



# 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.

## Planned Development (Rezoning)

*Application Fee:  
Refer to current Comprehensive Fee Schedule*

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**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)

**Map exhibit** on an 8 1/2" X 11" sheet taken from the official zone map with the area to be changed highlighted and the proposed change clearly labeled.

**Preliminary development plan** including the following items:

A legal description of the total site.

A detailed statement of the objectives to be achieved by the planned development 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. Include, the name, location, width and directions of flow of all watercourses and flood-control areas within and adjacent to the property involved and 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.

Proposed lot designs.

Location and floor area of existing and proposed buildings or outlines of areas within which building may be located.

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 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.

Existing and proposed utility systems, including sanitary sewer, storm drainage, water, electricity, gas and telephone.

## Project Plans (cont...)

**Preliminary Landscape Plan.** Show location and mature size of proposed trees, street trees, shrubs, and ground cover. Include a legend, vegetation to be removed, erosion control and water-saving measures, and method of irrigation. Provide cross-sections or elevations showing relationships between planting design and site improvements.

### Water Efficient Landscape Standards

- a) Provide the square footage of each Hydrozone area (landscaped areas having plants with similar water needs, served by valves with the same irrigation schedule)
- b) Provide 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](http://www.slocity.org/utilities/download/Indscpcalc.xls)

**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.

**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](http://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.

**Water Ways Management Plan Compliance.**

Detailed analysis of the site will be required for some projects, consistent with Section 2.2, Volume III of the WWMP, 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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