



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.

Historic Preservation Review

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

The Cultural Heritage Committee (CHC) reviews projects and provides recommendations to decision-makers as to the consistency of a project with the City's Historic Preservation Ordinance and Historic Preservation Program Guidelines

New Construction on Historic Properties and in Historic Districts, Changes to Historic Buildings and Resources

New construction on historic properties in historic districts, and changes to historic buildings and resources typically require architectural review, in addition to review by the Cultural Heritage Committee. Changes that are not visible from a street or that do not significantly change a building's architectural character may be considered minor in nature and eligible to be decided by the Community Development Director. Changes visible from the street that significantly change the building's architectural character are subject to further review by the City's Architectural Review Commission (ARC).

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

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

Refer to Architectural Review Checklist. Your plans must contain the same information required for Architectural Review. Please refer to the appropriate Architectural Review application checklist for your project.

Materials sample board:

Colors and textures of exterior materials securely mounted on a maximum 8 1/2" X 14" size illustration or poster board.

Photographs (site and vicinity):

Color photographs of the site and existing structures, clearly depicting existing structures and their relationship to each other and to those on adjacent property; and color photographs showing the surrounding neighborhood.

Perspective Drawings:

When additions or modifications to a structure will be visible from a street, accurate perspective drawings of the structure showing the changes from a pedestrian's point of view.

Demolition or Relocation of Historic Buildings

Demolition or relocation of historic buildings requires ARC approval. The application for ARC review of a demolition shall include architectural plans for a replacement structure or structures. The Cultural Heritage Committee (CHC) reviews these projects and provides a recommendation to the ARC as to the consistency of the project with the City's Historic Preservation Programs and Historic Preservation Program Guidelines. In addition to the materials usually required for architectural review, you must submit the items listed above for new buildings in historical districts.
