

CONDO/PUD/CLUSTER APPLICATION PACKAGE

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



Last update 7/2004

Revised 5/07

REQUIRED CONTENTS

The following information is required to be submitted with your application. If any information is missing, your application may be returned to you until such time as all required materials are included with the submittal.

FORMS – These are all included in this application package

- * 15 copies of the Completed **General Application Form**
- * Consent of Landowner Form (if applicant does not own the property)
- * 15 copies of the Completed **PUD/Cluster Application Form**
- * Environmental Description Form
- * Signed Information Disclosure Form

FEES

Application Fee - Fees will be calculated at the time of submittal

TENTATIVE MAP / ADJUSTMENT MAP- If any of the information included as part of this application is available in digital format, please enclose the information via digital media.

Tentative Map or Adjustment Map - The tentative parcel map, tentative tract map, or lot line adjustment 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 appurtenant utilities.

- * Types and location of existing/proposed water supply and sewage disposal facilities.
- * Contour Map showing the following (not required for a Lot Line Adjustment or a Public Lot):
 - Proposed parcels larger than 10 acre**
 - 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 acre**
 - 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, bluffs, 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 any proposed building setback lines different from those established by ordinance.
- * Coastal Access - If the project is within the coastal zone and located between the ocean and the nearest public road, applications shall include the locations of the nearest public access points to the beach

COPIES OF MAPS- If any of the information included as part of this application is available in digital format, please enclose the information via digital media.

Full-Sized Plans

- * 15 copies of all drawings in a full-size format (on paper 18 by 26 inches in size)

Reductions

- * 10 copies of all drawings reduced to the size of an 8-1/2 by 11 inch page.
- * 1 copy of all drawings reduced to the size of an 11 by 17 inch page.

OTHER INFORMATION

Title Report - two copies of a preliminary title report, not more than six months old.

Legal Lot Verification - how the parcel(s) was 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 (not required for lot line adjustments or public lots).

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 (not required for lot line adjustments or public lots)

Lot Line Adjustment - Justification or reason for the proposed lot line adjustments (only required for lot line adjustments)

Public Lot - A statement from the public agency explaining what the public lot will be used for and the justification or reason for the request (only required for public lots)

Abandoned oil and gas wells - if applicable - information is available from the California Division of Oil & Gas, P.O. Box 227, Santa Maria, Ca. 93456, (805) 925-2686

SUPPLEMENTAL INFORMATION

The following information may be required to be submitted before a review of the application can be completed. ***If you had a pre-application meeting, and items are checked on this checklist, they are required to be submitted with your application.***

- Preliminary Soils Report prepared by a geotechnical engineer or qualified registered civil engineer (required for all tract maps). This provision may be waived, upon receipt of a written request if Public Works determines the information is unnecessary. Preliminary Soils Report may be required for tentative parcel maps.
- Preliminary Grading/Drainage/Erosion Control Plan prepared pursuant to Section 22/23.05.020 & .040 or to Public Works improvement plan standards.
- Preliminary Landscaping Plan prepared pursuant to Section 22/23.04.180 et seq.
- Fire Safety Plan prepared pursuant to Section 22/23.05.080 et seq. and fire response time verification where applicable
- Agricultural Buffers - if adjacent parcels are used for agriculture, show all proposed agricultural buffers.
- Archeological Report - where required, submit two copies.
- Botanical Report - where required, submit two copies.
- Biological Report - where required, submit two copies.
- Noise Study - if the property either adjoins or will be a noise generator or a potential source of noise.
- Traffic Study - where required, submit two copies
- Visual Analysis - for applications that propose development along significant visual corridors (such as Highway 101 and 1).
- Cost Accounting Agreement

GENERAL APPLICATION FORM

San Luis Obispo County Department of Planning and Building

APPLICATION TYPE - CHECK ALL THAT APPLY

- Emergency Permit Tree Permit Minor Use Permit
- Conditional Use Permit/Development Plan Plot Plan
- Curb, Gutter & Sidewalk Waiver Other Site Plan
- Surface Mining/Reclamation Plan Zoning Clearance
- Amendment to approved land use permit Variance

Attach Label Here

APPLICANT INFORMATION Check box for contact person assigned to this project

Landowner Name _____ Daytime Phone _____
Mailing Address _____ Zip Code _____
Email Address: _____

Applicant Name _____ Daytime Phone _____
Mailing Address _____ Zip Code _____
Email Address: _____

Agent Name _____ Daytime Phone _____
Mailing Address _____ Zip Code _____
Email Address: _____

PROPERTY INFORMATION

Total Size of Site: _____ Assessor Parcel Number(s): _____
Legal Description: _____
Address of the project (if known): _____
Directions to the site (including gate codes) - describe first with name of road providing primary access to the site, then nearest roads, landmarks, etc.: _____

Describe current uses, existing structures, and other improvements and vegetation on the property: _____

PROPOSED PROJECT

Describe the proposed project (inc. sq. ft. of all buildings): _____

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.

