



COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF PLANNING & BUILDING
Urban Lot Split – Application Checklist

PLN-2060
6/30/2026

REQUIRED MATERIALS AND INFORMATION

The following information is required to be submitted with your Urban Lot Split application. If additional information is necessary for application review, Department staff will notify applicants and/or authorized agents. Initial application materials in digital format may be accepted, however, hard copies of documents and plans may be required for review and processing. Digital files should be in PDF format, and in a higher resolution to support digital review of all plan and map details.

[Note: Parcels using Urban Lot Split are limited to 2 units on each resulting parcel. All second units, including ADUs and Urban Dwellings, may be a maximum size of 1,200 square feet.]

A. FORMS & FEES

- ☐ Urban Lot Split Pre-Screening Checklist
- ☐ Form GEN-3000: General Application Contact Information Form
- ☐ Form PLN-2050: Land Division – Project Information Form
- ☐ Form ACT-1001PW: Project Cost Accounting and Inspection Agreement Form
- ☐ Form PLN-2062 Environmental Description for Urban Lot Split Form
- ☐ Form PLN-1006: Information Disclosure Form
- ☐ Form PLN-1012: Land Use Consent of Property Owner Form (only if applicant does not own the property)
- ☐ Form PLN-1122: Hazardous Waste and Substances Statement Disclosure Form
- ☐ Form PLN-2063 Owner Occupancy Affidavit Form
- ☐ Application Fee (refer to [current fee schedule](#))

B. TENTATIVE MAP OR ADJUSTMENT MAP

For applications via the CSS Portal (PermitSLO): please upload during initial application submittal. The Department may request up to 4 copies of full-sized hard copy plans for inter-agency review as necessary.

[Note: The proposed parcels must be a minimum of 1,200 square feet and contain at least 40% of the original lot area.]

The tentative parcel map must show the following items (where they apply to your site):

- ☐ North arrow and scale, the legal description and the assessor parcel number(s) for the property, the name and address of the record owner(s) of the subdivision. A vicinity map showing precisely how to drive to the site (include street names and distances to help describe how to get to the site).
- ☐ Exterior boundaries and dimensions of the original parcel, with dimensions shown in feet based on survey data or information of record, and areas of the property shown in square feet or acres to the nearest tenth.
- ☐ The proposed division or adjusted lines with dimensions in feet and the gross and net area of each parcel created by the divisions in square feet or acres to the nearest tenth. Each proposed parcel must be designated on the Tentative Map by a number. The proposed use of the property must also be shown.

- ☐ Existing structures and their uses, wells, septic tanks, driveways, and other improvements on the original parcel, accurately located and drawn to scale. The distance between structures, the distance from existing structures to the boundary lines of the new parcel on which the structures will be located, and the height of each structure shown. Such distances may be required to be established by a registered civil engineer's or licensed land surveyor's survey.
- ☐ Location, name, width and pavement type of all adjoining contiguous highways, streets, roads, and alleys. Existing/proposed curb, gutter and sidewalk. All points of access, both existing and proposed.
- ☐ Location, width and purpose of all existing and proposed easements, driveways, streets (with proposed names) and relevant utilities.
- ☐ Types and location of existing/proposed water supply and sewage disposal facilities.
- ☐ Contour Map showing the following:
 - Proposed parcels larger than 10 acres:
 - 40 acres or larger - 40-foot intervals;
 - 20 to 40 acres - 20-foot intervals;
 - 10 to 20 acres - 10-foot intervals
 - Proposed parcels smaller than 10 acres:
 - 0-12 percent slope - 2-foot intervals;
 - More than 12 percent - 5-foot intervals
- ☐ General location of major topographic and man-made features, such as rock outcrops, bluff tops, watercourses, drainage channels, drainage structures, streams, ponds, swales and graded areas.
- ☐ Approximate high-water lines in lakes or reservoirs, and the mean high tide line of the ocean. The location of all areas subject to inundation or stormwater overflow.
- ☐ Location, diameter (at 4 feet above grade), species, approximate canopy cover (dripline) of all trees on the site, noting which will remain and which are proposed for removal, and include proposals for replacement of trees to be removed.
- ☐ All areas proposed for grading and landscaping.
- ☐ Any areas proposed to be reserved and maintained as open space.
- ☐ Any designated building sites proposed to minimize grading, tree removal and other potential impacts, or areas proposed for exclusion from construction activities. Also include any proposed building setback lines different from those established by ordinance.

C. ADDITIONAL REQUIRED INFORMATION

For applications via the CSS Portal (PermitSLO): please upload during initial application submittal. The Department may request up to 4 copies of full-sized hard copy plans for inter-agency review as necessary.

- ☐ Preliminary Site Plan – Provide a site plan showing the parcel's **maximum potential buildout** under ADU, urban dwelling, and urban lot split regulations.

