creates between 2,500 sf to 5,000 sf of increased impervious surface. A Tier 1 project is required to utilize at least one (1) stormwater runoff reduction (LID) measure from the list below.
 - b) **Tier 2 Projects.** Any project that creates more than 5,000 sf of increased impervious surface. A Tier 2 project is required to utilize at least two (2) stormwater runoff reduction (LID) measures from the list below.
 - c) **Tier 3 Projects.** The following projects are considered Tier 3 projects. Tier 3 projects require at least two (2) LID measures, from the list below, that retain or reduce runoff and may be subject to further requirements upon review.
 - Automotive repairs shops
 - Commercial developments of 100,000 sf or more
 - Gasoline stations
 - Parking lots larger than 5,000 sf that are potentially exposed to stormwater runoff
 - Parking lots of 25 spaces or more that are potentially exposed to stormwater runoff
 - Single family residential homes on hillsides
 - Residential tentative subdivision maps with a potential of 5 or more units
 - Restaurants
- LID Measures**
- Rain garden
 - Vegetated swales
 - Hollywood driveway
 - Bio-retention system
 - Infiltration planters
 - Amend soils
 - Down-spout disconnect
 - Reduce roadway surface (where permitted)
 - Porous paving systems
 - Open-cell block pavers
 - Open-joint block pavers
 - Porous turf pavement
 - Pavement disconnection
 - Rain barrel
 - Rain water harvesting
 - Green roofs
 - Stormwater ponds
 - Wetland creation
 - Other, as approved by this agency
- Water Efficient Landscape Standards**
 - a) The square footage of each Hydrozone area (landscaped areas having plants with similar water needs, served by valves with the same irrigation schedule)
 - b) Completed Worksheet for Maximum Applied Water Allowance and Estimated Total Water Use calculations
[Can complete online & print, or download Excel worksheet from <http://www.slocity.org/utilities/download/Indscpcalc.xls>]



Applicant City

- Sign proposals.** Show dimensions and areas of all signs, dimensions and areas of building walls on which signs are located, heights of all signs, means of lighting, message on each sign, description of materials and colors for letters and background, a scaled drawing of each sign showing typeface and design details or a sign program for commercial projects.
- Energy conservation.** Show how the project makes maximum use of solar exposure, natural ventilation, and passive means of reducing conventional energy demand, as opposed to designing a particular image and relying on mechanical systems to maintain comfort.
- Winter solstice shading plan.** Commonly required when height/setback exceptions are being requested.
- Phasing Plan.** Indicate if the project is proposed in phases, and if so, show the sequence and timing of phased development.

- 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.

- Materials sample board:**
Colors and textures of exterior materials securely mounted on a maximum 8 1/2” X 14” size illustration or poster board.
Inclusionary Housing Proposal:
Provide a statement indicating how the project will meet its inclusionary housing requirement including plans showing the number, type and location of affordable units to be built or converted and the term of affordability, or a preliminary calculation of in-lieu fees, or an offer of land dedication.

- Public Art Proposal:**
Provide a statement indicating how the project will meet Public Art Ordinance requirements. If met through payment of an in-lieu fee, provide a preliminary calculation of the fee. If public art will be included in the proposed development, or if public art is being donated to the City, a complete application for public art should be submitted with this application. (Ask for a Public Art checklist). A building permit will not be issued for the project until a complete application for public art is submitted, and occupancy will not be granted until the artwork is installed in the approved location.

- 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/.



Applicant City

Model:
Planning staff will indicate if a model is required or acceptable in lieu of project plans.

Perspective rendering:
May be helpful for large multi-faceted projects. Not normally required.

Other:

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



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.

Street Abandonment Application Fee: \$10,253 Effective: 7-01-11

- Applicant City
Completed Planning Application Form: Applications can be obtained from the Community Development Department or by mail, fax, or at www.slocity.org. Applications must include business owner and property owner signatures.
Preliminary Title Report. The title report must be specific to the portions of the right-of-way that are proposed to be abandoned.
Preliminary Abandonment Map, 12 copies, 24" x 36" maximum dimensions and one 8 1/2" x 11" reductions. (All plans should be in U.S. Customary or English Units)
Each set of plans must contain:
North arrow and scale. The scale should be as large as possible while allowing for sufficient representation of the area surrounding the proposed abandonment.
Boundaries of abandonment. The map must clearly show the exterior boundaries of the proposed abandonment and the delineation must distinguish between the existing right-of-way line and the proposed right-of-way line.
Area. The area of the abandoned right-of-way, in square feet, must be shown on the map.
Vicinity map. All maps shall include a vicinity map showing the general location of the site.
Utilities and Easements. The location of all existing utilities shall be shown on the map, including water, sewer, storm drain, telephone, gas, cable TV, street lights, fire hydrants and any other public infrastructure. Also any easements listed on the title report or otherwise in effect must be shown on the map.
Frontage improvements. Show the existing frontage improvements for all streets adjacent to the property; include sidewalk, curb, gutter, driveway approach, storm drain inlets, retaining walls, parkways, and street trees.
Structures. Show the footprint of all structures on lots adjacent to the proposed abandonment and provide the dimension of the building setbacks to the proposed right-of-way line.
Development Plans. If a project is anticipated in conjunction with the abandonment, include 12 full sized sets of architectural plans and one 8 1/2" x 11" reduction. Use the checklist for Architectural Review as a guide.
Other:

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



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.

Variance

Application Fee: \$888

Effective: 7-01-11

Applicant City

- Completed Planning Application Form:**
Applications can be obtained from the Community Development Department or by mail, fax, or at www.slocity.org.
- Statement describing requested exception(s):**
The variance procedure is intended to allow minor relaxation to yard requirements, height limits, coverage and parking requirements that would otherwise prevent a property from being used in the same manner as other, similar property.
- Clearly describe the requested exception(s) to the City's Property Development Standards, Section 17.16 in the Zoning Regulations. If you are unsure, a planner can assist you.
- Statement explaining why the variance is justified based on the following three criteria:**
 1. That there are circumstances applying to the site, such as size, shape or topography, which do not apply generally to land in the vicinity with the same zoning.
 2. That the variance will not constitute a grant of special privilege - an entitlement inconsistent with the limitations upon other properties in the vicinity with the same zoning.
 3. That the variance will not adversely affect the health, safety or general welfare of persons residing or working on the site or in the vicinity.
- 3 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, distance to nearest structure on adjacent property, north arrow and scale.
- Water Efficient Landscape Standards**
 - a) The square footage of each Hydrozone area (landscaped areas having plants with similar water needs, served by valves with the same irrigation schedule)
 - b) Completed Worksheet for Maximum Applied Water Allowance and Estimated Total Water Use calculations
[Can complete online & print, or download Excel worksheet from <http://www.slocity.org/utilities/download/Indscpcalc.xls>]



Applicant City

Low Impact Development (Stormwater Requirements)

a) **Tier 1 Projects.** Any project that creates between 2,500 sf to 5,000 sf of increased impervious surface. A Tier 1 project is required to utilize at least one (1) stormwater runoff reduction (LID) measure from the list below.

b) **Tier 2 Projects.** Any project that creates more than 5,000 sf of increased impervious surface. A Tier 2 project is required to utilize at least two (2) stormwater runoff reduction (LID) measures from the list below.

c) **Tier 3 Projects.** The following projects are considered Tier 3 projects. Tier 3 projects require at least two (2) LID measures, from the list below, that retain or reduce runoff and may be subject to further requirements upon review.