Property owner signature _____ Date _____

FOR STAFF USE ONLY

Reason for Land Use Permit: _____

CONSENT OF LANDOWNER

San Luis Obispo County Department of Planning and Building File No _____

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I (we) the undersigned owner of record of the fee interest in the parcel of land located at (print address): _____ identified as 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: _____ specify type of project, for example: addition to a single family residence; or general plan amendment), 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 permits 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:

Print Name: _____

Daytime Telephone Number: _____

4. I (we) hereby give notice of the following concealed or unconcealed dangerous conditions on the property _____

Person or entity granting consent:

Print Name: _____

Print Address: _____

Daytime Telephone Number: _____

Signature of landowner: _____ Date: _____

Authorized agent:

Print Name: _____

Print Address: _____

Daytime Telephone Number: _____

Signature of authorized agent: _____ Date: _____

PUD / CLUSTER APPLICATION

San Luis Obispo County Department of Planning and Building File No _____

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Project Information: What is the proposed density or parcel size?: _____

Number of existing lots, parcels or certificates: _____ Existing parcel sizes: _____

What will the property be used for after division: _____

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

If Yes, what was the map number: Tract No: _____ CO _____ COAL _____

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 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 - List the agency or company responsible for provision: _____

Do you have a valid will-serve letter? Yes If yes, please submit copy No

Proposed sewage disposal: Individual on-site system Other _____

Community System -List the agency or company responsible for sewage disposal: _____

Do you have a valid will-serve letter? Yes If yes, please submit copy No

Fire Agency: - List the agency responsible for fire protection: _____

List available or proposed utilities: Gas Telephone Electricity Cable TV

Adjustments: Are you requesting any adjustments? Yes No If Yes, please complete:

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)

Acreeage of open space: _____ Average slop 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: _____

Affordable Housing - Coastal Zone ONLY (Government Code Section 65590 - Section 23.04.092 of Title 23):

Is your project a:

- New housing project containing 11 or more dwelling units or parcels; OR
- Demolition or conversion of one or more dwellings (includes mobilehomes), where the proposed demolition or conversion involves three or more dwelling nits in one structure, or 11 or more dwellings units in two or more structures AND any such units were occupied by persons or families of low or moderate income in the 12 months prior to filing the land use or division application.
- Demolition of conversion of one or more dwellings (includes mobilehomes) to a non-residential use which is not "coastal dependent".

Planned Development / Condominium Information:

Square footage and percentage of the total site (approximately) that will be used for the following:

Buildings: _____ sq. feet _____ % Landscaping: _____ sq. feet _____ %

Paving: _____ sq. feet _____ % Other (specify) _____

Total area of all paving and structures: _____ sq. feet acres

Total area of grading or removal of ground cover: _____ sq. feet acres

Number of parking spaces proposed: _____ Height of tallest structure: _____

Number of trees to be removed: _____ Type: _____

Setbacks: Front _____ Right _____ Left _____ Back _____

For commercial/industrial projects answer the following:

Total outdoor use area: _____ sq. feet acres

Total floor area of all structures including upper stories: _____ sq. feet

For residential projects, answer the following:

Number of residential units: _____ Number of bedrooms per unit: _____

Total floor area of all structures including upper stories, but not garages and carports: _____

Total of area of the lot(s) minus building footprint and parking spaces: _____

ENVIRONMENTAL DESCRIPTION FORM

San Luis Obispo County Department of Planning and Building File No _____

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The California Environmental Quality Act (CEQA) requires all state and local agencies to consider and mitigate environmental impacts for their own actions and when permitting private projects. The Act also requires that an environmental impact report (EIR) be prepared for all actions that may significantly affect the quality of the environment. The information you provide on this form will help the Department of Planning and Building determine whether or not your project will significantly affect the quality of the environment.

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

Answer **ALL** of the questions as accurately and completely as possible.

Include any additional information or explanations where you believe it would be helpful or where required. Include additional pages if needed.

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.

