



# CITY OF SAN LUIS OBISPO

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

## Application Checklist

Effective: 7-01-2023

Conceptual review is an opportunity to receive preliminary guidance from the Architectural Review Commission (ARC) prior to submittal of complete detailed project information typically required for final action on a project. ARC reviews the project in one conceptual hearing. Further review by ARC (conceptual or final) requires payment of a new application fee.

## Architectural Review (Conceptual)

*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](http://www.slocity.org/government/departments-directory/community-development)

**Statement:**

Provide a generalized statement of your project to help reviewers better understand your ultimate goals. For commercial projects, more information on the proposed businesses at the site such as hours of operation and number of employees would be useful. Include a description of any known needed exceptions to property development standards included in the zoning regulations or requirements of the subdivision regulations or parking & driveway standards. All projects scheduled for conceptual review before the ARC must be found by the Community Development Director to be in substantial compliance with the City's General Plan, any applicable specific plans, and the Community Design Guidelines.

**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.

**Topographic Map.** Include a topographic map showing existing and proposed contours.

**Elevation.** Show all sides of the proposed buildings and buildings to remain indicating the form and general exterior treatment of buildings.

**Infrastructure.** Show existing and proposed frontage improvements and utilities, including hydrants and other fire, life, safety equipment.

**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.

**Optional Information:**

The project planner may suggest additional information beyond the minimum requirements listed above such as a perspective rendering to help the ARC better understand a project.