

PLN-1000 04/01/2020

#### Land Use - Checklist & Application Package

#### REQUIRED MATERIALS AND INFORMATION

The following information is required to be submitted with your application. If additional information is necessary for application review, Department staff will notify applicants and/or authorized agents. We are now accepting initial application materials in digital format but may request hard copies of documents and plans as necessary 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.

#### **FORMS**

For applications via the Online Permit Portal: please upload this complete and digitally signed application package PLN-1000 (as detailed below).

Please provide one (1) completed copy of the following form:

- □ **PLN-1000: Land Use Application Checklist & Package.** This form conveniently combines all the following forms into one, and begins with a Checklist of Materials and Information Requirements for Applications
  - GEN-3000: General Application Contact Information
  - PLN-1004: Land Use Project Information Form
  - PLN-1003: Environmental Description Form
  - PLN-1006: Information Disclosure form
  - PLN-1012: Land Use Consent of Property Owner form (only if applicant does not own the property)
  - PLN-1122: Hazardous Waste and Substances Statement Disclosure (PLN-1122)
- □ **Accessory Application form(s), if applicable**. These forms are not included in this package.

Examples include, but are not limited to:

- Curb, Gutter, and Sidewalk Waiver
- Tree Removal form
- Variance Application form

#### **FEES**

☐ Application fee (refer to current fee schedule)

#### **SITE LAYOUT PLAN(S)**

For applications via the Online Permit Portal: 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.

Plans should consist of an accurate drawing of the property, and the site plan must show the following items (where they apply to your site):

Exterior boundaries and dimensions of the entire site
North arrow and scale

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Slope contour map (except when a grading plan in required), showing the following: <ul><li>Inside urban reserve lines – show contours at 5-feet intervals for undeveloped areas and 2-</li></ul>
feet intervals for building sites and paved or graded areas
<ul> <li>Outside urban reserve lines – show contours at 10-feet intervals for undeveloped areas and</li> </ul>
2-feet intervals for building sites
<ul> <li>Steep slopes – areas in excess of 30% slope may be designated as such and contours</li> </ul>
omitted, unless proposed for grading, construction or other alterations
General location of major topographic and man-made features, such as rock outcrops, bluffs,
streams, swales and graded areas
Location, dimensions, and use of all existing and proposed structures on the property, including
buildings, decks, balconies, fences, walls, and other structural elements that extend into yard areas
Location, name, width, and pavement type of adjacent and on-site streets/alleys
Existing/proposed curbs, gutters, and sidewalks. Include all points of access, both existing and proposed
Types and location of existing/proposed water supply and sewage disposal facilities
Location and dimensions of all existing/proposed easements, driveways and parking areas
(enclosed or open), including pavement type
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
Location, use and approximate dimensions of all structures within 100 feet of the site's boundaries
A vicinity map showing precisely how to drive to the site. (include street names and distances to help with describing how to get to the site)
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
Preliminary Floor Plans and Architectural Elevations – showing height of buildings and structures,
color, texture and material of exterior finishes and roofing (not required for most agricultural
buildings)
Elevations – (relative height) from the finish floor of the garage or other parking area to the edge
of the pavement or road at the driveway entrance
Legal Lot Verification – how the parcel(s) was/were legally created

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#### SUPPLEMENTAL INFORMATION

The following information may be required, depending on your Land Use application type.

If you had a pre-application meeting and any of these items were indicated, they are required for a complete submittal. For applications via the Online Permit Portal, these can be uploaded with your initial application submittal, or later when your full Plan Case has been created.