- Automotive repairs shops
- Commercial developments of 100,000 sf or more
- Gasoline stations
- Parking lots larger than 5,000 sf that are potentially exposed to stormwater runoff
- Parking lots of 25 spaces or more that are potentially exposed to stormwater runoff
- Single family residential homes on hillsides
- Residential tentative subdivision maps with a potential of 5 or more units
- Restaurants

LID Measures

- Rain garden
- Vegetated swales
- Hollywood driveway
- Bio-retention system
- Infiltration planters
- Amend soils
- Down-spout disconnect
- Reduce roadway surface (where permitted)
- Porous paving systems
- Open-cell block pavers
- Open-joint block pavers
- Porous turf pavement
- Pavement disconnection
- Rain barrel
- Rain water harvesting
- Green roofs
- Stormwater ponds
- Wetland creation
- Other, as approved by this agency

Trees on site plan. The site plan must include the following information about trees. Show the location, type, trunk and canopy diameter of all trees on the property and indicate status (e.g. to be removed, maintained, or relocated).

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.

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 on the site plan. Show the proposed location of the fire sprinkler water lateral on the site plan. Show the location of the fire sprinkler riser and the fire department connection on the schematic floor plan.

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.

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.



Applicant City

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/.

Other:

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



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.

Annexation

Application Fee: \$20,474

Effective: 7-01-11

Applicant City

Completed Planning Application Form: Applications can be obtained from the Community Development Department or by mail, fax, or at www.slocity.org. Applications must include business owner and property owner signatures.

Map exhibit on an 8 1/2" X 11" sheet taken from the General Plan Land Use Element Map with the area to be annexed highlighted and the proposed changes to the City Limit Line clearly delineated. The location of the urban reserve line should be called out.

Annexation Map, 12 copies, 24" x 36" maximum dimensions and one 8 1/2" x 11" reductions. (All plans should be in U.S. Customary or English Units)

Each set of plans must contain:

North arrow and scale. The scale should be as large as possible.

Exterior boundaries of annexation. The map must clearly show the exterior boundaries of the proposed annexation and the delineation must distinguish between the proposed City Limit Line and the existing City Limit Line.

Acreage. The acreage of the affected parcels must be shown on the map.

Common lines. Any common lines between the City and the annexation area shall be clearly shown.

Vicinity map. All maps shall include a vicinity map showing the general location of the property(ies).

Roads and Easements. All roads, easements, rights-of-way, etc. within, adjacent to or crossing the boundary line of the proposed annexation area shall be shown on the map and clearly labeled.

Preliminary development plan including the following items:

A detailed statement of the objectives to be achieved by the project through the proposed development.

A statement of the applicant's intentions regarding future sale or lease of all or portions of the planned development.

A schedule indicating the approximate dates when construction of the development or phases of the development are to be started and completed.

A summary of the total number and type of dwelling units, parcel sizes, coverage, modified and natural open space, grading, residential densities, and areas devoted to non-residential uses.

Identification of portions of the development which do not conform to Use Regulations, Property Development Standards, or other provisions of the Zoning Regulations for the underlying zone and reason for the deviation from these standards.

Information on land area adjacent to the proposed development indicating important relationships between the proposal and surrounding land uses, circulation systems, public facilities and natural features.



Applicant City

- 12 sets of plans, folded 1" = 20' min. scale. Also, include 1 additional 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:
 - Existing site conditions, including elevation contours, watercourses and vegetation.
 - The plan must include the following information about trees. Show the location, type, trunk and canopy diameter of all trees on the property and indicate status (e.g. to be removed, maintained, or relocated).
 - Proposed lot designs.
 - 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.
 - Location and floor area of existing and proposed buildings or outlines of areas within which building may be located.
 - Existing and proposed circulation system of arterial, collector, and local streets; off-street parking, loading, and emergency access areas; points of access to public rights-of-way; proposed ownership of circulation routes.
 - Location and size of all areas to be conveyed or reserved as common open spaces or for public or semi-public uses.
 - Existing and proposed sidewalks and paths.
 - Existing and proposed utility systems, including sanitary sewer, storm drainage, water, electricity, gas and telephone.
 - A general landscape plan.
 - A preliminary grading plan.

- Inclusionary Housing Proposal**
Provide a statement indicating how the project will meet its inclusionary housing requirement including plans showing the number, type and location of affordable units to be built or converted and the term of affordability, or a preliminary calculation of in-lieu fees, or an offer of land dedication.

- Other:** A pre-annexation agreement may be required prior to City Council consideration of the requested annexation.

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



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.

Minor or Incidental Architectural Review

Application Fee: \$1,055

Effective: 7-01-11

Applicant City

Completed Planning Application Form: Applications can be obtained from the Community Development Department or by mail, fax or at www.slocity.org.

Description of the project: Please provide a detailed description of the project including: the type of proposed activities, and number of parking spaces dedicated to the business and any other information related to the use. For residential construction, state if the addition is for a bedroom, additional unit or other use, number of off-street parking spaces and any other related information.

5 sets of plans, folded, 1"=10' min. scale, and 1 set of plans reduced to 8 1/2" x 11" 9 additional full size plan sets are required if the project is subject to review by the City's Cultural Heritage Committee (CHC);

(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, distance to nearest structure on adjacent property, north arrow and scale.

Trees on site plan. The site plan must include the following information about trees. Show the location, type, trunk and canopy diameter of all trees on the property and indicate status (e.g. to be removed, maintained, or relocated).

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.

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 on the site plan. Show the proposed location of the fire sprinkler water lateral on the site plan. Show the location of the fire sprinkler riser and the fire department connection on the schematic floor plan.

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.



Applicant City

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.

Site furniture and details. Provide lighting design, including type, luminance in footcandles, height, and shielding. Include recycling and trash enclosures, seating walls, benches, and bicycle parking and storage.

Landscape development plan. Show location and mature size of proposed trees, street trees, shrubs, and ground cover. Include a legend, vegetation to be removed, erosion control and water-saving measures, method of irrigation and notes describing how the plan meets the site's functional, aesthetic, and ecological requirements. Provide cross-sections or elevations showing relationships between planting design and site improvements.

