



# 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.

## Architectural Review (Signs)

Submittal Fee: \$2,329.04

Completion Fee: \$2,985.69\*

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

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**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:**

Clearly describe any exceptions or variances from the Sign Regulations (SLOMC Ch. 15.40) that are requested or which may be necessary for your project. Include in your statement all relevant evidence justifying the exception request.

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

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

**Site Plan.** At minimum include: building footprints, dimensioned property lines and all building setbacks; exact location of proposed signs and distance from sign to property lines.

**Sign Details.** Show dimensions and areas of all signs, dimensions and areas of building walls on which signs are located, installed height of all signs (from ground), 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.

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