



CITY OF SAN LUIS OBISPO

Community Development Department
919 Palm Street, San Luis Obispo, California
(805) 781-7170

Application Checklist

Effective: 7-01-2023

This information will facilitate preliminary review, and help staff understand your project. A meeting with reviewing departments will be held to discuss areas of concern to be addressed, along with details of application review. On submittal of a formal application, the information described in the appropriate application checklist will be required.

Pre-Application 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

Project Description:

A written description including project purpose or design rationale. Indicate specific questions you want answered. Include any other documents that may assist staff to answer the questions you want resolved through the pre-application process. Photographs of site and surroundings are encouraged.

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

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

Title Page. Provide on the Title Page the project statistics, including: 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.

Site Plan. At 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; any exterior ramps necessary for compliance with State disabled access standards; landscaping and outdoor use areas, distance to nearest structure on adjacent property, north arrow and scale.

Preliminary Elevations. Show all sides of proposed buildings and existing buildings to remain indicating the form and general exterior treatment of buildings.