Water Efficient Landscape Standards
a) The square footage of each Hydrozone area (landscaped areas having plants with similar water needs, served by valves with the same irrigation schedule)
b) Completed Worksheet for Maximum Applied Water Allowance and Estimated Total Water Use calculations
[Can complete online & print, or download Excel worksheet from <http://www.slocity.org/utilities/download/Indscpcalc.xls>]

Low Impact Development (Stormwater Requirements)
a) **Tier 1 Projects.** Any project that creates between 2,500 sf to 5,000 sf of increased impervious surface. A Tier 1 project is required to utilize at least one (1) stormwater runoff reduction (LID) measure from the list below.
b) **Tier 2 Projects.** Any project that creates more than 5,000 sf of increased impervious surface. A Tier 2 project is required to utilize at least two (2) stormwater runoff reduction (LID) measures from the list below.
c) **Tier 3 Projects.** The following projects are considered Tier 3 projects. Tier 3 projects require at least two (2) LID measures, from the list below, that retain or reduce runoff and may be subject to further requirements upon review.
• Automotive repairs shops
• Commercial developments of 100,000 sf or more
• Gasoline stations
• Parking lots larger than 5,000 sf that are potentially exposed to stormwater runoff
• Parking lots of 25 spaces or more that are potentially exposed to stormwater runoff
• Single family residential homes on hillsides
• Residential tentative subdivision maps with a potential of 5 or more units
• Restaurants

LID Measures

- Rain garden
- Vegetated swales
- Hollywood driveway
- Bio-retention system
- Infiltration planters
- Amend soils
- Down-spout disconnect
- Reduce roadway surface (where permitted)
- Porous paving systems
- Open-cell block pavers
- Open-joint block pavers
- Porous turf pavement
- Pavement disconnection
- Rain barrel
- Rain water harvesting
- Green roofs
- Stormwater ponds
- Wetland creation
- Other, as approved by this agency

Sign proposals. Show dimensions and areas of all signs, dimensions and areas of building walls on which signs are located, heights of all signs, means of lighting, message on each sign, description of materials and colors for letters and background, a scaled drawing of each sign showing typeface and design details or a sign program for commercial projects.

Materials sample board:
Colors and textures of exterior materials securely mounted on a maximum 8 1/2" X 14" size illustration or poster board.

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.



Applicant City

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/.

Other:

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



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.

Architectural Review (Signs)

Application Fee: \$1,388

Effective: 7-01-11

Applicant City

Completed Planning Application Form: Applications can be obtained from the Community Development Department or by mail, fax, or at www.slocity.org.

Statement: Clearly describe any requested exceptions to the City's Sign Regulations (SLOMC Chapter 15).

Nine sets of plans:

Each set of plans must contain:

A site plan. At a minimum include: building footprints, dimensioned property lines and all building setbacks; exact location of proposed signs and distance from sign to property lines.

Sign proposal.

Show dimensions and areas of all signs.

Provide dimensions and areas of building walls on which signs are located.

Show height from finished grade of all signs.

Provide a detailed description of the means of lighting, if any.

Give message on each sign.

Provide a description of materials and colors for letters and background.

Provide a scaled drawing of each sign showing typeface and design details.

Provide copy of sign program for commercial projects that have adopted or are proposing sign programs.

Materials sample board

Colors and textures of sign materials securely mounted on a maximum 8 1/2" X 14" size illustration or poster board.

Other:

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



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

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Certificate of Compliance

Application Fee: \$1,537**

**Recording Fees Required

Effective: 7-01-11

Applicant City

Completed Planning Application Form:
Applications can be obtained from the Community Development Department or by mail, fax, or at www.slocity.org. Applications must include business owner and property owner signatures.

Preliminary title report that is current within 3 months and covers all of the properties proposed for Certificate of Compliance. Abstract of the Title/Deed history showing conveyance/division in compliance with the Subdivision Map Act, i.e. prior to March 4, 1972.

Legal description of parcel. Each parcel proposed for Certificate of Compliance shall be described separately.

An authorization consenting to the proposed Certificate(s) signed by all parties having a record title interest in the parcel to be merged.

Assessor's parcel map(s) with the affected properties highlighted.

Map(s) of proposed Certificate of Compliance showing existing lot configurations and dimensions.

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



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

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Creek Setback Exception
Application Fee: \$814
Effective: 7-01-11

- Applicant City
Completed Planning Application Form: Applications can be obtained from the Community Development Department or by mail, fax, or at www.slocity.org.
Description of the proposed use: Please provide a detailed description of the proposed use including: the type of proposed activities, hours of operation, goods and services offered, number of employees, number of parking spaces dedicated to the business and any other information related to the use. For residential construction, state if the addition is for a bedroom, additional unit or other use, number of off-street parking spaces and any other related information.
Statement: Clearly describe 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.
3 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, distance to nearest structure on adjacent property, north arrow and scale.
Trees on site plan. The site plan must include the following information about trees. Show the location, type, trunk and canopy diameter of all trees on the property and indicate status (e.g. to be removed, maintained, or relocated).
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.
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.



Applicant City

Fire sprinkler information. Show the location of the backflow prevention device on the site plan. Show the proposed location of the fire sprinkler water lateral on the site plan. Show the location of the fire sprinkler riser and the fire department connection on the schematic floor plan.

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.

Biological Survey:

A biological survey by a qualified independent person shall be required for each discretionary exception request, to provide the basis for making finding "d.i" in the Zoning Regulations (Section 17.16.025.G.4, Discretionary Exceptions). This requirement may be waived by the Community Development Director upon determining that no purpose would be served by such a survey because no biological resources could be affected by the exception.

Required Statements:

Each request for a creek setback exception must include the following statements:

- i. A description of the feature or features proposed for exception and the extent of the exception.
- ii. A description of potential design changes for the project which would eliminate or reduce the need for the exception.
- iii. A statement of reasons why an exception is deemed necessary by the applicant.
- iv. Mitigation proposed to offset any harmful effects of the exception.

Waste Water 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.

Other: Environmental review is often required as part of the review process of a creek setback exception. See the checklist for Initial Study of Environmental Impact.

*** Individual fees for Creek Setback Exceptions are only collected when other planning applications, such as Architectural Review, are not required for final approval of the project.

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



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.

