



# 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.

## Creek Setback Exception

Application Fee: \$891.41  
*(when other planning applications, such as Architectural Review, are not required for final approval of a project)*

**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 project including: number and size of structures to be constructed or demolished; 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. For residential construction, describe the number of dwellings, and the number of bedrooms contained within each dwelling.

**Statement:**

Each request for a creek setback exception must include the following statements:

- i. A description of the feature or features proposed for exception and the extent of the exception.
- ii. A description of potential design changes for the project which would eliminate or reduce the need for the exception.
- iii. A statement of reasons why an exception is deemed necessary by the applicant.
- iv. Mitigation proposed to offset any harmful effects of the exception.

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

- 12 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.

Trees. 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. All units should be in English Standard Units.

Fire hydrants. Indicate the location and distance to the two (2) closest fire hydrants on the site plan.

## Project Plans (cont...)

**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. Size and location of existing water main

**Elevation Drawings.** Show all sides of proposed buildings and existing buildings to remain, exterior ramps necessary for compliance with State disabled access standards, dimensioned maximum height of building from average natural grade, signs, and proposed location, type, and screening of exterior mechanical equipment. Indicate materials and colors of all exterior surfaces and features.

**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.

### **Biological Survey:**

A biological survey by a qualified independent person shall be required for each discretionary exception request, to provide the basis for making finding “d.i” in the Zoning Regulations (Section 17.16.025.G.4, Discretionary Exceptions). This requirement may be waived by the Community Development Director upon determining that no purpose would be served by such a survey because no biological resources could be affected by the exception.

### **Other:**

Additional requirements may apply to certain projects, including, but not limited to:

**Winter solstice shading plan.** Provide a winter solstice shading plan when height or setback exceptions are requested.

**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.

**Stormwater** (Stormwater Control Plan for Post Construction Requirements): Complete the Stormwater Control Plan for Post Construction Requirements Checklist available from Community Development, and online on the Engineering Development Review web page ([www.slocity.org](http://www.slocity.org) > Government > Department Directory > Community Development)

**Environmental Review.** Environmental review is often required as part of the review process of a creek setback exception. See the checklist for Initial Study of Environmental Impact.

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