



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.

Conditional Use Permit

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

Description of the proposed use:

Please provide a detailed description of the proposed use including: the type of proposed activities, hours of operation, goods and services offered, number of employees, number of parking spaces dedicated to the business and any other information related to the use. For residential construction, state if the addition is for a bedroom, additional unit or other use, number of off-street parking spaces and any other related information.

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. Including the 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.

A site plan. At a 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; landscaping and outdoor use areas, distance to nearest structure on adjacent property, north arrow and scale.

Fire hydrants. Indicate the location and distance to the two (2) closest fire hydrants on the site plan.

Fire sprinkler information. Show the location of the backflow prevention device on the site plan. Show the proposed location of the fire sprinkler water lateral on the site plan. Show the location of the fire sprinkler riser and the fire department connection on the schematic floor plan.

Schematic floor plans. Include interior building layouts, existing and proposed rooms or use areas, square footages of bedrooms, entrances and emergency exits, relationship to exterior use areas.
