



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.

Director's Action

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/department-directory/community-development

Project Description:

A written project description, including any requested exceptions to the City's Property Development Standards, Section 17.16 in the Zoning Regulations. If you are unsure, a planner can assist you in determining if an exception is required. For requests related to establishing a conditionally allowed use, a statement including information such as hours of operation, number of employees, unique characteristics of business operation, and special provisions which might affect parking demand, shall be included. For projects on sites with multiple uses, a map of the total development with the area occupied by the planned use shall be submitted along with a detailed floor plan.

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")

Title Page. Provide project statistics on the 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, general footprints of and distance to nearest structures on adjacent property, north arrow and scale.

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. Show how findings can be made (Section 17.16.025 of the Zoning Regulations).

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.

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.

Plans shall clearly show how the project will be provided with sewer service in compliance with all applicable City standards. Existing sewer mains and laterals shall be clearly shown, as well as proposed connections, modifications, extensions, and improvements. Plans shall indicate whether existing sewer laterals will be abandoned at the main or inspected, repaired and reused.

Project Plans (cont...)

Development proposals shall include engineered estimates for water and sewer demand, so that the City can determine the adequacy of existing infrastructure. For large development projects, the applicant may be asked to provide an analysis of the City's wastewater collection system and the project's associated impact.

Plans shall clearly show trash and recycling facilities appropriate for the proposed development, in compliance with City standards. Provide written evidence from the San Luis Garbage Company that the plan for solid waste storage and collection has been approved. The plans shall designate areas for storage as well as indicate placement of receptacles for collection. Driveways and access roads that will be used by collection vehicles shall be designed to accommodate the vehicles without breaking down prematurely.