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 Characteristic Information

Your site plan will also need to show the information requested here

1. Describe the topography of the site:
Level to gently rolling, 0-10% slopes: _____ acres
Moderate slopes of 10-30%: _____ acres
Steep slopes over 30%: _____ acres
2. Are there any springs, streams, lakes or marshes on or near the site? Yes No
If yes, please describe: _____
3. Are there any flooding problems on the site or in the surrounding area Yes No
If yes, please describe: _____
4. Has a drainage plan been prepared? Yes No
If yes, please include with application.
5. Has there been any grading or earthwork on the project site? Yes No
If yes, please explain: _____
6. Has a grading plan been prepared? Yes No
If yes, please include with application.
7. Are there any sewer ponds/waste disposal sites on/adjacent to the project? Yes No
8. Is a railroad or highway within 300 feet of your project site? Yes No
9. Can the proposed project be seen from surrounding public roads? Yes No
If yes, please list: _____

Water Supply Information

1. What type of water supply is proposed?
 Individual well Shared well Community water system
2. What is the proposed use of the water?
 Residential Agricultural: explain _____
 Commercial/Office: explain _____
 Industrial: explain _____
3. What is the expected daily water demand associated with the project? _____
4. How many service connections will be required? _____
5. Do operable water facilities exist on the site?
 Yes No If yes, please describe: _____
6. Has there been a sustained yield test on proposed or existing wells?
 Yes No If yes please attach _____
7. Does water meet the Health Agency's quality requirements?
Bacteriological? Yes No Chemical? Yes No
Physical? Yes No Water analysis report submitted? Yes No
8. Please check if any of the following have been completed on the subject property and/or submitted to County Environmental Health.
 Well Driller's Letter Water Quality Analysis OK or Problems
 Will Serve Letter Pump Test _____ Hours _____ GPM
 Surrounding Well Logs Hydrologic Study Other _____

Please attach any letters or documents to verify that water is available for the proposed project.

Sewage Disposal Information

If an on-site (individual) subsurface sewage disposal system will be used:

1. Has an engineered percolation test been accomplished?
 Yes No If yes, please attach a copy.
2. What is the distance from proposed leach field to any neighboring water wells? _____ feet
3. Will subsurface drainage result in the possibility of effluent reappearing in surface water or on adjacent lands, due to steep slopes, impervious soil layers or other existing conditions?
 Yes No
4. Has a piezometer test been completed? Yes No
5. Will a Waste Discharge Permit from the Regional Water Quality Control Board be required?
 Yes No
(a waste discharge permit is typically needed when you exceed 2,500 gallons per day)

If a community sewage disposal system is to be used:

1. Is this project to be connected to an existing sewer line?
 Yes No Distance to nearest sewer line: _____
Location of connection: _____
2. What is the amount of proposed flow? _____ g.p.d.
3. Does the existing collection treatment and disposal system have adequate additional capacity to accept the proposed flow? Yes No

Solid Waste Information

- 1. What type of solid waste will be generated by the project? Domestic Industrial
 Agricultural Other, please explain? _____
- 2. Name of Solid Waste Disposal Company: _____
- 3. Where is the waste disposal storage in relation to buildings? _____
- 4. Does your project design include an area for collecting recyclable materials and/or composting materials? Yes No

Community Service Information

- 1. Name of School District: _____
- 2. Location of nearest police station: _____
- 3. Location of nearest fire station: _____
- 4. Location of nearest public transit stop: _____
- 5. Are services (grocery / other shopping) within walking distance of the project? Yes No
If yes, what is the distance? _____ feet / miles

Historic and Archeological Information

- 1. Please describe the historic use of the property: _____

- 2. 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: _____
- 3. Has an archaeological surface survey been done for the project site? Yes No
If yes, please include **two** copies of the report with the application.

Agricultural Information

Only complete this section: 1) within the Agricultural land use category or 2) your site is currently in agricultural production.

- 1. Is the site currently in Agricultural Preserve (Williamson Act)? Yes No
- 2. If yes, is the site currently under land conservation contract? Yes No
- 3. 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? Please explain in detail: _____

Special Project Information

1. 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): _____

2. Will the development occur in phases? Yes No
If yes describe: _____
3. Do you have any plans for future additions, expansion or further activity related to or connected with this proposal? Yes No
If yes, explain: _____
4. Are there any proposed or existing deed restrictions? Yes No
If yes, please describe: _____

Energy Conservation Information

1. Describe any special energy conservation measures or building materials that will be incorporated into your project*: _____

* The county’s Building Energy Efficient Structures (BEES) program can reduce your construction permit fees. Your building must exceed the California State Energy Standards (Title 24) in order to qualify for this program. If you are interested in more information, please contact the Building Services Division of the Department of Planning and Building at (805) 781-5600.

