



# 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.

## Minor Subdivision (4 lots or fewer) Tentative Subdivision 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.**

**An Authorization** consenting to the proposed subdivision signed by all parties having a record title interest in the property to be subdivided (if not included on the planning application form.)

**Assessor Parcel Map(s)** with the property to be subdivided highlighted.

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

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

**Map number.** 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.

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

**Subdivider.** Names and addresses of the subdivider and all parties having record title interest in the property being subdivided.

**Property boundaries.** The boundaries of the subdivision, defined by legal description, with sufficient information to locate the property and to determine its position with respect to adjacent named or numbered subdivisions, if any.

**Topography.** Topographic information based on City datum (reference data source). Contours shall have a minimum interval of two meters.

**Trees.** 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.

**Lot lines/Structures.** Existing or proposed street and lot lines and the location and outline to scale of all structures which are to be retained within the subdivision and all structures outside the subdivision within 10 feet of the boundary lines; the distances between structures to be retained and notations concerning all structures which are to be removed.

**Easements.** 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 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, fire sprinkler backflow device, fire sprinkler water lateral, street trees and street lights.

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

Tentative Parcel Map (cont...)

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

Streets. 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.

Lot statistics. 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.

Public access. The boundaries, acreage and use of existing and proposed public areas in and adjacent to the subdivision. If land is to be offered for the dedication for park or recreation purposes or for the purpose of providing public access to any public waterway, river or stream, it shall be so designated.

Exceptions. Any exception being requested in accordance with the requirements of Municipal Code - Chapter 16.48 - Subdivision Exceptions shall be clearly labeled and identified as to nature and purpose.

Railroad easments. The location of all railroad rights-of-way and grade crossings.

Water systems. 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.

Subdivision boundaries. When it is known that separate final maps are to be filed on portions of the property shown on the tentative map, show the subdivision boundaries which will appear on said final maps and note the sequence in which said final maps will be filed.

Condominium information. Maps for condominium projects shall indicate the address of the property and the number, size and location of proposed dwelling units, parking spaces, and private or public open spaces. Condominium project maps shall comply with the City's Condominium Development and Conversion Regulations. For all condominium projects, the floor area of each unit shall be shown in proper scale and location together with the plan view of each ownership unit. Also include an open space plan showing "qualifying" private and common areas with square footages of those areas (private open spaces shall be totaled per unit).

The following supplemental material shall be filed with the tentative map:

- A 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 with a bearing on the proposed subdivision.
A statement of existing and proposed land use.
A statement of proposed improvements and landscape modifications, including the estimated time of completion in relation to subdivision of the property.
A description of proposed public or commonly held open space easement agreements, if applicable.
Draft covenants, conditions and restrictions if they are integral to the development concept or propose atypical requirements.
A written description of requested exceptions from the subdivision design standards for such items as lot area and dimensions, street sections or utility easements.
Proposed building setback and yards if different from those in the Zoning Regulations.

Water Efficient Landscape Standards

Provide the square footage of each Hydrozone area (landscaped areas having plants with similar water needs, served by valves with the same irrigation schedule). Provide a 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

**Supplemental Materials (cont...)**

- 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 > 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.
  
- 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.
  
- Engineering Geology Report.** An engineering geology report may be required in areas of “moderate”, “high”, and “very high” landslide risks, and in areas of “high” and “high+” liquefaction and subsidence potential as noted in the General Plan Seismic Safety Element. The engineering geology report shall include definite statements, conclusions and recommendations concerning the following, as applicable:
  - Location of major geologic features.
  - Topography and drainage in the subject areas.
  - Capability of soils and substrata to support structures.
  - Distribution and general nature of rock and soils.
  - A reasonable evaluation and prediction of the performance of any proposed cut or fill in relation to geologic conditions.
  - Recommendations concerning future detailed subsurface sampling and testing that may be required prior to building.
  - Capability of soils and substrata to support structures.
  
- A soils engineering report**, prepared by a civil engineer registered in the State of California and based upon adequate test borings, shall be required for every subdivision, unless the City Engineer determines that no analysis is necessary. If the soils engineering report indicates soil problems, a soils investigation of each lot in the subdivision may be required.  
The soils engineering report shall include data regarding the nature, distribution and strength of existing soils, conclusions and recommendations for grading procedures and design criteria for corrective measures, when necessary, and opinions and recommendations covering the adequacy of sites for development.
  
- In potential noise problem areas** identified in the General Plan Noise Element, specific site analysis by an acoustical engineer or other approved professional with qualifications in acoustic design may be required by the Community Development Director. Such a study shall define the noise exposure problems, conclusions and recommendations for corrective or mitigating measures, when necessary, and opinions and recommendations covering the suitability of the site for development.
  
- Retaining wall locations and heights.
  
- Waterway Management Plan Compliance:** Detailed analysis of the site will be required for some projects, consistent with Section 2.2, Volume III of the WMP, 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.
  
- 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.

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## Vesting Map Application Requirements

All vesting tentative map submittals must be accurate and complete, and must satisfy all requirements of the Community Development Department. At the time a vesting tentative map is filed a subdivider shall also supply the following information:

- A statement that Architectural Review approval has been granted, or a complete application for Architectural Review approval and plans have been filed which will be concurrently processed with the vesting tentative map for all buildings to be constructed on lots within the boundary of the vesting tentative map.
  - A statement that the vesting tentative map is consistent with the current zoning, or that an application has been filed for rezoning or pre-zoning the land which will be processed concurrently with the vesting tentative map. If a planned development permit, hillside planned development permit or use permit is required, said permit shall be processed prior to or concurrently with the vesting tentative map.
  - A tentative utility plan indicating the location of all public utilities and facilities including, but not limited to, facilities for water, sewer, electric, gas, cable TV and street lighting to be installed to serve the subdivision and any facilities which currently exist within the boundary of the subdivision.
  - Identify the dimensions (in scale) and proposed use of all buildings to be constructed within the subdivision.
  - Proposed grading plans based on actual field surveys.
  - Wild fire prevention plan and/or noise analysis with suggested mitigation measures if required by the City's General Plan or any specific plan.
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  - Required approval letters from other agencies where applicable and feasible.
  - Traffic studies including, but not limited to, existing and future traffic, geometrics, number of lanes, level of service, and recommended pavement sections in compliance with the City's Traffic Impact Study Guidelines.
  - When required by the Community Development Department, feasibility studies or other future impact studies.
  - Any studies or information deemed necessary by the Director to evaluate environmental and economic impacts of the project.
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