Note: Preliminary site plans are intended to show the maximum buildout of a parcel under current regulations (see Urban Lot Split Pre-Screening Checklist for list of regulations). Configurations provided on **preliminary site plans are not binding** and will not be required to conform to what is submitted for building permit applications.

-
- ☐ Title report - preliminary, dated within the last six months
 - ☐ Legal lot verification - 1 copy of a statement, describing how the parcel(s) was/were legally created.
 - ☐ Improvements – Statement of road improvements and public utilities proposed to be made or installed, and timing of proposed completion. May include a road and/or culvert plan and profile and a streetscape plan.
 - ☐ Environmental Health Letter – A letter verifying evidence of water and septic/sewer from the County Environmental Health Department
 - ☐ Design Modifications/Road Exceptions – Justification and reason for any adjustments to the provisions of the Real Property Division Ordinance (Title 21), Section 21.03.010 or the standard improvement specifications and drawings – if applicable.
 - ☐ Abandoned oil and gas wells statement - 1 copy identifying any abandoned oil or gas wells on the parcel(s). This information is available from the California Division of Oil & Gas, 195 South Broadway, Suite 101, Orcutt, CA 93455, (805) 937-7246 -- if applicable.
 - ☐ Deed Restriction Agreement Forms - Both signed agreements will be required.
 - ☐ 30-Day Rental Agreement
 - ☐ Residential Use Agreement



COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF PLANNING & BUILDING
Urban Lot Split Pre-Screening Checklist
Updated: 6/26/2025

I/we, the undersigned, have completed the [Urban Dwelling Pre-Screening Checklist](#), a required component of an urban dwelling unit application, and certify that the parcel(s) described in this application meet the requirements for the construction of an urban dwelling unit as provided below. The regulations outlined in this checklist may impact the total number of allowed dwelling units and the site design.

*****Urban lot splits are not permitted in the [Paso Robles Groundwater Basin](#) or the [Coastal Zone](#)*****

*****Parcels resulting from Urban Lot Splits can have a [maximum of 2 units](#), inclusive of primary dwellings (single-family dwellings and urban dwellings) and any accessory dwellings*****

Property and Applicant Information

Landowner: _____ Phone: _____

Mailing Address: _____

Project APN(s): _____ Zip: _____

Parcel is within SB-9 Eligibility Layer: ☐ Yes ☐ No

Additional Required Materials

This checklist is part of the [Urban Lot Split application package](#) and shall be completed with all other required materials including but not limited to (1) Tentative Parcel map and (2) a Preliminary Site Plan showing the maximum potential buildout under ADU, urban dwelling, and urban lot split regulations.

Urban Lot Split Regulations

- **Urban Lot Split Eligibility Layer** – [Land Use View](#): “SB-9 Eligibility” Layer
 - Verify parcel is eligible for an Urban Lot Split by selecting the “SB-9 Eligibility” layer and subject parcel
- **Urban Lot Split Regulations** – [Section 21.02.041](#)

Project complies with subdivision regulations in Section 21.02.041

☐ Yes ☐ No

Urban Lot Split Site Design Considerations

Site Design Factors	Summary of Considerations
Wastewater Treatment	• Sewer will-serve letter or LAMP compliant on-site wastewater treatment system required, subject to minimum area requirements per dwelling. • Minimum parcel size for each resulting parcel is determined by Table 1 of the LAMP for parcels served by public water. • Minimum parcel size for each resulting parcel served by an onsite domestic well is 2.5 acres. • Septic prohibition areas
Access	• Legal and physical access shall be provided
Fire	• Emergency water supply • Access for emergency vehicles
Water Supply	• Water provider will-serve letter or compliant on-site well
Flood Hazard Areas	• Flood Hazard construction standards • Known areas of flooding per FEMA, County Drainage Studies, and Department of Public Works
Drainage and Flood Control	• On-site retention/detention of runoff (e.g., basin)



A. Wastewater Treatment

Applications for an urban lot split on parcels served by community sewer and on-site wastewater treatment systems (OWTS) shall meet the following water supply requirements:

1. Public Sewer. Projects within a public sewer service area must provide a sewer will-serve letter. Some public sewer service providers may have limited capacity, which will impact the number of total dwelling units.

My parcel is served by a public sewer system and I have obtained a will-serve letter from my service provider.

☐ Yes

☐ No

2. On-Site Wastewater Treatment. Projects outside a public sewer service area must use an on-site wastewater treatment system (OWTS) (or multiple OWTS) that meets the requirements of the [Local Agency Management Program \(LAMP\)](#).