Fence Height Exception Application Fee: \$477 Effective: 7-01-11

- Applicant City
Completed Planning Application Form: Applications can be obtained from the Community Development Department or by mail, fax, or at www.slocity.org. Applications must include business owner and property owner signatures.
Statement: Clearly describe your requested fence height exception and the reasons for making the request. If you are unsure, a planner can assist you in determining if an exception is required.
3 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. Include the zoning, current uses of the site and total square footage.
A site plan. At a minimum include: building footprints, dimensioned property lines and all building setbacks; existing and proposed walls, fences and hedges with dimensioned setbacks; location, name and width of adjacent rights-of-way; location and width of all waterways; distance to nearest structure on adjacent property, north arrow and scale.
Trees on site plan. The site plan must include the following information about trees. Show the location, type, trunk and canopy diameter of all trees on the property and indicate status (e.g. to be removed, maintained, or relocated).
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.
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.
Wall, fence or hedge details. Show all sides and dimensions of proposed walls, fences and hedges. Indicate materials, colors and species of all exterior surfaces, features and plantings (A color and material sample board may be required).
Other:

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



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

General Plan Amendment

Application Fee: \$15,362
Effective 7-01-11

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.

- | Applicant | City | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Planning Application Form:
Applications can be obtained from the Community Development Department or by mail, fax, or at www.slocity.org . |
| <input type="checkbox"/> | <input type="checkbox"/> | Statement describing how the amendment carries out existing policies of the general plan or how the proposed change in policies is warranted by new conditions or community desires. |
| <input type="checkbox"/> | <input type="checkbox"/> | Statement describing how the proposed change or changes relate to other general plan elements. |
| <input type="checkbox"/> | <input type="checkbox"/> | Map exhibit taken from the General Plan Land Use Map:
One 8 1/2" X 11" map with the area to be changed highlighted and the proposed change clearly labeled. |
| <input type="checkbox"/> | <input type="checkbox"/> | Text exhibit with the existing words to be deleted lined through and words to be added underlined indicating proposed new text. |
| <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: |

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



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.

High Occupancy Residential Use Permit

Application Fee: \$814
Effective: 7-01-11

Applicant City

Completed Planning Application Form:
Applications can be obtained from the Community Development Department or by mail, fax, or at www.slocity.org.

Description of the proposed use:
Please provide a detailed description of the proposed use including: the proposed number of adult occupants, the gross floor area of the dwelling, the number of bathrooms in the dwelling, and the number of off-street parking spaces dedicated to the dwelling.

Statement:
Clearly describe 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.

(All plans should be in U.S. Customary or English Units)

3 sets of plans, folded, 1"=10' min. scale, and 1 set of plans reduced to 8 1/2" x 11"

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, distance to nearest structure on adjacent property, north arrow and scale.

Water Efficient Landscape Standards
a) The square footage of each Hydrozone area (landscaped areas having plants with similar water needs, served by valves with the same irrigation schedule)
b) Completed Worksheet for Maximum Applied Water Allowance and Estimated Total Water Use calculations

[Can complete online & print, or download Excel worksheet from <http://www.slocity.org/utilities/download/Indscpcalc.xls>]



Applicant City

Low Impact Development (Stormwater Requirements)

- a) **Tier 1 Projects.** Any project that creates between 2,500 sf to 5,000 sf of increased impervious surface. A Tier 1 project is required to utilize at least one (1) stormwater runoff reduction (LID) measure from the list below.
- b) **Tier 2 Projects.** Any project that creates more than 5,000 sf of increased impervious surface. A Tier 2 project is required to utilize at least two (2) stormwater runoff reduction (LID) measures from the list below.
- c) **Tier 3 Projects.** The following projects are considered Tier 3 projects. Tier 3 projects require at least two (2) LID measures, from the list below, that retain or reduce runoff and may be subject to further requirements upon review.
 - Automotive repairs shops
 - Commercial developments of 100,000 sf or more
 - Gasoline stations
 - Parking lots larger than 5,000 sf that are potentially exposed to stormwater runoff
 - Parking lots of 25 spaces or more that are potentially exposed to stormwater runoff
 - Single family residential homes on hillsides
 - Residential tentative subdivision maps with a potential of 5 or more units
 - Restaurants

LID Measures

- Rain garden
- Vegetated swales
- Hollywood driveway
- Bio-retention system
- Infiltration planters
- Amend soils
- Down-spout disconnect
- Reduce roadway surface (where permitted)
- Porous paving systems
- Open-cell block pavers
- Open-joint block pavers
- Porous turf pavement
- Pavement disconnection
- Rain barrel
- Rain water harvesting
- Green roofs
- Stormwater ponds
- Wetland creation
- Other, as approved by this agency

Trees on site plan. The site plan must include the following information about trees. Show the location, type, trunk and canopy diameter of all trees on the property and indicate status (e.g. to be removed, maintained, or relocated).

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.

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 on the site plan. Show the proposed location of the fire sprinkler water lateral on the site plan. Show the location of the fire sprinkler riser and the fire department connection on the schematic floor plan.

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.

Other:

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



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

Historic Preservation Review

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.

Applicant City

Completed Planning Application Form:

Applications can be obtained from the Community Development Department or by mail, fax, or at www.slocity.org.

- Changes to historic buildings.**
Changes to a historic building will require architectural review. Changes that are not visible from a street or do not significantly change the building's architectural character may be acted on by the Community Development Director. Changes visible from the street that significantly change the building's architectural character will be acted on by the Architectural Review Commission (ARC).

The Cultural Heritage Committee (CHC) reviews projects and provides advice to the Director or the ARC. In addition to the materials usually required for architectural review, you must submit the following items:

- Eight sets of plans containing the information required for architectural review of the project. If you do not have a checklist for architectural review, a planner can assist you.
- Colored photographs showing the existing structure and its relationship to adjoining structures.
- When additions or modifications to a structure will be visible from a street, accurate perspective drawings of the structure showing the changes from a pedestrian's point of view.
- Samples of exterior building materials or a board showing the types of exterior materials to be used.
- Photographs, illustration or video tape showing the surrounding neighborhood.

- New buildings in historical districts**
The Cultural Heritage Committee (CHC) reviews projects and provides advice to the ARC. In addition to the materials usually required for architectural review, you must submit the following items:

- Eight sets of plans required for architectural review. If you do not have a checklist for architectural review, a planner can assist you.
- Colored photographs showing the relationship of the parcel to adjoining properties and structures.
- A perspective drawing of the proposed building(s) as viewed by a pedestrian from the street.
- Samples of exterior building materials or a board showing the exterior materials to be used.
- Photographs, illustration or video tape showing the surrounding neighborhood.

Continued on reverse side.



Applicant City

Demolition or relocation of historic buildings

Demolition or relocation of historic buildings requires ARC approval. The application for ARC review of a demolition shall include architectural plans for a replacement structure or structures. The Cultural Heritage Committee (CHC) reviews these projects and provides advice to the ARC. In addition to the materials usually required for architectural review, you must submit the items listed above for new buildings in historical districts.