	Preliminary Landscaping Plan prepared pursuant to Section 22.16/23.04.180, et seq.
	Fire Safety Plan prepared pursuant to Section 22.52/23.05.080, et seq.
	Preliminary grading/drainage plan – when required by Section 22.52/23.05.020 and .040
	Agricultural buffers – if any adjacent parcels are used for agriculture, show all proposed
	agricultural buffers
	Archeological Report – two (2) copies, where required
	Biological Report – two (2) copies, where required
	Botanical Report – two (2) copies, where required
	Building Site Envelopes – on site layout plan show all areas proposed for development, or areas proposed to be excluded from development
	Noise Study – two (2) copies, if the property either adjoins or will be a noise generator or a potential source of noise
	Traffic Study – two (2) copies, where required
	Geological Report – two (2) copies, where required
	Visual Analysis – for applications that propose development along significant visual corridors (such
	as Highways 101 and 1)
	Location, size, design and text of all existing and proposed signs
	Location and design of solid waste disposal facilities, as required by Section 22.10.150/23.04.280
	Cross-section drawings. The drawings shall include two sectional views of the project,
	approximately through the middle and at right angles to each other. The existing and proposed grades and the location of and distances between buildings, parking and landscaping shall also be provided
	Supplemental Development Statement stating the project's phasing schedule (if one is proposed),
	and any information that is pertinent or helpful to the understanding of the proposal, such as
	photos, statistical data, petitions, etc.
	Water will-serve letter OR Well pump test (4-72 hour)
	Sewer will-serve letter OR Percolation tests
	County Public Works road requirements
	Road Plan and Profile / Culvert Plan and Profile / Streetscape Plan
	Completed Cost Accounting Agreement – one (1) copy
	Abandoned oil and gas wells, if applicable – Information is available from the California Division of
	Oil & Gas: 195 South Broadway, Suite 101, Orcutt, California 93455, (805) 937-7246
П	Other

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PLN-1004 04/01/2020

## **Land Use -- Project Information Form**

APPLICATION TYPE - CHECK ALL THAT APPLY				
<ul> <li>□ Emergency Permit</li> <li>□ Tree Removal Permit</li> <li>□ Minor Use Permit</li> <li>□ Conditional Use Permit/Development Plan</li> <li>□ Plot Plan</li> <li>□ Curb, Gutter &amp; Sidewalk Waiver</li> </ul>	<ul> <li>□ Site Plan</li> <li>□ Surface Mining/Reclamation Plan</li> <li>□ Zoning Clearance</li> <li>□ Amendment to approved Land Use Permit</li> <li>□ Variance</li> <li>□ Other</li> </ul>			
TYPE OF PROJECT:  Commercial Industrial Residential Recreational Other:				
Describe any modifications/adjustments from ordinance napplicable):	eeded and the reason for the request (if			
Describe existing and future access to the proposed project	t site:			
SURROUNDING PARCEL OWNERSHIP Do you own adjace If YES, what is the acreage of all property you own that sure				
<b>SURROUNDING LAND USE</b> What are the uses of the land surrounding your property (when applicable, please specify all agricultural uses):				
North: Sou	th:			
East: We	st:			
<b>FOR ALL PROJECTS, ANSWER THE FOLLOWING</b> – Square f (approximately) that will be used:				
Buildings: sq. feet% Paving: sq. feet%	Landscaping: sq. feet% Other: sq. feet%			
Total area of all paving structures:sq. feet _acres				
Total area of grading or removal of ground cover:	sq. feet acres			

# Land Use – Project Information Form

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Trees: Number of trees to be removed:			
Type(s) of tree(s):			
Setbacks: Front Back Left	Right		
PROPOSED WATER SOURCE: On-Site Well Shared Well Other:  Community System (agency / company responsible for the provision of water):	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 provision):	WILL-SERVE LETTER?  ☐ Yes (If yes, please submit copy) ☐ No		
RESPONSIBLE FIRE PROTECTION AGENCY:			
FOR COMMERCIAL/INDUSTRIAL PROJECTS ANSWER THE F	OLLOWING:		
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 bedroo	ms per unit:		
Total floor area of all structures including upper stories, but	not garages and carports: sq. feet		
Total of area of the lot(s) minus building footprint and parking spaces: sq. feet			