Only applies to parcels served by OWTS where sewer is not available

My parcel meets the applicable LAMP regulations including but not limited to minimum parcel size requirements. For parcels served by community water, the density indicated in Table 1 of the LAMP applies to the resulting parcels. For parcels served by an onsite domestic well, the minimum parcel size of 2.50 acres is required for resulting parcels.

☐ Yes

☐ No

****LAMP requirements and site specific constraints may impact the total number of allowed dwelling units on resulting parcels****

For more details on LAMP requirements see contact information in the Contact Information table on page 4.

B. Access

Applications for an urban lot split will not be approved if they cannot demonstrate legal access and meet physical access requirements. Please indicate whether the project site can meet the following site access requirements:

1. Legal access shall be demonstrated by either having direct access to a public roadway or by access easement to a private roadway/driveway.

☐ Yes

☐ No

2. Physical access shall be provided when none exists and will need to comply with County Public Improvement Standards, State standards, or County Fire regulations, as applicable.

☐ Yes

☐ No

****Access requirements may impact the lot split design and total number of allowed dwelling units****

****Properties adjacent to highways and railroads may be subject to additional requirements****

C. Fire

Applications for an urban lot split will not be approved if they cannot meet all [Fire Code requirements](#), including but not limited to:

1. Water Source. Access to a sufficient emergency water supply, either a hydrant system or a water tank of specified storage capacity.
2. Emergency Access. Roads, driveways, gates, and fences must meet design requirements for emergency vehicle access (e.g., width, surface, slope, curvature, turnouts, turnarounds, vertical clearance, vegetation clear zone). Dead-end roads are limited to specific lengths in certain areas.



My project meets all fire code regulations including but not limited to water source and emergency access.

☐ Yes

☐ No

****Fire requirements may impact the lot split design and total number of allowed dwelling units ****

D. Water Supply

Applications for an urban lot split shall provide evidence of adequate water supply either through a (1) community water purveyor or (2) an on-site well.

Please indicate whether the project site can meet the following water supply requirements:

1. Parcel served by community water purveyor. Projects within a water purveyor service area shall provide a water will-serve letter from the purveyor.

My parcel is served by a community water purveyor, and I have obtained a will-serve letter from my service provider.

☐ Yes

☐ No

2. Parcel served by on-site or shared. Projects outside a water purveyor service area shall be served by an on-site well that meets the minimum pumping capacity for each dwelling unit Title 19

My parcel is served by on-site well water and meets the requirements for dwelling units in Title 19.

☐ Yes

☐ No

****On-site well requirements may impact the total number of allowed dwelling units ****

Water Supply: Area-Specific Limitations

In addition to the above requirements, projects within the areas described below must comply with the following additional requirements:

1. Paso Robles Groundwater Basin: Land Divisions Prohibited: In the Paso Robles Groundwater Basin (see Land Use View layer - not including San Miguel or Shandon urban areas), land divisions are prohibited due to water supply concerns. Therefore, urban lot splits cannot be approved in this area. Accessory dwellings and urban dwellings are allowed if they meet wastewater and water requirements per Title 19.
2. Nipomo Mesa: Water Offset Requirements: Nipomo Mesa Water Conservation Area (see "Nipomo Mesa Water Conservation Area" layer in [Land Use View](#)), land divisions that increase non-agricultural water demand must include provisions for supplemental water. Some water purveyors in this area do not have the capacity to meet this supplemental water requirement. Accessory and urban dwellings are allowed if they meet wastewater and water requirements per Title 19.

E. Flood Hazard Control (Federal Regulations)

Projects within Flood Hazard Areas may have to prepare a flood hazard study – and shall comply with Flood Hazard construction standards ([Section 22.14.060](#) and [Section 23.07.060](#) of County Code) and shall consider flood insurance.

Development within the Flood Hazard Area may require additional grading and engineering (see "CD FH – Flood Hazard" layer in [Land Use View](#)).



My project complies with all applicable flood hazard control regulations.

☐ Yes

☐ No

****Flood Hazard Control regulations may impact the total number of allowed dwelling units ****

F. Drainage and Flood Control (Additional Local Regulations)

Projects in areas with drainage concerns may be required to prepare a drainage report and include on-site retention and/or detention of runoff created by new impervious areas in their site design, which may limit the number of dwellings that can fit on the project parcel.

Areas with known drainage concerns include but are not limited to:

- Areas with greater than 10 acres of site run-on
- Areas of known ponding
- On slopes greater than 10%
- Adjacent to bluff edges
- Flood hazard areas
- Areas within 100 feet of top of bank of any waterway

Typical thresholds of review are based on square footage as follows:

Square-feet of New/Replaced Impervious Surface Thresholds	
Square-feet (sf) Threshold	Applicable Drainage Review
500 sf or less	• No drainage review required
501 - 5,000 sf	• Review of drainage strategy and structures to prevent erosion or inundation hazards.
5,001 – 20,000 sf	• Review of drainage strategy and structures. • On-site treatment and infiltration of the 85th percentile storm event.
20,001 sf or more	• Review of drainage strategy and structures. • On-site treatment and infiltration of the 85th percentile storm event. • Net-zero increase of peak runoff flowrate from 10-year storm.

