



**Community Development Department
Planning Division
Planning Application**

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a QR app



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

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

General Information

Property Owner: _____

Applicant: _____

Mailing Address: _____

Mailing Address: _____

Phone / Cell _____ Fax: _____

Phone / Cell _____ Fax: _____

Email Address: _____

Email Address: _____

Representative: _____

Certified Arborist _____

Mailing Address: _____

Certification # _____

Phone / Cell _____ Fax: _____

Mailing Address _____

Email 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.

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.

Applicant / Representative Signature

Property Owner / Authorized Agent Signature

Print Name: _____

Print Name: _____

Date: _____

Date: _____



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Date Paid _____

PLN # _____

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AREA IN GREY FOR OFFICIAL USE ONLY

<u>APPLICATION TYPE / NUMBER</u>		<u>APPLICATION TYPE / NUMBER</u>	
<input type="checkbox"/> GPA	_____ Fee \$ _____	<input type="checkbox"/> LLA	_____ Fee \$ _____
<input type="checkbox"/> ANX	_____ Fee \$ _____	<input type="checkbox"/> TTM	_____ Fee \$ _____
<input type="checkbox"/> ZCH	_____ Fee \$ _____	<input type="checkbox"/> TPM	_____ Fee \$ _____
<input type="checkbox"/> SP	_____ Fee \$ _____	<input type="checkbox"/> FMP	_____ Fee \$ _____
<input type="checkbox"/> PD	_____ Fee \$ _____	<input type="checkbox"/> ADDR	_____ Fee \$ _____
<input type="checkbox"/> CUP	_____ Fee \$ _____	<input type="checkbox"/> ABC	_____ Fee \$ _____
<input type="checkbox"/> AUP	_____ Fee \$ _____	<input type="checkbox"/> RBA	_____ Fee \$ _____
<input type="checkbox"/> DRC	_____ Fee \$ _____	<input type="checkbox"/> VAR	_____ Fee \$ _____
<input type="checkbox"/> PPN	_____ Fee \$ _____	<input type="checkbox"/> APL	_____ Fee \$ _____
<input type="checkbox"/> TRP	_____ Fee \$ _____	<input type="checkbox"/> Amendment	_____ Fee \$ _____
Mailing Fee _____	Label Fee _____	<input type="checkbox"/> Other	_____ Fee \$ _____
Receipt # : _____		<input type="checkbox"/> Other	_____ Fee \$ _____

Notice of Additional 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, 2014, the minimum fee for a non-exempt project was \$2,181.25.** 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 recording fees required by 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

Print Name:

Date:

Applicant Signature

Print Name:

Date:



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.



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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