Other:

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



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

Mills Act

Application Fee: \$3,691
Effective: 7-01-11

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.

Applicant City

Completed Planning Application Form:
Applications can be obtained from the Community Development Department or by mail, fax, or at www.slocity.org.

Mills Act Contract Approval Request Letter:
This letter includes a description of the property's overall condition, historic background, City Historic Listing (property must be on the City of San Luis Obispo Master List of Historic Resources to be eligible), and other pertinent information.

Completed List of Mills Act Improvements:
This list describes the repairs, improvements, or maintenance to be completed using property tax savings and a timeline for completing each maintenance item over the duration of the first 10 year contract.

Other:

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



Determination

Application Fee: \$2,440*

*Includes a \$50 County filing fee (Project may be subject to \$2,044 Fish and Game Fees)

Effective: 7-01-11

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

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- Applicant City
Completed Planning Application Form: Applications can be obtained from the Community Development Department or by mail, fax, or at www.slocity.org.
A list of other public agencies which must approve or grant a permit for your project.
Description of the project: Please provide a detailed description of the project including: the type of proposed activities, hours of operation, goods and services offered, number of employees, number of parking spaces dedicated to the use and any other information related to the use. Also, provide 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, and the total number of new and existing dwelling units listed by number of bedrooms.
Department of Fish and Game fee: (1) If the project may affect wildlife, then state law requires a fee to be paid to the Department of Fish and Game (\$1,250). (2) If the project is found to have no potential harm to wildlife, the City will file a Fee Exemption Form. Fish and Game fees and administrative fees shall be collected at the time of application submittal and will be paid to the State and county upon adoption of the negative declaration by the City. When an environmental impact report (EIR) is required, the Fish and Game fee will be \$850.
Archaeological Resources Inventory (ARI, Phase 1 Study). Please request a list of qualified archaeological consultants for the San Luis Obispo area.
Information from previous soils engineering reports, noise studies, or archaeological studies which would assist the planner in making an environmental determination.
Other:

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



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

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Lot Line Adjustment

Preliminary Map

Application Fee: \$1,412

Effective: 7-01-11

Applicant City

Completed Planning Application Form: Applications can be obtained from the Community Development Department or by mail, fax, or at www.slocity.org.

Preliminary title report.

An authorization consenting to the proposed adjustment signed by all parties having a record title interest in the property to be subdivided.

Assessor's parcel map(s) with the affected properties highlighted.

Preliminary Map, Five 18" x 26" copies, folded, and one 8 1/2" x 11" reduction. (All plans should be in U.S. Customary or English Units)

Each set of plans must contain:

The parcel map number (available from County Planning Dept. 781-5600), name if any, date of preparation, North arrow, metric scale, and, if based on a survey, the date of the survey.

Name and address of the person or entity who prepared the map and the applicable registration or license number.

Names and addresses of the applicant(s) and all parties having record title interest in the property being adjusted.

The legal boundaries of the properties to be adjusted, with sufficient information to locate the property and to determine its position with respect to adjacent named or numbered subdivisions, if any.

Topographic information based on City datum with a reference to the source of the information.

Existing streets and lot lines and the location and outline to scale of all structures which are to be retained within the properties and all structures outside the adjustment area within 10 feet of the boundary lines; the distances between structures to be retained and notations concerning all structures which are to be removed.

The locations, widths and purpose of all existing and proposed easements for utilities, drainage and other public purposes, shown by dashed lines, within and adjacent to the subdivision (including proposed building setback lines, if known); all existing and proposed utilities including size of water lines and the size and grade of sewer lines, location of manholes, fire hydrants, street trees and street lights.

The name, location, width and directions of flow of all watercourses and flood-control areas within and adjacent to the property involved; the proposed method of providing storm water drainage and erosion control.

The location of all potentially dangerous areas, including areas subject to inundation, landslide, settlement, excessive noise, and the means of mitigating the hazards.



Applicant City

- The locations, widths and names or designations of all existing or proposed streets, alleys, paths and other rights-of-way, whether public or private; private easements within and adjacent to the subdivision; the radius of each centerline curve; a cross-section of each street and planned line for street widening or for any other public project in and adjacent to the subdivision; private streets shall be clearly indicated.
- The lines and approximate dimensions of all lots, and the number assigned to each lot (lots shall be numbered consecutively); the total number of lots; the area of each lot.
- The locations of any existing or abandoned wells, septic leaching fields, springs, water impoundments and similar features to the extent they affect the proposed use of the property.
- The location, type, trunk and canopy diameter of all trees on the property and indicate status (e.g. to be removed, maintained, or relocated); notations as to general type of vegetation in areas not occupied by trees.

The following supplemental material shall be filed with the preliminary map:

- A vicinity map of appropriate scale and showing sufficient adjoining territory to clearly indicate surrounding streets, other land in the subdivider's ownership, and other features which have a bearing on the proposed subdivision.
- A description of requested exceptions from the subdivision design standards for such items as lot area and dimensions, street sections or utility easements.
- A preliminary development plan or statement detailing the purpose of the Lot Line Adjustment.

Other: After preliminary approvals, additional fees will be collected by the Public Works Department for preparation of the appropriate agreement(s) to finalize this application. Contact Public Works for more information at 781-7200.

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



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

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(Voluntary)

Lot Merger

Application Fee: \$483**

**Recording Fees Required

Effective: 7-01-11

Applicant City

Completed Planning Application Form: Applications can be obtained from the Community Development Department or by mail, fax, or at www.slocity.org. Applications must include business owner and property owner signatures.

Preliminary title report that is current within 3 months and covers all of the properties proposed for merger.

Legal description of parcel. Each parcel proposed for merger shall be described separately (i.e. Parcel A & B).

An authorization consenting to the proposed merger signed by all parties having a record title interest in the parcel to be merged.

Assesor's parcel map(s) with the affected properties highlighted.

Map(s) of proposed Lot Merger (Two seperate 8 1/2" x 11" copies that show the existing and proposed lot configuration for affected parcels).

Show all property lines and dimensions for affected parcels.