My project complies with all applicable drainage and flood control regulations.

☐ Yes

☐ No

****Drainage & Flood Control regulations may impact the total number of allowed dwelling units ****

Questions on Regulations

Contact Information			
Review Criteria	County Department	Email	Phone
Urban Lot Split Eligibility	Planning & Building	planning@co.slo.ca.us	(805) 781-5600
Access, Flood Hazard Control, & Drainage and Flood Control	Public Works	pwd@co.slo.ca.us	(805) 781-5252
Fire	SLO County Fire	SLU.Inspections@fire.ca.gov	(805) 593-3490
Wastewater Treatment: OWTS	Planning & Building	planning.septic@co.slo.ca.us	(805) 781-5600
Water Supply: On-site Well	Environmental Health	ehs@co.slo.ca.us	(805) 781-5544
Water Supply: Water Purveyor	Please contact your local water purveyor		
Wastewater Treatment: Community Sewer	Please contact your community sewer service provider		



Acknowledgement of Eligibility Criteria and Deed Restriction Requirements

By initialing and signing below, the applicant understands that compliance with all the above eligibility criteria will be required for application approval.

The applicant acknowledges and understands that both parcels resulting from the urban lot split shall comply with the following:

Initials

- _____ Both parcels shall be limited to residential uses only
- _____ Rental of urban dwellings and accessory dwellings on both parcels shall be for terms longer than 30 days (vacation rental, bed & breakfast, and homestays are prohibited)
- _____ The project will not require demolition or alteration of any housing types listed below:
- Housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income
 - Housing that is subject to any form of rent or price control through a public entity's valid exercise of its police power
 - Housing that has been occupied by a tenant in the last three years

The applicant will be required to agree and comply with all restrictions through signed and executed deed restriction forms.

By signing below, I acknowledge and understand that compliance with all the above eligibility requirements and restrictions is required for approval.

Owner/Applicant Name

Owner/Applicant Signature

Date



COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF PLANNING & BUILDING

GEN-3000
04/01/2020

General Application Contact Information

 Staff: Input File Number or File Label Here  Please check <u>ONLY ONE</u> of the contacts as the 'Primary Billing Contact' to appear on invoices and receipts	PROPERTY OWNER		☐ Primary Billing Contact		
	Name:				
	Company:				
	Telephone:	Email Address:			
	Mailing address:				
City:		State:	Zip Code:		
APPLICANT	☐ Primary Billing Contact	AUTHORIZED AGENT		☐ Primary Billing Contact	
Name:		Name:			
Company:		Company:			
Telephone:	Email address:	Telephone:	Email address:		
Mailing address:		Mailing Address:			
City:	State:	Zip Code:	City:	State:	Zip Code:
PROPERTY INFORMATION					
Assessor's Parcel Number:		Physical address:		Total size, in acres:	
Directions to the property (include landmarks and any gate codes):					
Describe current uses on the property (include structures, improvements, and vegetation):					
PROJECT INFORMATION					
Briefly describe the proposed project (include all uses and building heights and areas, in square-feet) and attach supplemental info as necessary:					

Legal Declaration

I, the owner of record of this property, have completed this form accurately and declare that all statements here are true. I do hereby grant official representatives of the county authorization to inspect the subject property.

SIGNATURE: _____ **DATE:** _____

NOTE: Your application is public record and information regarding your application is available both in person and online via the Department of Planning & Building. All references to names, addresses, telephone numbers, email addresses and project details are part of this public record. All applications must be filed under the subject property's owner of record; however, you may use an alternate contact address and telephone number.



COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF PLANNING & BUILDING
Land Division – Project Information Form

PLN-2050
04/01/2020

APPLICATION TYPE – CHECK ALL THAT APPLY

- | | | |
|--|---|--|
| ☐ Public Lot | ☐ Receiving Site | ☐ Sending Site |
| ☐ Condominium (new or conversion) | | ☐ Reversion to Acreage |
| ☐ Road Abandonment | ☐ Road Name | ☐ Amendment to approved land division |
| ☐ Tract Map | ☐ Parcel Map | ☐ Lot Line Adjustment |
| ☐ Urban Lot Split | | |

What is the proposed density or parcel size(s):

Existing lot/parcel land use category:

Number of existing lots/parcels/certificates:

Existing lot/parcel size(s):

What will the property be used for after division?

