



# 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.

### Lot Line Adjustment (Preliminary Map)

*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)

**Preliminary Title Report**

**Authorization** consenting to the proposed adjustment signed by all parties having a record title interest in the property to be subdivided.

**Assessor Parcel Map(s)** with the affected properties highlighted.

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

- 5 copies at full size (18" x 26")
- 1 copy at reduced size (8.5" x 11")

The parcel map number (available from County Planning Dept. 781-5600), name if any, date of preparation, North arrow, metric scale, and, if based on a survey, the date of the survey.

Name and address of the person or entity who prepared the map and the applicable registration or license number.

Names and addresses of the applicant(s) and all parties having record title interest in the property being adjusted.

The legal boundaries of the properties to be adjusted, with sufficient information to locate the property and to determine its position with respect to adjacent named or numbered subdivisions, if any.

Topographic information based on City datum with a reference to the source of the information.

Existing streets and lot lines and the location and outline to scale of all structures which are to be retained within the properties and all structures outside the adjustment area within 10 feet of the boundary lines; the distances between structures to be retained and notations concerning all structures which are to be removed.

The locations, widths and purpose of all existing and proposed easements for utilities, drainage and other public purposes, shown by dashed lines, within and adjacent to the subdivision (including proposed building setback lines, if known); all existing and proposed utilities including size of water lines and the size and grade of sewer lines, location of manholes, fire hydrants, street trees and street lights.

The name, location, width and directions of flow of all watercourses and flood-control areas within and adjacent to the property involved; the proposed method of providing storm water drainage and erosion control.

The location of all potentially dangerous areas, including areas subject to inundation, landslide, settlement, excessive noise, and the means of mitigating the hazards.

## Preliminary Map (cont...)

The locations, widths and names or designations of all existing or proposed streets, alleys, paths and other rights-of-way, whether public or private; private easements within and adjacent to the subdivision; the radius of each centerline curve; a cross-section of each street and planned line for street widening or for any other public project in and adjacent to the subdivision; private streets shall be clearly indicated.

The lines and approximate dimensions of all lots, and the number assigned to each lot (lots shall be numbered consecutively); the total number of lots; the area of each lot.

The locations of any existing or abandoned wells, septic leaching fields, springs, water impoundments and similar features to the extent they affect the proposed use of the property.

The location, type, trunk and canopy diameter of all trees on the property and indicate status (e.g. to be removed, maintained, or relocated); notations as to general type of vegetation in areas not occupied by trees.

## Supplemental Materials:

- Vicinity map** of appropriate scale and showing sufficient adjoining territory to clearly indicate surrounding streets, other land in the subdivider's ownership, and other features which have a bearing on the proposed subdivision.
- A description of requested exceptions** from the subdivision design standards for such items as lot area and dimensions, street sections or utility easements.
- A preliminary development plan or statement** detailing the purpose of the Lot Line Adjustment.

After preliminary approvals, additional fees will be collected by the Public Works Department for preparation of the appropriate agreement(s) to finalize this application.

Contact Public Works for more information at 781-7200.

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