



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.

Minor or Incidental Architectural Review

Application Fee: \$1,012

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.

Description of the project: Please provide a detailed description of the project including: the type of proposed activities, and number of parking spaces dedicated to the business and any other information related to the use. For residential construction, state if the addition is for a bedroom, additional unit or other use, number of off-street parking spaces and any other related information.

5 sets of plans, folded, 1"=10' min. scale, and 1 set of plans reduced to 8 1/2" x 11" 9 additional full size plan sets are required if the project is subject to review by the City's Cultural Heritage Committee (CHC); (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, 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.

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.



Applicant City

- 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.
- Site furniture and details.** Provide lighting design, including type, luminance in footcandles, height, and shielding. Include recycling and trash enclosures, seating walls, benches, and bicycle parking and storage.
- Landscape development plan.** Show location and mature size of proposed trees, street trees, shrubs, and ground cover. Include a legend, vegetation to be removed, erosion control and water-saving measures, method of irrigation and notes describing how the plan meets the site's functional, aesthetic, and ecological requirements. Provide cross-sections or elevations showing relationships between planting design and site improvements.
- Sign proposals.** Show dimensions and areas of all signs, dimensions and areas of building walls on which signs are located, heights of all signs, means of lighting, message on each sign, description of materials and colors for letters and background, a scaled drawing of each sign showing typeface and design details or a sign program for commercial projects.

- Materials sample board:**
Colors and textures of exterior materials securely mounted on a maximum 8 1/2" X 14" size illustration or poster board.

- Water Ways Management Plan Compliance:**
Detailed analysis of the site will be required for some projects, consistent with Section 2.2, Volume III of the WWMP, the City's Drainage Design Manual. Drainage analysis submittals shall include adequate supporting hydrologic and hydraulic information for the proposed improvements. The Hydrologic and Hydraulic Analysis Report shall be prepared by a Civil Engineer registered in the State of California. Details of report contents are in Section 2.2 of the Manual.

- 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/.

- Other:

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