PROPERTY, PARCEL, AND PERMIT HISTORY:

Is the property part of a previous subdivision that you filed? ☐ Yes ☐ No

If Yes, please provide map number

Tract No.: _____ Parcel Map No.: _____ Lot Line Adjustment No.: _____

Have you reviewed county records to determine if the subject property has ever been the subject of a recorded certificate of compliance or a recorded map? ☐ Yes ☐ No

Building permits or other approval? ☐ Yes ☐ No

If you answered Yes to either question, please provide copies of all applicable materials.

OFF-SITE IMPROVEMENTS:

Will off-site road or drainage improvements be required? ☐ Yes ☐ No

SURROUNDING PARCEL OWNERSHIP: Do you own adjacent property? ☐ Yes ☐ No

If Yes, what is the acreage of all property you own that surrounds the project site? _____

DESCRIBE EXISTING AND FUTURE ACCESS TO THE PROPOSED PROJECT SITE:

SURROUNDING LAND USE: What are the uses of the land surrounding your property (when applicable, please specify all agricultural uses):

North: _____ South: _____

East: _____ West: _____

PROPOSED WATER SOURCE:

☐ On-Site Well ☐ Shared Well ☐ Other: _____

Community System Agency: _____

Will-serve letter?

☐ Yes ☐ No

(if yes, please submit a copy)

PROPOSED SEWAGE DISPOSAL:☐ Individual On-Site System ☐ Other: _____

Community System Agency: _____

Will-serve letter?

☐ Yes ☐ No

(if yes, please submit a copy)

RESPONSIBLE FIRE PROTECTION AGENCY: _____**AVAILABLE OR PROPOSED UTILITIES:**☐ Cable TV☐ Electricity☐ Gas☐ Telephone**ADJUSTMENTS:** Are you requesting any adjustments? ☐ Yes ☐ No

If Yes, please complete the following:

☐ Parcel & site design (21.03.010(c))☐ Access & circulation design (21.03.010(d))☐ Flood hazard & drainage (21.03.010(e))☐ Water supply (21.03.010(f))☐ Sewage Disposal (21.03.010(g))☐ Public Utilities (21.03.010(h))☐ Road Exception (21.03.010(d))

Briefly describe the reasons for the request: _____

QUIMBY ORDINANCE (SECTION 21.09.010, ET SEQ., OF TITLE 21): HOW ARE YOU PROPOSING TO MEET THE REQUIREMENTS OF THE QUIMBY ORDINANCE☐ Dedicate property for park & recreation purposes☐ Pay the in-lieu fee☐ Request credit for common open space (if you are choosing this option, please complete below)

Acreage of open space: _____ Average slope of open space: _____

Describe the on-site recreational amenities being proposed and their location on the open space:

Specify the proposed ownership and method of maintenance of the open space:



COUNTY OF SAN LUIS OBISPO

Department of Planning and Building

Trevor Keith, Director

Cost Accounting Agreement

ACT-1001

6/24/2026

Project Information

Project Description and Scope: _____

Site Address: _____ APN(s): _____

Contact Information

Property Owner Name: _____ Email Address: _____ Phone: _____

Applicant Name: _____ Email Address: _____ Phone: _____

Authorized Agent (if applicable): _____ Email Address: _____ Phone: _____

Billing Contact Name/Mailing Address: _____

This deposit request does not represent the total application cost, as the actual processing fee for the referenced project may be higher or lower than the deposit amount. In accordance with the County Fee Resolution, the Department of Planning and Building implements a real-time billing method to ensure full and accurate cost recovery for application processing. The deposit paid at the time of application will be applied toward your real-time billing account. All processing costs will be documented, and any amount exceeding the initial filing fee will be billed monthly. Any deposit fee not used will be refunded upon completion of the project. **The fees due at application are a deposit for the primary application only and do not include environmental review fees.** Additional fees may apply following the County's initial review of the application. All fees are based on the Planning and Building Fee Schedule in effect when services are provided and may change during permit processing.

Deposit Requirement

Upon execution of this Agreement, the applicant shall provide a deposit in the amount specified in the Planning and Building Department's adopted Fee Schedule.

The deposit will be held by the County and applied in accordance with the billing procedures outlined in this Agreement. The deposit does not represent the total cost of processing the Project. Actual costs may exceed the deposit amount.

By signing below, the property owner and/or responsible applicant agrees to the following:

To pay all actual processing costs associated with the processing of this application to the Department of Planning and Building.

Payment is due upon receipt of invoice. Unpaid invoices may result in the suspension of application processing until payment is received.

Prior to noticing your project for a public hearing, any outstanding fees shall be paid. If payment is not received, work will be suspended until the payment is received.

All outstanding balances, and any fees incurred after a public hearing or administrative review, must be paid in full prior to intake or issuance of any Zoning Clearances, Building Permits, or other regulatory approvals.

Permits may not be considered in full effect until all fees have been paid (such as but not limited to Clerk filing fees, environmental filing fees and processing fees associated with "case close out").

