



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.

Creek Setback Exception Application Fee: \$879 Effective: 7-01-16

- 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.

- Stormwater.** Stormwater Control Plan for Post Construction Requirements (see additional checklist for requirements) Checklists are available from the Community Development Department, or at: <http://www.slocity.org/communitydevelopment/PostConstructionStormwater.asp> under Stormwater Control Plan Template.

- 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