



Precise Plan 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.

Purpose: Precise Plan approval is required when a proposed development or use is listed in a particular zoning district as an allowed use, but the project cannot meet objective standards in the code to remain a ministerial approval and is therefore subject to the California Environmental Quality Act (CEQA). A Precise Plan informs neighbors, impacted parties, and State agencies of potential environment effects of a proposed project and identifies ways potential effects may be reduced or avoided.

Pre-Application Review: Prior to a formal plan submittal, a 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 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.

CDFW Fees: The CEQA environmental document filing fee imposed by the California Department of Fish and Wildlife will be due upon completion of the environmental document. To see current fees for filing a Negative Declaration or Mitigated Negative Declaration, please visit the California Department of Fish and Wildlife's website [HERE](#).

Case-by-Case Requirements: Precise Plans 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 about the requirements applicable to your specific project.

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.
- 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.
- 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 elevations and renderings, biological analysis, historic analysis, etc. Please speak with a planner to determine if additional information is required.

II. Applicant Design Package / Plan Set:

- Complete Plan Set** – Plan sets shall include the following:
 - o **Title Sheet/ Statistics Summary:** Include sheet index, project location/vicinity map showing ½ mile radius, gross site area, square footage counts for each building and use, parking calculation, unit count (residential), open space calculation, and any other significant data in support of the project.
 - o **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.
 - 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.