



# CITY OF SAN LUIS OBISPO

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

## Application Checklist

Effective: 7-01-19

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.

### Minor Use Permit

Submittal Fee: \$1,172.34

Completion Fee: \$2,148.64\*

*\*To be paid within 6 months of final decision.*

**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)

**Project Description:**

Provide a detailed description of the proposed land use activities including: the type of proposed activities (land uses) for the site and buildings on it; provision of required parking (vehicle, motorcycle, bicycle) for all activities (land uses) on the site, any other information related to the use of the site.

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

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

**Title Page.** Provide on the Title Page the project statistics, including: 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.

**Site Plan.** At 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; any exterior ramps necessary for compliance with State disabled access standards; landscaping and outdoor use areas, distance to nearest structure on adjacent property, north arrow and scale.

**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.