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



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

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Night Club Use Permit

Application Fee: \$814
Effective: 7-01-11

- | Applicant | City | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Planning Application Form:
Applications can be obtained from the Community Development Department or by mail, fax, or at www.slocity.org . |
| <input type="checkbox"/> | <input type="checkbox"/> | Description of the proposed entertainment/use:
Provide a detailed description of the atmosphere/venue that you are creating, including the proposed activities, the type of entertainment to be provided, days and hours of operation, and entertainment if different, and if food will be served during entertainment. Include details such as if there will be dancing, a stage, or amplification (indicate volume level). |
| <input type="checkbox"/> | <input type="checkbox"/> | 3 sets of plans, folded, 1"=10' min. scale, and 1 set of plans reduced to 8 1/2" x 11"
<small>(All plans should be in U.S. Customary or English Units)</small>
Each set of plans must contain: |
| <input type="checkbox"/> | <input type="checkbox"/> | Project statistics. Including the zoning and current uses of the site, total square footage of the lease space, the square footage of the area to be used for entertainment purposes (including any stage and/or dancing area and outdoor use area) and parking calculations. Also include a list of the adjacent uses (including any uses on other floors of the building) and the distance to the nearest residential or other noise-sensitive use (I.E. theatre, library, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Schematic floor plans. Include interior building layout, existing and proposed rooms or use areas, stage and/or dancing areas, and outdoor use areas. Also include all entrances and emergency exits, and relationship to exterior use areas. |
| <input type="checkbox"/> | <input type="checkbox"/> | Elevations. If any modifications to the building will be part of the project show all sides proposed buildings/features and existing buildings/features to remain, dimensioned maximum height of building from average grade, signs, and proposed screening of exterior mechanical equipment. Indicate materials and colors of all exterior surfaces and features. |
| <input type="checkbox"/> | <input type="checkbox"/> | Alcoholic Beverage Control (ABC):
Provide a copy of the ABC License, including any Conditions of Use attached to said license. If a new license or change of license type will be required please indicate the type of license currently held (if applicable) and that which will be applied for. |
| <input type="checkbox"/> | <input type="checkbox"/> | Occupancy Load:
The applicant shall prepare an occupancy load analysis prepared by a licensed architect to the approval of the Chief Building Official prior to the consideration of the use permit. |
| <input type="checkbox"/> | <input type="checkbox"/> | Security Plan:
Include a management training plan, employee and security resource placement, crowd control and security measures, provisions for overflow customers, how staff members will be identified, and where personnel will be located/circulate. Also explain I.D. check and doorman duties, after-hours crowd management, and any other internal policies related to security, noise, or related issues. All server training shall be approved by the Department of Alcoholic Beverage Control and the Chief of Police. |



Applicant City

Other:

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



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

Planned Development Rezoning

Application Fee: \$8,410
Effective: 7-01-11

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.

Applicant City

Completed Planning Application Form:
Applications can be obtained from the Community Development Department or by mail, fax, or at www.slacity.org.

Map exhibit on an 8 1/2" X 11" sheet taken from the official zone map with the area to be changed highlighted and the proposed change clearly labeled.

Preliminary development plan including the following items:

A legal description of the total site.

A detailed statement of the objectives to be achieved by the planned development through the proposed development.

A statement of the applicant's intentions regarding future sale or lease of all or portions of the planned development.

A schedule indicating the approximate dates when construction of the development or phases of the development are to be started and completed.

A summary of the total number and type of dwelling units, parcel sizes, coverage, modified and natural open space, grading, residential densities, and areas devoted to non-residential uses.

Identification of portions of the development which do not conform to Use Regulations, Property Development Standards, or other provisions of the Zoning Regulations for the underlying zone and reason for the deviation from these standards.

Information on land area adjacent to the proposed development indicating important relationships between the proposal and surrounding land uses, circulation systems, public facilities and natural features.

12 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:

Existing site conditions, including elevation contours, watercourses and vegetation. Include, the name, location, width and directions of flow of all watercourses and flood-control areas within and adjacent to the property involved and the location, type, trunk and canopy diameter of all trees on the property and indicate status (e.g. to be removed, maintained, or relocated); notations as to general type of vegetation in areas not occupied by trees.

Proposed lot designs.

Location and floor area of existing and proposed buildings or outlines of areas within which building may be located.

Location and size of all areas to be conveyed or reserved as common open spaces or for public or semi-public uses.

Existing and proposed sidewalks and paths.



Applicant City

Existing and proposed circulation system of arterial, collector, and local streets; off-street parking, loading, and emergency access areas; points of access to public rights-of-way; proposed ownership of circulation routes.

Existing and proposed utility systems, including sanitary sewer, storm drainage, water, electricity, gas and telephone.

Low Impact Development (Stormwater Requirements)

a) **Tier 1 Projects.** Any project that creates between 2,500 sf to 5,000 sf of increased impervious surface. A Tier 1 project is required to utilize at least one (1) stormwater runoff reduction (LID) measure from the list below.

b) **Tier 2 Projects.** Any project that creates more than 5,000 sf of increased impervious surface. A Tier 2 project is required to utilize at least two (2) stormwater runoff reduction (LID) measures from the list below.

c) **Tier 3 Projects.** The following projects are considered Tier 3 projects. Tier 3 projects require at least two (2) LID measures, from the list below, that retain or reduce runoff and may be subject to further requirements upon review.

- Automotive repairs shops
- Commercial developments of 100,000 sf or more
- Gasoline stations
- Parking lots larger than 5,000 sf that are potentially exposed to stormwater runoff
- Parking lots of 25 spaces or more that are potentially exposed to stormwater runoff
- Single family residential homes on hillsides
- Residential tentative subdivision maps with a potential of 5 or more units
- Restaurants

LID Measures

- Rain garden
- Vegetated swales
- Hollywood driveway
- Bio-retention system
- Infiltration planters
- Amend soils
- Down-spout disconnect
- Reduce roadway surface (where permitted)
- Porous paving systems
- Open-cell block pavers
- Open-joint block pavers
- Porous turf pavement
- Pavement disconnection
- Rain barrel
- Rain water harvesting
- Green roofs
- Stormwater ponds
- Wetland creation
- Other, as approved by this agency

A conceptual landscape plan, including Water Efficient Landscape Standards
a) The square footage of each Hydrozone area (landscaped areas having plants with similar water needs, served by valves with the same irrigation schedule)
b) Completed Worksheet for Maximum Applied Water Allowance and Estimated Total Water Use calculations

[Can complete online & print, or download Excel worksheet from <http://www.slocity.org/utilities/download/Indscpcalc.xls>]

A preliminary grading plan.

Inclusionary Housing:
Provide a statement indicating how the project will meets its inclusionary housing requirement including plans showing the number, type and location of affordable units to be built or converted and the term of affordability, or a preliminary calculation of in-lieu fees, or an offer of land dedication.

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.



Applicant City

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/.

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



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.

Planning Commission Use Permit

Application Fee: \$3,103
Effective: 7-01-11

Applicant City

- Completed Planning Application Form:**
Applications can be obtained from the Community Development Department or by mail, fax, or at www.slocity.org.

- Description of the proposed use:**
Please provide a detailed description of the proposed use including: the type of proposed activities, hours of operation, goods and services offered, number of employees, number of parking spaces dedicated to the business and any other information related to the use. For residential construction, state if the addition is for a bedroom, additional unit or other use, number of off-street parking spaces and any other related information.

