



Planned Development 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. A DRC Meeting will be held to provide additional direction. There is no fee for this review.

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 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.

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.
- Justification Statement** – To include:
 - Reasoning for modifications of zoning regulations, development standards, or processing requirements as warranted by the design and amenities incorporated.
 - Special project goals, such as dedication of open space, natural features or historic resources, or unique development or design concepts.
 - Why benefits derived from the overlay zone cannot be reasonably achieved through the existing development standards or processing requirements.
 - Identification of redeeming project features that compensate for requested modifications.
- Title Report** – Shall be current within six months.
- 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. Conceptual Plan Set:

- Title Sheet/Statistics Summary** – Include sheet index, project location/vicinity map, gross and net lot area(s), square footage and use of each building, parking calculation, unit count, 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 Landscape Plan** – Show all areas to be landscaped and all proposed plant materials, pavement, walkway, driveway, deck and patio materials, fences and walls, and landscape lighting.
- Preliminary Grading & Drainage Plan**
- Preliminary Hydrologic Calculations:** Required if proposed project is proposing more than 2,499 sf of impervious surface. Shall be completed by a licensed Civil Engineer.

III. Additional Materials:

- 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.
- Signage:** Show sign locations and dimensions on elevations. Provide separate information sheets showing each sign: colored graphics, size, illumination source, materials, and color.
- 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.