After the closing of the appeal period (s) and issuance of the Notice of Final Action (NOFA), the County may require a new Cost Accounting Agreement for any necessary condition compliance monitoring (CCM) for the project.

Financially Responsible Party

Signature

Printed Name

Date

Billing Method

The County may utilize the following billing method:

Deposit Draw Down

The deposit will be applied toward project costs as they are incurred. Staff time and other costs will be deducted from the deposit balance. If the costs exceed the deposit, the applicant will be invoiced for the remaining balance or required to replenish the deposit.

Cost Recovery

The applicant agrees to pay the County for the actual costs of services provided, which may include but are not limited to:

- Application and environmental review
- Staff time associated with project coordination and processing
- Consultant services retained by the County
- Administrative and overhead costs associated with project review

All costs shall be documented and charged to the Project in accordance with County accounting practices.

Payment Terms

Payment is due upon receipt of invoice. Unpaid invoices may result in:

- Suspension of application processing
- Suspension of project inspections or approvals
- Withholding of permits or final approvals until payment is received

Project Completion and Account Reconciliation

Upon completion, withdrawal, or termination of the Project, the County will reconcile the project account.

- Any outstanding balance must be paid by the applicant.
- Any unused portion of the deposit will be refunded once all project costs have been satisfied.

Termination of Project

Completion of the Project is voluntary. If the applicant elects to terminate processing of the Project, this Agreement may be terminated once the applicant reimburses the County for all costs incurred up to the date of termination.



Environmental Description for Urban Lot Splits

The information you provide on this form will help the Department of Planning and Building determine whether your project will significantly affect the quality of the environment.

To ensure that your application review is completed as quickly as possible, please remember to:

1. Answer ALL the questions as accurately and completely as possible.
2. Include any additional information or explanations where you believe it would be helpful or where required. Include additional pages if needed.
3. If you are requesting a land division or a re-zoning, be sure to include complete information about future development that may result from the proposed land division or rezoning.
4. Include references to any reports or studies you are aware of that might be relevant to the questions asked or the answers you provide.

Should a determination be made that the information is inaccurate or insufficient, you will be required to submit additional information upon request.

PHYSICAL SITE CHARACTERISTICS			
Acres with 0-10% slopes:	Acres with 10-20% slopes:	Acres with 20-30% slopes:	Acres over 30% slopes:
Are there any springs, streams, lakes, or marshes on or near the site? ☐ Yes ☐ No If yes, please describe: _____ _____		Are there any flooding problems on the site or in the surrounding area? ☐ Yes ☐ No If yes, please describe: _____ _____	
Has a drainage plan been prepared? ☐ Yes ☐ No If yes, please attach a copy.		Has there been any grading or earthwork on the site? ☐ Yes ☐ No If yes, please describe: _____ _____	
Has a grading plan been prepared? ☐ Yes ☐ No If yes, please attach a copy.		Are there any sewer ponds/waste disposal sites on or adjacent to the site? ☐ Yes ☐ No If yes, please describe: _____ _____	
Are there any railroads or highways within 300 feet of the site? ☐ Yes ☐ No If yes, please describe: _____		Can the site be seen from surrounding public roads? ☐ Yes ☐ No If yes, please describe: _____	
SOLID WASTE INFORMATION			
What is the name of solid waste disposal company?		Where is the waste disposal storage in relation to	

buildings? _____	
What type of solid waste will be generated by the project? ☐ Domestic ☐ Industrial ☐ Agricultural ☐ Other If other, please describe: _____	Does your project design include an area for collecting recyclable materials and/or composting materials? ☐ Yes ☐ No
COMMUNITY SERVICE INFORMATION	
Name of school district: _____	
Are services (grocery/other shopping) within ½ mile of the project? ☐ Yes ☐ No	Location of nearest.... Police station: _____ Fire station: _____ Public transit stop: _____
HISTORIC AND ARCHEOLOGICAL INFORMATION	
Describe the historic use of the site:	
Are you aware of the presence of any historic, cultural, or archaeological materials on the project site or in the vicinity? ☐ Yes ☐ No If yes, please describe: _____	Has an archaeological surface survey been done for the project site? ☐ Yes ☐ No If yes, please attach two copies.
AGRICULTURAL INFORMATION	
If your land is currently vacant or in agricultural production, are there any restrictions on the crop productivity of the land? That is, are there any reasons (i.e., poor soil, steep slopes) the land cannot support a profitable agricultural crop?	
Is the site currently in Agricultural Preserve (Williamson Act)? ☐ Yes ☐ No	Is the site currently under land conservation contract? ☐ Yes ☐ No
SPECIAL PROJECT INFORMATION	
Describe any amenities included in the project, such as park areas, open spaces, common recreation facilities, etc. (these also need to be shown on your site plan):	
Will the development occur in phases? ☐ Yes ☐ No If yes, please describe: _____	Are there any proposed or existing deed restrictions? ☐ Yes ☐ No If yes, please describe: _____

