



Community Development Department, 919 Palm Street, San Luis Obispo, California 93401. (805) 781-7170

Information on this list must be submitted for your project to be accepted for processing, reviewed and scheduled for hearing. These are the minimum requirements and additional information and plans may be required to evaluate your application following initial review by staff. Applications not containing the necessary information as shown on the checklist will not be accepted for review. Check each box to indicate that you have provided the appropriate information.

Condominium Conversion

Application Fee: \$8,753

Effective: 9-01-09

Applicant City

Completed Planning Application Form: Applications can be obtained from the Community Development Department or by mail, fax, or at www.slocity.org.

Statement describing how the project conforms to the City's Condominium Development and Conversion Regulations (SLOMC 17.82). Identify all exceptions to the regulations.

For each tenant, a signed copy of the notice of intent to convert or a copy of a certified letter of notification.

Property condition report:
 Description of the age, condition, and expected useful life of all elements of the property (foundations, ventilation, roof, etc.), noting unsafe or substandard items and variations from zoning requirements in effect when the project was built, with proposed corrective measures to meet current standards - all prepared by a registered civil or structural engineer, licensed general contractor or architect.

Report from a licensed pest control operator describing the presence and effects of wood-destroying organisms.

Report of any known soil or geological problems, including reference to previous soils reports for the site.

3 sets of plans, folded, 1"=10' min. scale, and 1 set of plans reduced to 8 1/2" x 11" (All plans should be in U.S. Customary or English Units)

Each set of plans must contain:

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, utility meters, distance to nearest structure on adjacent property, north arrow and scale, long and short-term bike parking and storage.

In addition, show the following items:

- 1. Dimensioned site boundaries and site area.
- 2. The location, number of stories, number of dwellings, and proposed use for each structure to remain and for each new structure.
- 3. The location, use and type of surfacing for all open storage areas.
- 4. The location, use and type of surfacing for all driveways, pedestrian ways, vehicle parking areas and curb cuts.
- 5. The location, height and type of materials for walls or fences.
- 6. The location of all landscaped areas, the type of landscaping, method of irrigation, and a statement specifying private or common maintenance.
- 7. The location and description of all recreational facilities.
- 8. The location, size and number of parking spaces to be used in conjunction with each unit.
- 9. The location, type and size of all drainage pipes and structures.
- 10. Sprinkler system - indicate whether existing or proposed.
- 11. Existing contours, building pad elevations and percent slope for all driveways and parking areas.



Applicant City

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.

Inclusionary Housing Proposal:
Provide a statement indicating how the project will meet its inclusionary housing requirement including plans showing the number, type and location of affordable units to be built or converted and the term of affordability, or a preliminary calculation of in-lieu fees, or an offer of land dedication.

Other: A separate application for a tentative map or parcel map is required.

Green Building Checklist
Applications for the construction of non-residential projects over 5,000 square feet of gross floor area, or the construction of residential projects with five or more dwelling units shall include a **completed green building checklist**. Applicants shall evaluate and score the proposed project using the appropriate checklist for the type of development. Non-residential projects shall use the most current LEED – NC Checklist for New Construction. For residential projects, applicants shall use the California Build It Green Checklist for either single family or multi-family dwellings; or may use a LEED checklist for residential development. Applicants are encouraged to submit a **narrative** describing how the green building credits will be achieved. Applicants are encouraged, but not required, to submit a green building checklist for projects not listed above. As provided in Chapter 5.5.7 of the City’s General Plan, staff and advisory bodies shall provide non-mandatory comments on the completed green building checklists, as appropriate. Completed development projects are encouraged, but generally not required to achieve LEED or other green building certification.

Checklists are available from the Community Development Department, or at: <http://www.usgbc.org/>; and www.slogreenbuild.org/library/.

End Note: See Resource list of documents at <http://www.slocity.org/communitydevelopment/docsandforms/adcodesdocs.asp>

I, the undersigned Applicant/Representative, do verify that all the items necessary for this project and as checked above are included in the attached submittal.

Name (Printed)

Signature

Date