



Small Lot Subdivision 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 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.

The Starter Home Revitalization Act: Subdivision of multifamily zoned properties into 10 or fewer parcels to be developed with Single-Family Residences is allowed subject to the [City's Cottage Cluster standards](#) and applicable provisions of state law. Applicants must sign a deed restriction which restricts developments to units that comply with applicable City and State standards.

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 each property owner and the applicant/representative if applicable. Each property owner with a fee title interest in the property must complete and sign a separate application. Wet signature or digital signature (DocuSign, Adobe, etc.) required. Applications with a typed or scanned signature will not be accepted.
- Title Report**
- 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.
- Tentative Map** – Each sheet shall contain the name and address of the project, scale, preparation and/or revision, date, applicant name or firm name preparing the plans. Refer to the City's tentative map checklist for a full list of map requirements.
- 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:
 - o **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.
 - 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.
 - o **Architectural Elevations:** Show all sides of proposed buildings and existing buildings to remain, maximum height(s) of building(s), and proposed screening of exterior mechanical equipment. Colored elevations or site renderings which show colors and materials are required. Indicate materials and colors of all exterior surfaces and features. Do not include landscaping on elevations.
 - o **Plan Sections:** Two or more plan sections (two different axes) are required. Sections must extend a minimum of 2 feet past the project boundaries.
 - o **Preliminary Floor Plans:** Include interior building layouts, square footages of rooms, entrances and emergency exits (if applicable), and relationships to exterior use areas. Label each room use and differentiate between existing and new building elements.

- 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.
- 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.

II. Additional Documentation:

- Authorization – An authorization consenting to the proposed subdivision signed by all parties having a fee title interest in the property to be subdivided.
- Vicinity Map – A vicinity map of appropriate scale showing sufficient adjoining areas in order to clearly indicate surrounding streets, other land in the subdivider’s ownership, and other features which have a bearing on the proposed subdivision.
- Draft Easement Language – If requesting easement(s).
- Soils Report – A soils engineering report, prepared by a civil engineer registered in the State and based upon adequate test borings, may be required for every subdivision. The City Engineer may determine that, due to existing information available on the soils of the subdivision, no analysis is necessary. If the soils engineering report indicates soil problems, which, if not corrected, could lead to structural defects, a soils investigation of each lot in the subdivision may be required. The soils engineering report shall include data regarding the nature, distribution, and strength of existing soils, conclusions and recommendations for grading procedures; design criteria for corrective measures, when necessary; and opinions and recommendations covering adequacy of sites for development.