Environmental Information

1. List any mitigation measures that you propose to lessen the impacts associated with your project: _____

2. Are you aware of any unique, rare or endangered species (vegetation or wildlife) associated with the project site? Yes No
If yes, please list: _____
3. Are you aware of any previous environmental determinations for all or portions of this property? Yes No
If yes, please describe and provide “ED” number(s): _____

Other Related Permits

1. List all permits, licenses or government approvals that will be required for your project (federal, state and local): _____

(If you are unsure if additional permits are required from other agencies, please ask a member of department staff currently assigned in either current planning or the environmental division)

San Luis Obispo County Identified Hazardous Waste Sites - April 1998

IMPACT CITY: ARROYO GRANDE

Site: Union Oil Co - Santa Maria refinery
Location: Willow Rd. north of Guadalupe
City: Arroyo Grande Zip: 93420
Source: DHS1

IMPACT CITY: CAMBRIA

Site: Hampton Hotel
Location: 2601 Main Street
City: Cambria Zip: 93428
Source: WRCB Problem: Tank Leak

Site: Cambria General Store
Location: 850 Main Street
City: Cambria Zip: 93428
Source: WRCB Problem: Tank Leak

Site: Chevron
Location: 2194 Main Street
City: Cambria Zip: 93428
Source: WRCB Problem: Tank Leak

IMPACT CITY: CAYUCOS

Site: Chevron
Location: 12 N Ocean Blvd
City: Cayucos Zip: 93430
Source: WRCB Problem: Tank Leak

Site: Bob's Corner Store
Location: 198 N Ocean Blvd
City: Cayucos Zip: 93430
Source: WRCB Problem: Tank Leak

IMPACT CITY: CHOLAME

Site: Hearst Corp
Location: Highway 46
City: Cholame Zip: 93431
Source: WRCB Problem: Tank Leak

IMPACT CITY: LOS OSOS

Site: Los Osos Valley Garage
Location: 1099 Los Osos Valley Road
City: Los Osos Zip: 93402
Source: WRCB Problem: Tank Leak

Site: Los Osos Landfill
Location: Turri Road
City: Los Osos Zip: 93402
Source: CIWMB Problem: Grndwt Cont

IMPACT CITY: LOS PADRES

Site: Ozena Station
Revised 5/07

Location: Highway 33
Zip: 93023
Source: WRCB Problem: Tank Leak

IMPACT CITY: NIPOMO

Site: Hemerick
Location: 600 Hill St
City: Nipomo Zip: 93444
Source: WRCB Problem: Tank Leak

IMPACT CITY: OCEANO

Site: Bell Craig (form serv station)
Location: 1899 Cienega
City: Oceano Zip: 93445
Source: WRCB Problem: Tank Leak

IMPACT CITY: PASO ROBLES

Site: Camp Roberts Site 936
Location: Highway 101
City: San Miguel Zip: 93451
Source: WRCB Problem: Tank Leak

Site: San Paso Truck & Auto
Location: Wellsona Road
City: Paso Robles Zip: 93446
Source: WRCB Problem: Tank Leak

IMPACT CITY: SAN LUIS OBISPO

Site: Unocal Tank Farm Facility
Location: 276 Tank Farm Rd
City: SLO Zip: 93401
Source: WRCB Problem: Tank Leak

Site: Hearn Trucking
Location: 4902 Edna Rd
City: SLO Zip: 93401
Source: WRCB Problem: Tank Leak

Site: Camp San Luis Obispo
Location: Hwy. 1 west of Hwy. 101
City: San Luis Obispo Zip: 93401
Source: WRCB Problem: Tank Leak

Site: SLO Golf & Country Club
Location: 255 Country Club

City: San Luis Obispo Zip: 93401
Source: WRCB Problem: Tank Leak

IMPACT CITY: SAN SIMEON

Site: Chevron
Location: 9540 Castillo Drive
City: San Simeon Zip: 93452
Source: WRCB Problem: Tank Leak

IMPACT CITY: SANTA MARGARITA

Site: Kaiser Sand & Gravel
Location: El Camino Real
City: Santa Margarita Zip: 93453
Source: WRCB Problem: Tank Leak

Site: Pacific Beverage
Location: 22255 El Camino Real
City: Santa Margarita Zip: 93453
Source: WRCB Problem: Tank Leak

IMPACT CITY: TEMPLETON

Site: Templeton Mobile
Location: 701 Las Tablas
City: Templeton Zip: 93465
Source: WRCB Problem: Tank Leak

LANDFILL OPERATIONS DISCLOSURE

EL POMAR/ESTRELLA
PLANNING AREA

If your site is located within 1/2 mile of either the Paso Robles Municipal or the Chicago Grade Landfills (see maps on file with the Department of Planning and Building), this acts to notify you of your proximity to a landfill operation and all of the associated inconveniences and discomforts resulting from the continuing and future operation of such landfill, including possible expansions. Persons living near landfills may contact the California Integrated Waste Management Board (916) 341-6413 to seek available remedies concerning any improper or unlawful activities at the landfill.