



# 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.

### Variance

*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)

**Statement describing requested exception(s):**

The variance procedure is intended to allow minor relaxation to yard requirements, height limits, coverage and parking requirements that would otherwise prevent a property from being used in the same manner as other, similar property.

Clearly describe the requested exception(s) to the City's Property Development Standards, Section 17.16 in the Zoning Regulations. If you are unsure, a planner can assist you.

**Statement explaining why the variance is justified based on the following criteria:**

1. That there are circumstances applying to the site, such as size, shape or topography, which do not apply generally to land in the vicinity with the same zoning.
2. That the variance will not constitute a grant of special privilege - an entitlement inconsistent with the limitations upon other properties in the vicinity with the same zoning.
3. That the variance will not adversely affect the health, safety or general welfare of persons residing or working on the site or in the vicinity.

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

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

**Project statistics.** 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.

**Trees on site plan.** The site plan must include the following information about trees. Show the location, type, trunk and canopy diameter of all trees on the property and indicate status (e.g. to be removed, maintained, or relocated).

**Creek Setbacks.** The location of top of bank and of riparian vegetation shall be shown on all project plans subject to City approval. The location of these features is subject to confirmation by the Community Development Director, based on observation of actual conditions and, as needed, the conclusions of persons with expertise in hydrology, biology, or geology.

## Project Plans (cont...)

**Frontage improvements and utilities.** Also on the site plan show the existing and proposed frontage improvements for all streets adjacent to the property; include sidewalk, curb, gutter, driveway approach, storm drain inlets, retaining walls, parkways, and street trees. Show all utilities infrastructure such as power poles, service drops, light poles and all proposed and existing water and sewer lines.

**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.

**Elevations.** Show all sides of proposed buildings and existing buildings to remain, dimensioned maximum height of building from average natural grade, signs, and proposed screening of exterior mechanical equipment. Indicate materials and colors of all exterior surfaces and features.

**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.

**Winter Solstice Shading Plan.** Required for height-setback exceptions. Show the shadow that would be cast on adjacent properties by the proposed development during the winter solstice.

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