Do you have any plans for future additions, expansion or further activity related to or connected with this proposal? ☐ Yes ☐ No If yes, please describe: _____ _____	
ENERGY CONSERVATION INFORMATION	
Describe any special energy conservation measures or building materials that will be incorporated into your project: _____ _____ _____	
ENVIRONMENTAL INFORMATION	
List any mitigation measures that you propose to lessen the impacts associated with your project: _____ _____ _____	
Are you aware of any unique, rare or endangered species (vegetation or wildlife) associated with the project site? ☐ Yes ☒ No If yes, please describe: _____ _____	Are you aware of any previous environmental determinations for all or portions of this property? ☒ Yes ☐ No If yes, please describe and provide permit or subdivision numbers(s): _____ _____
OTHER RELATED PERMITS	
List all permits, licenses or government approvals that will be required for your project (federal, state, and local): _____ _____ _____	



COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF PLANNING & BUILDING
Information Disclosure Form

PLN-1006
01/24/2020

Time Limits for Processing and Public Notice Distribution Requirements

California state law (California Government Code Section 65941.5) requires that the County provide the following information to applicants, when a permit application is filed:

- Not later than 30 days after a land use or land division application is received, the county must notify the project applicant or designated representative in writing either that the application is complete, or that items are necessary to complete the application. If you are not notified in writing, the application is considered complete. Any land use or land division application receiving a Negative Declaration must be approved or denied within 60 days of its adoption. If the project is exempt under CEQA, the project must be approved or denied within 90 days of acceptance. For land use/land division applications subject to an Environmental Impact Report (EIR), project approval/denial shall be within six months of the certification of the EIR. The County of San Luis Obispo processes the land use application and the environmental review concurrently, so these decisions are made simultaneously. (Government Code Sections 65943 and 65950, et seq.)
- A project applicant may make a written request to the county to receive notice of any proposal to adopt or amend the general plan and the land use, real property division, building and construction, road name and addressing, and growth management ordinances which might reasonably be expected to affect that applicant's project. The county offers a subscription service for notification of either: (1) all applications received by the county, or (2) Planning Commission agendas. The cost for each of these services is established by the county fee ordinance. (Government Code Sections 65945, 65945.3 and 65945.5)
- When a property was created through recordation of a final or parcel map, and it is within five years of recordation, the county cannot withhold or condition the issuance of building permits for residential units based on conformance with conditions that could have been imposed as conditions of the tentative map, except where: (1) A failure to do so would place subdivision residents or residents in the immediate area in a condition perilous to health, safety or both; or (2) The condition is required in order to comply with state or federal law. (Government Code Section 65961)
- Copies of Government Code Sections are available at the County of San Luis Obispo Law Library, County Government Center, San Luis Obispo, California.

Right to Farm Disclosure

The County of San Luis Obispo recognizes the statewide policy to protect and encourage Agriculture. Sections 3482.5 and 3482.6 of the California Civil Code and Chapter 5.16. of the San Luis Obispo County Code protect certain, pre-existing agricultural production and processing operations ("agricultural operation") from nuisance claims. If your property is near a protected agricultural operation, you may be subject to certain inconveniences and/or discomforts which are protected by law. In order for the agricultural operation to be protected, the following requirements of Civil Code Sections 3482.5 and 3482.6 must be satisfied:

1. The agricultural operation must be conducted or maintained for commercial purposes;
2. The agricultural operation must be conducted or maintained in a manner consistent with proper and accepted customs and standards as established and followed by similar agricultural operations in the same locality;
3. The agricultural operation predated the affected use(s) on your property; (4) The agricultural operation has been in existence for more than three years; and (5) The agricultural operation was not a nuisance at the time it began.

If your property is near an agricultural operation in the unincorporated area of the County which satisfies the above requirements, you may at times be subject to one or more inconveniences and/or discomfort arising from that operation. Such inconveniences may include (depending upon the type of agricultural operation protected), but are not necessarily limited to, the following: noise, odors, fumes, dust, legal pesticide use, fertilizers, smoke, insects, farm personnel and truck traffic, visual impacts, night time lighting, operation of machinery and the storage, warehousing and processing of agricultural products or other inconveniences or discomforts associated with the protected agricultural operations. For additional information pertaining to this disclosure and the Right to Farm Ordinance, or concerns with an agricultural operation, please contact the San Luis Obispo County Agricultural Commissioner's Office.

