Community Development Department
Planning Division
Planning Application

Scan this code with your smartphone to visit our website via a QR app

6500 Palma Avenue | Atascadero, CA 93422 | Phone: (805) 461-5035 | Fax: (805)461-7612 | www.atascadero.org 1-1-16

Application Appointment Required / Payment of Cash or Check Required at Submittal

General Information

Property Owner: _____

Mailing Address: _____

_____

Phone / Cell _____ Fax: _____

Email Address: _____

Applicant: _____

Mailing Address: _____

_____

Phone / Cell _____ Fax: _____

Email Address: _____

Representative: _____

Mailing Address: _____

_____

Phone / Cell _____ Fax: _____

Email Address _____

Certified Arborist _____

Certification # _____

Mailing Address _____

Phone / Cell _____ Fax: _____

Email Address _____

Project Description—May Attach Separate Sheet If Needed

Project Address: _____

Assessor Parcel Number(s) (APN): _____

Brief Project Description:

_____

_____

Owner / Applicant Authorization To Proceed—SIGN BELOW & PLEASE SEE NEXT PAGE

APPLICANT / REPRESENTATIVE: I have reviewed this completed application and have attached the required drawing(s) for submittal. The information included with this application is true and correct to the best of my knowledge. I understand the city may not approve what I am applying for, or might set conditions of approval to which must be fulfilled as part of project approval. I understand that this application and its materials are a matter of public record. I understand that if I withdraw my application, refunds will be prorated based on the amount of work completed.

_____

Applicant / Representative Signature

Print Name: _____

Date: _____

PROPERTY OWNER / AUTHORIZED AGENT: I certify that I am the legal owner of the above described property. Further, I acknowledge the filing of this application and certify that all of the above information is true and accurate. I understand that I am responsible for ensuring compliance with conditions of approval. (If the undersigned is different from the legal property owner, a letter of authorization must accompany this form). By signing this application I certify that I have reviewed the attached material and consent to its filing.

_____

Property Owner / Authorized Agent Signature

Print Name: _____

Date: _____

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Date Paid _____

PLN # _____

AREA IN GREY FOR OFFICIAL USE ONLY

APPLICATION TYPE / NUMBER			APPLICATION TYPE / NUMBER		
❑ GPA	_____	Fee $ _____	❑ LLA	_____	Fee $ _____
❑ ANX	_____	Fee $ _____	❑ TTM	_____	Fee $ _____
❑ ZCH	_____	Fee $ _____	❑ TPM	_____	Fee $ _____
❑ SP	_____	Fee $ _____	❑ FMP	_____	Fee $ _____
❑ PD	_____	Fee $ _____	❑ ADDR	_____	Fee $ _____
❑ CUP	_____	Fee $ _____	❑ ABC	_____	Fee $ _____
❑ AUP	_____	Fee $ _____	❑ RBA	_____	Fee $ _____
❑ DRC	_____	Fee $ _____	❑ VAR	_____	Fee $ _____
❑ PPN	_____	Fee $ _____	❑ APL	_____	Fee $ _____
❑ TRP	_____	Fee $ _____	❑ Amendment	_____	Fee $ _____
Mailing Fee	_____	Label Fee _____	❑ Other	_____	Fee $ _____
Receipt # :	_____		❑ Other	_____	Fee $ _____

Notice of Additional Filings / Fees / Building Permit Requirements—PLEASE SIGN

Pursuant to California Fish & Game Code §711.4, the County of San Luis Obispo is required to collect filing fees for the Department of Fish and Game for all projects subject to the California Environmental Quality Act (CEQA) unless a fee exemption is provided in writing from the Department of Fish and Game. Pursuant to California Fish & Game Code §711.4 (d), all applicable fees are required to be paid **within 5 DAYS of approval** of any project subject to CEQA. Fees are subject to change, please contact the Atascadero Community Development Department for information on current fee amounts. **As of January 1, 2016, the minimum fee for a non-exempt project was $2,210.25.** These fees are subject to change without City approval required and are expected to increase yearly. Payment of this fee reduces the window for any legal challenge of your proposed project based on CEQA to 30 days.