- Statement:**
Clearly describe 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.

- 12 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, distance to nearest structure on adjacent property, north arrow and scale.

- Water Efficient Landscape Standards**
 - a) The square footage of each Hydrozone area (landscaped areas having plants with similar water needs, served by valves with the same irrigation schedule)
 - b) Completed Worksheet for Maximum Applied Water Allowance and Estimated Total Water Use calculations
[Can complete online & print, or download Excel worksheet from <http://www.slocity.org/utilities/download/Indscpcalc.xls>]



Applicant City

Low Impact Development (Stormwater Requirements)

a) **Tier 1 Projects.** Any project that creates between 2,500 sf to 5,000 sf of increased impervious surface. A Tier 1 project is required to utilize at least one (1) stormwater runoff reduction (LID) measure from the list below.

b) **Tier 2 Projects.** Any project that creates more than 5,000 sf of increased impervious surface. A Tier 2 project is required to utilize at least two (2) stormwater runoff reduction (LID) measures from the list below.

c) **Tier 3 Projects.** The following projects are considered Tier 3 projects. Tier 3 projects require at least two (2) LID measures, from the list below, that retain or reduce runoff and may be subject to further requirements upon review.

- Automotive repairs shops
- Commercial developments of 100,000 sf or more
- Gasoline stations
- Parking lots larger than 5,000 sf that are potentially exposed to stormwater runoff
- Parking lots of 25 spaces or more that are potentially exposed to stormwater runoff
- Single family residential homes on hillsides
- Residential tentative subdivision maps with a potential of 5 or more units
- Restaurants

LID Measures

- Rain garden
- Vegetated swales
- Hollywood driveway
- Bio-retention system
- Infiltration planters
- Amend soils
- Down-spout disconnect
- Reduce roadway surface (where permitted)
- Porous paving systems
- Open-cell block pavers
- Open-joint block pavers
- Porous turf pavement
- Pavement disconnection
- Rain barrel
- Rain water harvesting
- Green roofs
- Stormwater ponds
- Wetland creation
- Other, as approved by this agency

Trees on site plan. The site plan must include the following information about trees. Show the location, type, trunk and canopy diameter of all trees on the property and indicate status (e.g. to be removed, maintained, or relocated).

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.

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 on the site plan. Show the proposed location of the fire sprinkler water lateral on the site plan. Show the location of the fire sprinkler riser and the fire department connection on the schematic floor plan.

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.

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.



Applicant City

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/.

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



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.

Public Art Proposal

Effective: 7-01-11

Applicant City

- Completed Planning Application Form:**
Applications can be obtained from the Community Development Department or by mail, fax, or electronic mail. Applications must include business owner and property owner signatures.

Submittal Requirements for Placement of Required Public Art on Private Property:

- Preliminary sketches, photographs or other documentation of sufficient descriptive clarity to indicate the nature of the proposed public art, including an accurate description of the colors and materials to be used. (Color and material samples may be required.)
- An appraisal or other evidence of the value of the proposed public artwork, including acquisition and installation costs.
- A site plan clearly showing the location of the public art and its relation to pedestrian paths of travel on the site and in the vicinity, including adjacent rights-of-way.
- An elevation or perspective rendering showing the streetscape view of the public art, including the street elevations of adjacent properties.
- A narrative statement to demonstrate that the public art will be displayed in an area open and freely available to the general public, or that public accessibility will be provided in an equivalent manner based on the characteristics of the artwork or its placement on the site.
- Draft covenants, conditions and restrictions (CC&Rs), to be recorded with the County Recorder, which require the property owner, successor in interest, and assigns to:
 1. Maintain the public art in good condition as required by the City's Public Art Guidelines.
 2. Indemnify, defend and hold the City and related parties harmless from any and all claims or liabilities from the public art, in a form acceptable to the City Attorney.
 3. Maintain liability insurance, including coverage and limits as may be specified by the City's Risk Manager.

Submittal Requirements for Public Art Donated to the City:

- Preliminary sketches, photographs or other documentation of sufficient descriptive clarity to indicate the nature of the proposed public art, including an accurate description of the colors and materials to be used. (Color and material samples may be required.)
- An appraisal or other evidence of the value of the proposed public artwork, including acquisition and installation costs.
- A written agreement executed by or on behalf of the artist who created the public art which expressly waives his or her rights under the California Art Preservation Act or other applicable law.

Submittal Requirements for Payment of In-Lieu Fee to Meet the Public Art Requirement for a Development Project:

- Provide a written statement of intent to pay the fee along with a preliminary calculation of that fee. See the Building Permit Coordinator for the latest Building Valuation Data used to calculate fees.



Applicant City

Other:

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

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Name (Printed)

Signature

Date



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San Luis Obispo, California 93401. (805) 781-7170

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Rezoning (Text Amendment)

Application Fee: \$8,821

Effective: 7-01-11

Applicant City

Completed Planning Application Form:
Applications can be obtained from the Community Development Department or by mail, fax, or at www.slocity.org.

Statement outlining purpose of the rezoning and describing how the amendment carries out existing policies of the general plan or how the general plan policies are being amended to allow the zone change.

Map exhibit taken from the official zoning map:
One 8 1/2" X 11" map with the area to be changed highlighted and the proposed change clearly labeled.

Text exhibit with the existing words to be deleted lined through and words to be added underlined indicating proposed new text.

Assessor's parcel map(s) with the property to be rezoned highlighted.

Other:

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

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Name (Printed)

Signature

Date



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Secondary Dwelling Unit

Application Fee: \$1,055

Effective: 7-01-11

Applicant City

Completed Planning Application Form: Applications can be obtained from the Community Development Department or by mail, fax, or at www.slocity.org.

Description of the proposed use: Please provide a detailed description of the proposed use including: the total number of off-street parking spaces provided for the primary and secondary unit, and the gross floor area of the proposed second unit.

Statement: Clearly describe 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. Requests for exceptions may require additional discretionary review and a use permit.

3 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, distance to nearest structure on adjacent property, north arrow and scale.

Trees on site plan. The site plan must include the following information about trees. Show the location, type, trunk and canopy diameter of all trees on the property and indicate status (e.g. to be removed, maintained, or relocated).

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.

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.



Applicant City

- Fire sprinkler information.** Show the location of the backflow prevention device on the site plan. Show the proposed location of the fire sprinkler water lateral on the site plan. Show the location of the fire sprinkler riser and the fire department connection on the schematic floor plan.
- 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.

- Secondary Dwelling Units are subject to property development standards established in Municipal Code Chapter 17.21.**

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



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.

Sidewalk Cafe Permit

Application Fee: \$291
\$1.00 per sq. ft./mo.
Effective: 7-01-11

Applicant City

Completed Planning Application Form:
Applications can be obtained from the Community Development Department or by mail, fax, or at www.slocity.org. Applications must include business owner and property owner signatures.

