



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.

# Secondary Dwelling Unit

Application Fee: \$1,138

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 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.

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, 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