



Administrative Use Permit Checklist

INTAKE MEETINGS ARE REQUIRED AND BY APPOINTMENT ONLY.

MONDAY – FRIDAY BETWEEN 8:30 A.M – 4:00 P.M.

Incomplete submittals and walk-in submittals will **not** be accepted at the counter.

Pre-Application Review: Prior to a formal plan submittal, a pre-application conversation with a planner is encouraged to review the application requirements and preliminary plans in relation to City development policies, the General Plan, zoning requirements, and any potential issues.

Application Intake Meeting: All applications require a submittal meeting with a staff planner to ensure application requirements have been fulfilled. A complete application expedites the initial planning review process.

Digital Submittals: **Fully digital submittals are encouraged.** Paper copies of plans and supporting documents will be accepted but are not required. Fold or roll all large format plans if submitting materials on paper. **Digital copies are required even if the original submittal is on paper.** Please contact Planning staff for a digital folder link prior to intake meeting.

Case-by-Case Requirements: Administrative Use Permits are used to evaluate a wide variety of proposed projects. As a result, some applications will require additional documentation not listed below, and others may not require one or more listed items. Contact Planning staff for more information.

I. General Application Materials:

- Complete Planning Application** – Signed by Property Owner and the Applicant/Representative if applicable. Wet signature or digital signature (DocuSign, Adobe, etc.) required. Applications with a typed or scanned signature will not be accepted.
- Written Description of Proposed Activities**
- Justification Statement**
- Title Report** – Shall be current within six months. In locations where proposed use is within an existing tenant space, written landlord approval may be substituted for a title report. This requirement may be waived depending on the nature of the application. Contact Planning staff for more information.
- Full Payment of Applicable Fees** – Contact planning@atascadero.org for fee calculation. We accept in-person payment via cash, debit/credit card (under \$5,000), or check. Mailed checks are also accepted. Do not mail cash.

II. Applicant Design Package/Conceptual Plan Set:

- Site Plan** – Showing all existing structures and proposed improvements. Multi-family and commercial projects should also include site accessibility, parking, and landscaping.
- Elevations** – Show all sides of proposed structures and/or modifications, if required.
- Floor Plans** – for existing buildings, show the existing and proposed layouts.
- Additional Information** -- Any additional information or reports supporting proposed modifications can be submitted to help expedite the staff review including environmental review & analysis. Ex: may include site photographs, arborist report, colored plans and renderings, etc. Please speak with a planner to determine if additional information is required.