Business Tax Certificate:
A copy of a current business tax certificate issued to the business owner.

Business Owner's Proof of Liability Insurance:
Liability insurance must meet City standards, naming the City as additionally insured for the term of the permit to the approval of the City Risk Manager.

Liability Release Agreement:
An agreement wherein the recipient of the permit agrees to hold the City harmless from liability arising from the operation of the sidewalk cafe signed by the business owner.

A Statement:
A cover letter should be submitted with the application that describes the business, indicates proposed hours of operation, and explains how additional required parking will be provided.

3 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:

A site plan. At a minimum include: dimensions of the area proposed for outdoor dining; the proposed number and location of tables, chairs and other furnishings to be included in the dining area; the relationship of the outdoor dining area to the indoor dining area; and all sidewalk obstructions in the vicinity.

Site details. A detailed description of the type, color, and material of all proposed outdoor furniture, such as tables, chairs, barriers, planters, umbrellas, signs and lighting.

Other:

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

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Name (Printed)

Signature

Date



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Sidewalk Tables & Chairs Permit

Application Fee: \$ 291

Effective: 7-01-11

Applicant City

Completed Planning Application Form: Applications can be obtained from the Community Development Department or by mail, fax, or at www.slocity.org. Applications must include business owner and property owner signatures.

Business Tax Certificate: A copy of a current business tax certificate issued to the business owner.

Business Owner's Proof of Liability Insurance: Liability insurance must meet City standards, naming the City as additionally insured for the term of the permit to the approval of the City Risk Manager.

Liability Release Agreement: An agreement wherein the recipient of the permit agrees to hold the City harmless from liability arising from the operation of the sidewalk cafe signed by the business owner.

A Statement: A cover letter should be submitted with the application that describes the business, indicates proposed hours of operation, and explains how additional required parking will be provided.

3 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)

A site plan. At a minimum include: dimensions of the area proposed for outdoor dining; the proposed number and location of tables and chairs to be included in the dining area; the relationship of the outdoor dining area to the indoor dining area; and all sidewalk obstructions in the vicinity.

Site details. A detailed description of the type, color, and material of all proposed outdoor furniture.

Other:

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



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

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Sidewalk Sales Permit

Application Fee: \$114

Effective: 7-01-11

Applicant City

Completed Planning Application Form:
Applications can be obtained from the Community Development Department or by mail, fax, or at www.slocity.org.

Statement describing activity including types of goods for sale, date(s) of sale and hours of operation.

Liability insurance endorsement naming City of San Luis Obispo as "additional insured as respects sidewalk sales."

Waiver form agreeing to hold City harmless.

Other:

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



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Specific Plan

Application Fee: 100% of full cost of time and materials

Effective: 7-01-11

Applicant City

Completed Planning Application Form: Applications can be obtained from the Community Development Department or by mail, fax, or at www.slocity.org.

Draft specific plan (10 copies initially) to include text, tables and graphics showing:

The types and intensities of development.

Phasing of development and public facilities.

Measures to protect resources and open space, including, among other types, permanent wildlife habitats and corridors, and farm fields.

Ways that the area can be a receiver location for transferred development credits.

Public facilities and the means to provide them, to City standards, including water supply, sewage collection, storm water drainage, streets, bikeways, walking paths, and passive and active park space.

Desired levels of public services and the means to provide them, including fire, police, and schools.

A variety of housing types and sizes.

Trees to help reduce wind exposure, and water-frugal landscaping.

Public parks and open space, and other land that is not to be built on, such as yards, and community gardens for multifamily areas.

Dual water systems allowing use of treated wastewater for non-potable uses.

Energy efficient design, utilizing passive and active solar features.

Amenities to facilitate public transportation within the area, including bus stops.

Bicycle and walking paths, separate from roadways, to connect residential areas with neighborhood commercial centers, schools, parks and, where feasible, other areas of the City.

Opportunities for individuals or small groups, other than the specific plan developer, to build homes or to create living environments suited to small groups or to special needs.

Any site-planning or building-design guidelines which will be applied within the specific plan area but not within the whole city.



Applicant City

Inclusionary Housing Proposal:

Provide a statement indicating how the project will meet its inclusionary housing requirement including plans showing the number, type and location of affordable units to be built or converted and the term of affordability, or a preliminary calculation of in-lieu fees, or an offer of land dedication.

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.

Other:

Applicants considering preparation of a specific plan are encouraged to contact the Long-Range Planning Division before submitting an application.

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



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

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Specific Plan Amendment

Application Fee: \$14,058

Effective: 7-01-11

Applicant City

Completed Planning Application Form:
Applications can be obtained from the Community Development Department or by mail, fax, or at www.slocity.org.

Statement describing how the amendment carries out existing policies of the specific plan or how the proposed change in policy is warranted by new conditions or community desires.

Statement describing how the amendment carries out existing policies of the general plan or how the proposed change in policy is warranted by new conditions or community desires.

Map exhibit taken from the Specific Plan Map:
One 8 1/2" X 11" map with the area to be changed highlighted and the proposed change clearly labeled.

Text exhibit with the existing words to be deleted lined through and words to be added underlined indicating proposed new text.

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.

Other:

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



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

Information on this list must be submitted to facilitate preliminary review of your project. Detailed and specific information will help staff better understand your project information needs. This is not intended to be an exhaustive list as other information may be required upon full application submittal. THIS IS NOT A COMPLETENESS REVIEW.

Pre-Application Review

Fee: \$521, w/ Site Visit: \$1042

*Application fee will be credited for applications submitted within six months

Effective: 7-01-11

Deliverables: Preliminary review for "red flag" items, Pre-application meeting with relevant departments, Follow-up e-mail with meeting notes

Applicant City

Completed Planning Application Form: Applications can be obtained from the Community Development Department or by mail, fax, or at www.slocity.org.

Project Description Statement: A written description including project purpose or design rationale. Indicate specific questions you want answered. Include any other documents that may assist staff to answer the questions you want resolved through the pre-application process. Photographs of site and surroundings are encouraged.

6 sets of plans, folded, 1"=10' min. scale (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.

Preliminary 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, top of bank and riparian vegetation; proposed improvements and demolitions; dimensions of all parking spaces and bays; walls, fences and exterior lights; location of recycling and refuse enclosures; trees (to be removed or retained), landscaping and outdoor use areas; general footprints of and distance to nearest structures on adjacent property, north arrow and scale.

Infrastructure. Show existing and proposed frontage improvements and utilities, including hydrants and other fire, life, safety equipment.

Preliminary Elevations. Show all sides of proposed buildings and existing buildings to remain indicating the form and general exterior treatment of buildings.

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