Failure to pay the necessary fee will extend the statute of limitations for challenging the environmental determination made by the City to 180 days, exposing your proposed project to legal challenges. The type of environmental determination to be made by the City may be discussed with the project planner following the environmental review stage of the project and will be outlined in a Staff Report, if applicable. Additional filings required by the San Luis Obispo County Recorder's Office are applicable. Currently these fees are **$50.00** and are subject to change.

Additional building permit fees may also be applicable if your proposed project includes construction of new structures and/ or remodel of existing structures that require a building permit. I understand that payment of planning fees does not constitute issuance of a building permit nor exempt my project from requirements of the California Building Code (CBC).

I hereby understand that my proposed project may incur additional fees and I will be responsible for payment of these fees.

_____	_____
Property Owner Signature	**Applicant Signature**
Print Name: _____	**Print Name:** _____
Date: _____	**Date:** _____

City of Atascadero
Planning Division

Applications Accepted Between 8:30A.M - 4:30 P.M.
Intake Meeting Required Call 461-5035 To Schedule

Application Checklist

Minimum Application Requirements:

Must be turned at intake meeting. *Application will not be accepted without these items*:

- ❑ Complete Application
  Signed by owner and applicant.
- ❑ Number of Hardcopy Sets
  At minimum of three (3) sets are required. More complex projects such as Major CUPs, PD, subdivisions, etc. require five (5) sets. Contact Staff for require Plan sets.
- ❑ Site Plan
  Shall show all property all property lines, easements, topography, existing buildings, vegetation, etc. All proposed improvements including parking, trash enclosures, streets, sidewalks, site accessibility (Americans with Disabilities Act Compliance) and utilities must be shown. Site Plans must be to scale (Engineering Scale preferred). Sheets greater than 11x17 are to be folded to 9"x12" size.
- ❑ Statement of Justification
  Provide a statement of proposed activities and/or proposed development in detail. This should be at an 8.5x11 sheet.
- ❑ Electronic Copies of proposed development
  Copies of Site Plan, photos, statement of justification, etc. must be provided to the department in either PDF or Microsoft Word/Office format. No other file format will be accepted. A CD or Flashdrive is acceptable. Flash drive will be returned after intake meeting.
- ❑ Preliminary Title Report
  Required for proof of ownership. Must be current within six (6) months.
- ❑ Environmental Impact Assessment
  This form will be filled out with the Staff Planner at the time of submittal. Please fill out form as much as possible. Any areas where you may have questions should remain blank.

Additional Items

These items may be required in addition to the minimum application requirements. If your proposal includes new construction or remodel of interior / exterior buildings the following may also be required.

- ❑ Architectural Elevations
  Show all sides of proposed buildings and existing buildings to remain. Provide dimensions, maximum height of buildings, etc.
- ❑ Preliminary Floor Plans
  Include interior building layouts, square footage, etc. Clearly label each room and identify any existing versus proposed areas.
- ❑ Color and Materials Sheet
  Provide a color and materials sheet (board also accepted) that includes the following and a key is provide to match elevations:
  - Façade, trim and accent colors
  - Roof materials and colors
  - Siding materials (stucco, wood, stone, etc).
  - Exterior light fixtures
  - Special pavers
- ❑ Preliminary Grading Plan and Hydro Calculations
  Must provide if a project will grade an excess of 50 cubic yards and / or project contains more than 2,500 square feet of impervious surface.
- ❑ Arborist Report & Tree Protection Plan
  Proposed development within native tree driplines (where the branches extend, not just the trunk) or native tree removal requires an report from a certified arborist. Plan should show location of all native trees and clearly label trees proposed to be removed or saved and a report in 8.5x11 format.
- ❑ Preliminary Landscape Plan
  Show all proposed plant materials, pavements, walkways, driveways, decks and patio materials, fencing and walls with materials and landscape lighting.

APPLICANT NOTICE:

This checklist includes items that must be submitted to accept an application. Planning Staff will use a copy of this list to review your application for completeness after it is submitted. Additional drawings or other items may be required after completion of initial review. Your application will be assigned a planner who will review the application for completeness **within 30 days**. Application not deemed complete will need to be returned to the City after changes are made. Upon application being deemed complete, the department will prepare appropriate documentation and hold a public hearing(s) if required. The Design Review Committee, Planning Commission, or City Council may approve, conditionally approve, or deny your proposed development. Notice of Public Hearings are given to property owners within a minimum of 300-feet (with the exception of Design Review). Additional property owners may be notified at Staff's discretion. Submittal of application does not guarantee project approval. If you have any questions please call (805) 461-5035 to speak with a planner.