GEN-3000 04/01/2020

### **General Application Contact Information**

Staff: Input File Number	er or File La	ibel Here	PROPERTY OWNER		Primary Billing Contact
			Name:		
			Company:		
			Telephone:	Email Address	:
Please check <u>ONLY</u>			Mailing address:		
as the 'Primary to appear on invo	_		City:	State: Z	ip Code:
APPLICANT		Primary Billing Contact	AUTHORIZED AGENT		Primary Billing Contact
Name:		_	Name:		<u> </u>
Company:			Company:		
Telephone:	Email addr	ess:	Telephone:	Email address	:
Mailing address:			Mailing Address:		
City:	State:	Zip Code:	City:	State: Z	ip Code:
PROPERTY INFORMATION					
Assessor's Parcel Number:		Physical address:		Total size, in a	cres:
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					nts here are true. l do
hereby grant official representa	lives of th	e county authorizatioi	n to inspect the subject prop	erty.	
SIGNATURE:				DATE: _	
<b>NOTE:</b> Your application is public in Department of Planning & Building					

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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.



PLN-1003 01/01/2020

#### **Environmental Description**

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 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:

- 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? YesNo If yes, please describe:	Are there any flooding problems on the site or in the surrounding area? YesNo If yes, please describe:			
Has a drainage plan been prepared?YesNo	Has there been any grading or earthwork on the site? YesNo  If yes, please describe:			
If yes, please attach a copy.				
Has a grading plan been prepared?YesNo	Are there any sewer ponds/waste disposal sites on or adjacent to the site? YesNo			
If yes, please attach a copy.	If yes, please describe:			
Are there any railroads or highways within 300 feet of the site?YesNo If yes, please describe:	Can the site be seen from surrounding public roads? YesNo  If yes, please describe:			

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## **Environmental Description**

WATER SUPPLY INFORMATION				
What type of water supply is proposed?Individual WellShared WellCommunity Water System	What is the proposed use of the water? Residential  If non-residential, please describe:			
What is the expected daily water demand associated with the project?	How many service connections will be required?			
Do operable water facilities exist on the site?YesNo  If yes, please describe:	Has there been a sustained yield test on proposed or existing wells? YesNo			
	If yes, please attach a copy.			
Does Water Meet the Health Agency's Quality	Bacteriological?			
Requirements?YesNo	YesNo			
Chemical?YesNo	Physical?YesNo			
Water analysis report submittedYes	No			
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 Problems Will-Serve Letter Other:	Pump Test Hours: GPM: Surrounding Well Logs Hydrologic Study			
SEWAGE DISPOSAL INFORMATION (ON-SITE INDIVIDUA	AL DISPOSAL SYSTEM)			
Has an engineered percolation test been completed?	Has a piezometer test been completed?			
YesNo If yes, please attach a copy.	YesNo If yes, please attach a copy.			
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?	Will a Waste Discharge Permit from the Regional Water Quality Control Board be required a waste discharge (typically needed in excess of 2,500 gallons per day)?			
YesNo	YesNo			
What is the distance from proposed leach field to any nei	ghboring water wells? feet			

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## **Environmental Description**

SEWAGE DISPOSAL INFORMATION (COMMUNITY DISPOSAL SYSTEM)				
Is this project to be connected to an existing sewer line?  Distance to nearest sewer line: Localized Localiz	YesNo cation of connection:			
What is the amount of proposed flow? (gallons per day)	Does the existing collection treatment and disposal system have adequate additional capacity to accept the proposed flow?YesNo			
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? DomesticIndustrialOther  If other, please describe:	Does your project design include an area for collecting recyclable materials and/or composting materials? YesNo			
COMMUNITY SERVICE INFORMATION				
Name of school district:				
Are services (grocery/other shopping) within ½ mile of the project? YesNo	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? YesNo If yes, please describe:	Has an archaeological surface survey been done for the project site? YesNo  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)?YesNo	Is the site currently under land conservation contract?YesNo			

