



# CITY OF SAN LUIS OBISPO

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

## Application Checklist

Effective: 7-01-2023

Applications for development permits must include, at minimum, the information in this checklist in order to be accepted for processing and evaluation for final action. Additional information may be required following initial review by staff. Applications missing information in this checklist will not be accepted for review.

## Architectural Review (Major)

*Application Fee:*  
*Refer to current Comprehensive Fee Schedule*

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**Completed Planning Application Form:**

Applications can be obtained from the Community Development Department or by mail, fax, or at:  
[www.slocity.org/government/departments-directory/community-development](http://www.slocity.org/government/departments-directory/community-development)

**Project Description:**

Provide a detailed description of the proposed project including: number and size of structures to be constructed or demolished; the type of proposed activities (land uses) for the site and buildings on it; provision of required parking (vehicle, motorcycle, bicycle) for all activities (land uses) on the site, any other information related to the use of the site. For residential construction, describe the number of dwellings, and the number of bedrooms contained within each dwelling.

**Statement:**

Clearly describe any exceptions or variances from the Property Development Standards (set out in the City's Zoning Regulations, Section 17.70) that are requested or which may be necessary for your project. Include in your statement all relevant evidence justifying the exception or variance request.

**Project Plans**, at appropriate scale, using U.S. Customary or English Units

- 12 copies at full size (Min. 11" x 17")
- 1 copy at reduced size (8.5" x 11")

**Title Page.** Provide on the Title Page the project statistics, including: 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.

**Site Plan.** At 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. 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.

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

**Preliminary 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.

**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.

**Elevation Drawings.** 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.

**Preliminary Landscape 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.

### Water Efficient Landscape Standards

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

**Signage.** 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.

**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.

**Stormwater (Stormwater Control Plan for Post Construction Requirements):**

Complete the Stormwater Control Plan for Post Construction Requirements Checklist available from Community Development, and online on the Engineering Development Review web page ([www.slocity.org](http://www.slocity.org) > Government > Department Directory > Community Development)

**Low Impact Development (Stormwater Requirements).** Based on increased impervious surface area created by your project, and on the nature of the project (certain site features or intended land uses), your project may be subject to certain Low Impact Development (LID) Measures to reduce stormwater runoff.

**Other:**

Additional requirements may apply to certain projects, including, but not limited to:

- Winter solstice shading plan.** Provide a winter solstice shading plan when height or setback exceptions are requested.
- Perspective rendering.** May be helpful for large multi-faceted projects.
- Model.** Planning staff will indicate if a model is required or acceptable in lieu of project plans.

## Other (cont...)

- 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, and online at:  
[www.usgbc.org](http://www.usgbc.org) and [www.slogreenbuild.org/library](http://www.slogreenbuild.org/library)

- Phasing Plan.** Indicate if the project is proposed in phases, and if so, show the sequence and timing of phased development.
  - 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.
  - 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.
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