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Application Checklist

Additional Items

These items may be required in addition to the minimum application requirements. If your proposal includes new construction or remodel of interior / exterior buildings the following may also be required.

- ❑ Signage
  Show sign location and dimensions. Please show each sign with graphics, illumination source, materials and color.
- ❑ Site Photos & Additional Renderings
  Please provide site photos or proposed renderings of your project. Please provide those in a digital format (PDF or Jpeg). If that is not available, please provide these on 8.5x11 sheets.
- ❑ Subdivision Maps / Final Maps / COC
  If your application involves submittal of subdivision maps, final maps, or certificate of compliances, please click on this link or request the additional completeness checklist.
- ❑ Additional Information
  Any additional information or reports you believe may be required for Staff review including any environmental documents such as noise, traffic, and soil studies.
- ❑ Special Staff Required Items
  The following items below are required based on a pre-application submittal or meeting with Staff:

❑ _____

❑ _____

❑ _____

❑ _____

Tree Removals

If your project includes any tree removals, please list those below. This section of the application checklist must be turned in and signed by a certified arborist. A separate sheet may be attached and signed as well on arborist letterhead.

Species	Size (DBH)	# to be Removed	Condition of Tree

Certified Arborist Signature:

_____

Print Name:

_____

Planners Signature Required: _____ **Date:** _____

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California Environmental Protection Agency
"Cortese List" Applicant Form

An applicant for a development project must consult the Cortese List, and include in its application a statement indicating whether the project site is on the Cortese List. (See Gov. Code § 65962.5, subd. (f).) In addition, under the California Environmental Quality Act (CEQA), Public Resources Code section 21000 et seq., development projects proposed on a site on the Cortese List do not qualify for the exemptions from CEQA adopted under Public Resources Code section 21084, subdivision (a). (See Pub. Res. Code § 21084. (c).)

A current list of sites identified on the Cortese List is posted with the California Environmental Protection Agency's website. Specific data regarding identified sites is accessible through the State's "GeoTracker" database and is searchable by address. ***Please visit the EPA's website to check the latest State database information***:

http://www.calepa.ca.gov/SiteCleanup/CorteseList/default.htm

Applicant statement indicating whether project site is on the Cortese List or not:

I, the applicant, have referenced the Cortese List and concluded that the project site in question is ☐ / is not ☐ found on the Cortese List. If the project site is found on the list, an Environmental Impact Report (EIR) is required.

_____

Applicant Name (Please Print)

_____

Applicant Signature Date

The following is a list of facilities or sites identified as meeting the "Cortese List" requirements as of January 2014 (excluding permitted underground storage tank facilities). ***Please check CalEPA's website for current information and additional sites:***

2000 El Camino Real
4381 El Camino Real
4950 El Camino Real
5145 El Camino Real
5680 El Camino Real
5970 El Camino Real
6040 El Camino Real
6700 El Camino Real
6990 El Camino Real
7000 El Camino Real
7935 El Camino Real
7950 El Camino Real
8000 El Camino Real
9990 El Camino Real
9590 El Camino Real
2920 Ferrocarril Road
6005 Lewis Avenue
8955 Montecito Avenue
6280 Morro Road
6305 Morro Road
6930 Morro Road
8000 Morro Road
6805 Sycamore
6105 San Anselmo
6100 San Anselmo
9155 San Gabriel
5980 Traffic Way

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Planning Division
Environmental Impact Assessment

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Please Complete Shaded Boxes Prior to Appointment

Purpose: Environmental Impact Assessment is intended to assure a complete understanding of the likely effects upon the environment of a proposed development project, and to identify measures to minimize or compensate for any impacts that are expected. The three major documents in the environmental review process are:

1. Initial Study: This document is the preliminary analysis prepared by staff to determine whether a negative declaration or an environmental impact report should be prepared;
2. Negative Declaration: This document states the project will not have, or can, based on available information, be prevented from having, a significant adverse impact on the environment (mitigated negative declaration); and
3. Environmental Impact Report (EIR): This document is a detailed report on the estimated significant avoidable and unavoidable environmental impacts of the project.

