



Conditional 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 meeting 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: Conditional 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. Required for all applications:

- 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.
- Additional Information** -- Any additional information or reports supporting the proposal may be required based on the nature of the project. Ex: may include site photographs, arborist report, colored plans and renderings, etc. Please contact Planning staff to determine if specific information is required.

II. Required for new construction or site modification:

- Complete Plan Set** – This requirement may be waived depending on the nature of the application and scope of proposed site work. Contact Planning staff for more information. Complete plan sets include:
 - **Title Sheet/ Statistics Summary:** Include sheet index, project location/vicinity map, gross and net site area, square footage counts for each building and use, parking calculation, unit count and type, open space calculation, and any other significant data in support of the project.
 - **Site Plan:** Location, property boundaries and dimensions, existing buildings, fences, trees, topographic land features, easements & right-of-ways, and proposed improvements. Show all proposed improvements including surface materials, drainage, landscaping, lighting, parking, trash/recycle enclosures, street & sidewalks, and utilities. Identify adjacent uses. Identify all deciduous native trees 2" or greater, and all evergreen native trees 4" or greater, whose driplines are within 20 feet of proposed construction activity.

- Architectural Elevations: Show all sides of proposed buildings and existing buildings to remain, dimensions of maximum height of building from natural grade, and proposed screening of exterior mechanical equipment. Indicate materials and colors of all exterior surfaces and features. Do not include landscaping on elevations. **Colored renderings should be submitted for more complex projects where such elements are integral to the aesthetic design.**
 - Plan Sections: Two or more plan sections (two different axes) are required to illustrate relationships between buildings, streets, parking, slopes, and other areas of improvement. Sections must extend a minimum of 2 feet past the project boundaries.
 - Preliminary Floor Plans: Include interior building layouts, square footages of rooms, entrances and emergency exits (if applicable), and relationships to exterior use areas. Clearly label each room use and clearly differentiate between existing and new building elements. Drawings do not need to be construction sets.
 - Preliminary Grading & Drainage Plan
 - Preliminary Hydrologic Calculations: Required if proposed project is proposing more than 2,499 sf of impervious surface.
- Tree Protection Plan: Required for any disturbance within 20-feet of the outer perimeter of a native tree dripline. The plan must be prepared by an International Society of Arboriculture Certified Arborist. The plan shall identify native trees with accurate plots of canopy outlines; contain a table listing tree species and size, whether saved or to be removed, and protection/enhancement measures.
 - Preliminary Landscape Plan: Show all proposed plant materials; pavement; walkway, driveway, deck and patio materials; fences and walls, and landscape lighting. Landscape plans must be MWELo-compliant.
 - Site Accessibility Plan: Showing accessible paths of travel from the public right-of way to all proposed structures and showing accessible routes between buildings within the development area.

III. Required for new multifamily and mixed-use projects:

- Objective Design Standards Checklist: For new multi-family and mixed-use projects, submit the applicable Objective Design Standards Checklist.
- State Density Bonus Projects: Provide bonus calculation and identify unit income levels. Identify requests for concessions and waivers.

IV. Required for new commercial projects:

- Signage: Show sign locations and dimensions on elevations. Provide separate 8-1/2 x 11 information sheets showing each sign, colored graphics, size, illumination source, materials, and color.