

**SAN LUIS OBISPO COUNTY DEPARTMENT OF PUBLIC WORKS**  
**Development Services Division**

<b>Staff Member</b>	<b>Unit Assignments</b>	<b>email address</b>	<b>Phone</b>
Armand Boutté	Survey • Permits	<a href="mailto:aboutte@co.slo.ca.us">aboutte@co.slo.ca.us</a>	781-5268
Bobby-Jo Close	Department GIS	<a href="mailto:bjclose@co.slo.ca.us">bjclose@co.slo.ca.us</a>	788-2127
Doug Rion	County Surveyor • GIS Manager	<a href="mailto:drion@co.slo.ca.us">drion@co.slo.ca.us</a>	781-5265
Frank Honeycutt	Division Manager	<a href="mailto:fhoneycutt@co.slo.ca.us">fhoneycutt@co.slo.ca.us</a>	781-1596
Jim Handeland	Field Inspection Services	<a href="mailto:jhandeland@co.slo.ca.us">jhandeland@co.slo.ca.us</a>	801-3539
Michelle Matson	Plan Check • Permits	<a href="mailto:mmatson@co.slo.ca.us">mmatson@co.slo.ca.us</a>	788-2830
Tim Tomlinson	Permits • Flood Plain Manager	<a href="mailto:ttomlinson@co.slo.ca.us">ttomlinson@co.slo.ca.us</a>	781-5271
Wendell Wilkes	Plan Check • Permits • Assessment Districts	<a href="mailto:wwilkes@co.slo.ca.us">wwilkes@co.slo.ca.us</a>	781-5118

**APPLICATIONS UNIT:**

Staff: Frank Honeycutt, Tim Tomlinson, Doug Rion

- Review of Land Use, Subdivision and General Plan Amendments Applications
- Pre-Application Conferences
- Representation at Planning Commission, Board of Supervisors and Planning Department Hearings
- Subdivision Review Board [Frank Honeycutt ]

**ENCROACHMENT UNIT:**

Staff: Armand Boutté, Wendell Wilkes & Jim Handeland

- Encroachment Permit required prior to any work done within the County controlled right-of-way under the authority of Chapter 13.08 of the San Luis Obispo County Code and Chapter 5.5 (commencing with Section 1450) of Division 2 of the California Streets and Highways Code

**SURVEYING UNIT:**

Staff: Doug Rion, Armand Boutté

- Map checking for subdivision maps, lot line adjustments, records of survey, corner records and annexations
- Elevation benchmarks
- Survey monument preservation
- Special District mapping (including School Districts and Supervisorial Districts)
- Assessment apportionments

**PLAN CHECK UNIT:**

Staff: Wendell Wilkes, Michelle Matson & Jim Handeland

- Plan checking and inspection for improvements required of subdivisions and development projects

**PERMITS UNIT:**

Staff: Tim Tomlinson

- Building permit review to apply Public Works requirements for:
  - Curb, Gutter, & Sidewalk
  - Drainage, Erosion Control and SWMP
  - Flood Hazard and Flood Plain Management
  - Road Improvement Fees

County Government Center, Room 207 [976 Osos Street] • San Luis Obispo, California 93408  
 Phone: 805/781-5252 • Fax: 805/781-1229 • <http://www.slocounty.ca.gov/PW/DevServ.htm>