## **Environmental Description**

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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? YesNo If yes, please describe:	Are there any proposed or existing deed restrictions? YesNo  If yes, please describe:				
Do you have any plans for future additions, expansion or further activity related to or connected with this proposal? YesNo  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? YesNo  If yes, please describe:  OTHER RELATED PERMITS	Are you aware of any previous environmental determinations for all or portions of this property? YesNo If yes, please describe and provide permit or subdivision numbers(s):				
List all permits, licenses or government approvals that will be required for your project (federal, state, and local):					
List all permits, licenses of government approvals that wi	ii be required for your project (rederal, 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:

#### Information Disclosure Form

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- 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: "Thi County planning area (Paso Robles Municip	. 3	the landfills in Yes	the North
Acknowledgement			
I acknowledge that I have read and underst	and the sections detailed above:		
<ol> <li>Time Limits for Processing and Publi</li> <li>Right to Farm Disclosure</li> <li>Landfill Disclosure</li> </ol>	c Notice Distribution Requirements		
Applicant Signature	Date		
Additional Applicant Signature (if applicable)	 Date		

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# 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)

CONSENT GRANTOR / PROPERTY OWNER		AUTHORIZED AGENT FOR CONSENT GRANTOR	
Name:	Phone:	Name:	Phone:
		Company / Agency:	Email:
Full Mailing Address:		Full Mailing Address:	
Signature:	Date:	Signature:	Date:

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



PROJECT TITLE: \_\_\_\_\_\_ PROJECT APN(s): \_\_\_\_\_

PLN-1122 04/01/2020

#### Hazardous Waste and Substances Statement Disclosure

		Cortese List' (AB3750), I have consulted the following t property contains hazardous wastes or substances:			
•	List of Hazardous Waste and Substances sites from Department of Toxic Substances Control (DTSC) EnviroStor database ( <a href="http://www.envirostor.dtsc.ca.gov/public/">http://www.envirostor.dtsc.ca.gov/public/</a> )				
•	<ul> <li>List of Leaking Underground Storage Tank Sites by County and Fiscal Year from Water Board GeoTracker database (<a href="http://geotracker.waterboards.ca.gov/">http://geotracker.waterboards.ca.gov/</a>)</li> </ul>				
•	<ul> <li>List of solid waste disposal sites identified by Water Board with waste constituents above hazardous waste levels outside the waste management unit (PDF).</li> <li>(http://www.calepa.ca.gov/SiteCleanup/CorteseList/CurrentList.pdf)</li> </ul>				
•	<ul> <li>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. (<a href="http://www.calepa.ca.gov/SiteCleanup/CorteseList/default.htm">http://www.calepa.ca.gov/SiteCleanup/CorteseList/default.htm</a>)</li> </ul>				
• List of hazardous waste facilities subject to corrective action pursuant to Section 25187.5 of the Health and Safety Code, identified by DTSC ( <a href="https://calepa.ca.gov/sitecleanup/corteselist/section-65962-5a">https://calepa.ca.gov/sitecleanup/corteselist/section-65962-5a</a> )					
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):					
<u>Is</u>	<b>not</b> included on any of lists found on the above-re	ferenced websites.			
	included on one or more of the lists found on the a e Government Code. the following information is p	above-referenced websites. Pursuant to Section 65962.5 of rovided related to this site/application:			
I	Name of Applicant:				
Address of site (street name & number if available, City, State and ZIP Code):					
Ī	Local agency (city/county):				
,	Assessor's book, page, and parcel number:				
	Specify any list pursuant to Section 65962.5 of the Government Code:				
I	Regulatory identification number:	Date of list:			
Applic	ant Signature:	Applicant Name (Print):			
Date o	of Signature:	Phone:			
Email:					