DEVELOPMENT REVIEW

STEP 1

Before You Apply!
Learn about the development review process and guiding policies.

Helpful Links:
*Zoning Map
*Policies

Community Engagement
Before applying get familiar with the community surrounding your project. Depending on the scale and location of your project, a community meeting may be encouraged. Throughout the development review process it is important the community be kept informed.

STEP 2

Potentially complex project? Learn about potential issues early on by doing one of the following:

Pre-Application
Bring in your plans for preliminary review by setting up a meeting with staff.

OR

Conceptual Architectural Design Review
Conceptual review is an opportunity for the applicant to get direct feedback from the Architectural Review Commission (ARC) on whether or not a project design is headed in the right direction before all of the detailed information required for final architectural review has been submitted.

STEP 3

Application Submittal
A planner will review your submission at the counter to make sure all items on the application checklist are satisfied.

Helpful Links:
*Checklists

**THEN
Pay Fees**

Helpful Links:
*Fee Schedule

STEP 4

Completeness Review
Upon receipt of a development project application the City has **30 calendar days** to determine if a project is complete enough for processing. Departmental review may include the following departments: Planning, Building, Fire, Engineering, Utilities, or other City Departments (i.e. Natural Resources)

Complete Applications
Move forward to Project Review

Incomplete Applications
Returned to Applicant

STEP 5

Project Review
The project planner will review the project and write a staff report in preparation of your hearing if necessary.

Environmental Review
If your project requires an Environmental Impact Report (EIR), your project will undergo further review and action on your project will be deferred.

STEP 6

Public Notification
The Department notifies the public of upcoming hearings through the following methods:
*Newspaper announcement 5-10 days before a scheduled hearing
*Postcards mailed to nearby property owners and/or occupants.
*Signs and email blasts to interested parties

STEP 7

Hearing OR Action
*Administrative Action
*Administrative Hearing
*Planning Commission Hearing
*Architectural Review Commission Hearing
*City Council Hearing

APPROVE OR DENY

Appeals
Appeals can be filed by the public up to 10 calendar days after a decision is made.
Helpful Links:
*Appeals

STEP 8

Outside Agencies
Permits or approvals may need to be secured from outside agencies including:
*Fish & Game
*Health Department
*Caltrans
Failure to secure applicable permits from outside agencies will result in delays. Be aware of your requirements

STEP 9

Departmental Plan Review
Several departments may review your plans. Initial review can take 4-8 weeks. Additional plan checks may be required.

Public Improvements
If your project requires public improvements, this will require a separate review process.

**APPROVAL
PAY FEES
ISSUE
BUILDING PERMIT**

STEP 10

Construction
From the day you pick up your permit you have 180 days to begin construction on your project.

STEP 11

Inspection
Several inspections will take place while you are working on your project. An inspector must sign off on your "Inspection Record Card" after each inspection.

STEP 12

CERTIFICATE OF OCCUPANCY

BUILDING

How Much?
The fee schedule for planning services, building permit inspections and plan reviews can be found at the URL under helpful links on the back of this brochure. Planning services are a flat fee per permit. Building fees are dependent upon the type and square footage of project. For more information on building fees contact the Building & Safety Division.

How Long?
For typical cycle-times for planning development review applications and building permits, please visit the CDD FAQ webpage at http://www.slocity.org/communitydevelopment/faq.asp

Submit Building Application & Pay Application Fees
A Permit Technician will take a look at your application to make sure all items on the building checklist are satisfied.
Helpful Links:
Building Process

CITY OF SAN LUIS OBISPO

THE DEVELOPMENT REVIEW PROCESS

www.slocity.org/communitydevelopment/review.asp