Submittal Requirements: Most environmental impact assessments are required in conjunction with a request for a land use or site plan approval. In such cases, see the information sheet for the underlying project for all of its submittal requirements. This information sheet & questionnaire provides supplemental information to the underlying project submittal.

PROJECT ADDRESS: _____

ASSESSORS PARCEL NUMBER(S) _____

GENERAL PLAN DESIGNATION: _____ ZONING DISTRICT: _____

PROJECT APPLICANT: _____

PROJECT DESCRIPTION: (Proposed land use, development type & size, hours of operation, and nature of business) _____

EXISTING SITE SETTING: (Describe topography, soils, plants, available utilities, existing buildings/structures, existing use) _____

EXISTING SURROUNDING SITE SETTING: (Describe topography, soils, plants, available utilities, existing buildings/structures, existing use) _____

ENVIRONMENTAL IMPACT QUESTIONNAIRE (MAY BE COMPLETED WITH PLANNER):

The applicant shall complete all questions in regard to their project and site (use additional paper if necessary) and submit with the proposed project application.

1. **Aesthetics.**

   Briefly describe the overall development pattern, structure types, daytime glare, night lighting, and proposed landscape treatment.

   _____

   _____

   _____

2. **Plants & Animal Habitat.**

   Does the Site Contain any endangered animal or plant species habitat? yes☐/no☐

   Does the site contain any important wildlife breeding, nesting, or feeding area? yes☐/no☐

   Does the project traverse or alter any drainage swale or creek? yes☐/no☐

   Does the site contain any heritage landmark trees? yes☐/no☐

   Does the project require native tree removal or work within 20' of native tree driplines? yes☐/no☐

   _____

   _____

   _____

3. **Soils and Topography.**

   Briefly describe any grading or topographic changes required of the project. Identify cubic yards of cut & fill.

   _____

   _____

4. **Historical Resources.**

   Does the property contain buildings or structures over 50 years old? yes☐/no☐

   Does the property contain any Colony houses? yes☐/no☐

   Age of existing structures, include description:

   _____

   _____

5. **Geologic Hazards.**

   Does the site contain any evidence of past land slides, unstable soils or serpentine rock? yes☐/no☐

   Are soils capable of supporting the use of septic systems, if required? yes☐/no☐

   If so, what is percolation rate?

   _____

   _____

Are the location of test pits within the general vicinity of proposed septic systems? yes☐/no☐

6. **Community Safety.**

   Note any special requirements for fire or police services such as hazardous materials use or storage.

   _____

   _____

7. **Water Resources.**

Describe the method(s) to be used to manage storm water. Describe Best Management Practices (BMP's) to prevent pollutants from entering the storm water system after the project is completed.

_____

_____

_____

8. **Noise and Vibration.**

Will the project produce a noticeable change in the ambient noise levels or subject persons to excessive noise levels or vibrations? If so, what would cause the change?

_____

_____

9. **Residential Development.**

Describe the housing mix (unit types and prices/rents) of this project. Provide the number of affordable units proposed.

_____

_____

_____

10. **Solid & Liquid Wastes.**

Is sewer available to the project? yes☐/no☐

Is a trash/recycle storage or enclosure accommodated on site? yes☐/no☐

11. **Traffic Circulation.**

Estimate the number of auto and truck trips generated daily by this project. Indicate trip generation factor and source of traffic.

_____

_____

12. **Growth Influences.**

Will the provision of public facilities (e.g. sewer, water mains, paved roads) serving this project open up additional areas of development? yes☐/no☐

Explain:

_____

_____

COMMENTS:

_____

_____

I/WE consent to the filing of this application and declare that this application and related documents are true and correct.

_____ _____

Signature of Applicant **Date**

Print Name: _____

***Applicants**: This checklist includes all the items you must submit for a complete application. Planning staff will use a copy of this list to check your application for completeness after it is submitted. Other items may be required as necessary as each project and project site is unique. If the application is not complete a notice of incompleteness will be sent within 30 days of application submittal. If you have any questions please call (805) 461-5000 and ask to speak with a planner.*