



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.

Annexation

Application Fee:
Refer to current Comprehensive Fee Schedule

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

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

- 12 copies at full size (Min. 24" x 36")
- 1 copy at reduced size (8.5" x 11")

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.

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")

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.