Landfill Disclosure

Please answer the following question: "This project is within ½ mile of one of the landfills in the North County planning area (Paso Robles Municipal or Chicago Grade Landfills)" ☐ Yes ☐ No

Acknowledgement

I acknowledge that I have read and understand the sections detailed above:

1. Time Limits for Processing and Public Notice Distribution Requirements
2. Right to Farm Disclosure
3. Landfill Disclosure

Applicant Signature

Date

Additional Applicant Signature (if applicable)

Date



COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF PLANNING & BUILDING
Land Use Consent of Property Owner

PLN-1012
04/01/2020

Property Address: _____

APN (s): _____

Project Description: _____

CONSENT

I (we) the undersigned owner(s*) of record of the fee interest in the parcel of land located at the above address, identified as the above Assessor Parcel Number, for which a construction permit, land use permit, land division, general plan or ordinance amendment, or LAFCO application referral is being filed with the County requesting an approval for the above project description, do hereby certify that:

1. Such application may be filed and processed with my (our) full consent, and that I (we) have authorized the agent named below to act as my (our) agent in all contacts with the county and to sign for all necessary permit applications in connection with this matter.
2. I (we) hereby grant consent to the County of San Luis Obispo, its officers, agents, employees, independent contractors, consultants, sub-consultants and their officers, agents, and employees to enter the property identified above to conduct any and all surveys and inspections that are considered appropriate by the inspecting person or entity to process this application. This consent also extends to governmental entities other than the county, their officers, agencies, employees, independent contractors, consultants, sub-consultants, and their officers agents or employees if the other governmental entities are providing review, inspections and surveys to assist the county in processing this application. This consent will expire upon completion of the project.
3. If prior notice is required for an entry to survey or inspect the property, please contact:
4. I (we) hereby give notice of the following concealed or unconcealed dangerous conditions on the property (dogs, hazardous materials, or specify none)

Name of Property Owner: _____

Phone Number: _____

Full Mailing Address: _____

Signature of Property Owner

Date

**attach additional PLN-1012 forms for multiple owners, if applicable*



COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF PLANNING & BUILDING

PLN-1122
04/01/2020

Hazardous Waste and Substances Statement Disclosure

PROJECT TITLE: _____ PROJECT APN(s): _____

Per Government Code section 6596.5, known as the 'Cortese List' (AB3750), I have consulted the following website resources and lists to determine if the subject property contains hazardous wastes or substances:

- List of Hazardous Waste and Substances sites from Department of Toxic Substances Control (DTSC) EnviroStor database (<http://www.envirostor.dtsc.ca.gov/public/>)
- List of Leaking Underground Storage Tank Sites by County and Fiscal Year from Water Board GeoTracker database (<http://geotracker.waterboards.ca.gov/>)
- List of solid waste disposal sites identified by Water Board with waste constituents above hazardous waste levels outside the waste management unit (PDF). ([EnviroStor](#))
- List of "active" CDO and CAO from Water Board PLEASE NOTE: This list contains many Cease and Desist Orders and Cleanup and Abatement Orders that do NOT concern the discharge of wastes that are hazardous materials. (<http://www.calepa.ca.gov/SiteCleanup/CorteseList/default.htm>)
- List of hazardous waste facilities subject to corrective action pursuant to Section 25187.5 of the Health and Safety Code, identified by DTSC (<https://calepa.ca.gov/sitecleanup/corteselist/section-65962-5a>)

After consultation with each of the lists provided on the above websites, I verify that the subject parcel(s) and proposed development (and any alternative development sites, if applicable):

- ☐ **Is not** included on any of lists found on the above-referenced websites.
- ☐ **Is** included on one or more of the lists found on the above-referenced websites. Pursuant to Section 65962.5 of the Government Code, the following information is provided related to this site/application:

Name of Applicant: _____

Address of site (street name & number if available, City, State and ZIP Code):

Local agency (city/county): _____

Assessor's book, page, and parcel number: _____

Specify any list pursuant to Section 65962.5 of the Government Code: _____

Regulatory identification number: _____ Date of list: _____

Applicant Signature:	Applicant Name (Print):
Date of Signature:	Phone:
Email:	



COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF PLANNING & BUILDING

PLN-2063
7/27/2026

Owner-Occupancy Affidavit – Urban Lot Split

Affiant's Name: _____ Phone #: (____) _____

Affiant's Current Address: _____

I, _____, do hereby state under oath that, having utilized the provisions in Government Code section 66411.7 to process and gain approval of a parcel map for an urban lot split for real property that I own located at _____, I will occupy one of the housing units as my principal residence (1) for a minimum of three years from the final parcel map recordation date for the *urban lot* split or (2) for a minimum of three years from the date the first dwelling unit permit is finalized if there are no existing residences at the time of final parcel map recordation, unless the owner is a community land trust or qualified non-profit corporation.

Signature of Affiant

Dated: _____