



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 Subdivision Application Fee: \$6,499 Effective: 7-01-10

- 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.



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- 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.
- 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.



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- 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.

**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.

**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.



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- 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.

**Green Building Checklist**

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

Checklists are available from the Community Development Department, or at: <http://www.usgbc.org/>: and [www.slogreenbuild.org/library/](http://www.slogreenbuild.org/library/).

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

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

\_\_\_\_\_  
Name (Printed )

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date