



## Administrative Use Permit Checklist

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**Pre-Application Review:** Prior to a formal plan submittal, a pre-application meeting with a planner is encouraged to review the application requirements and preliminary plans in relation to City development policies, General Plan and zoning requirements along with any potential issues.

**Application Intake Meeting:** All applications **require** a submittal meeting with a staff planner to ensure application requirements have been fulfilled. A complete application expedites the initial planning review process. **Fold all plans.**

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### APPLICATION CHECKLIST:

- Completed Application Form & Fees: Property owner must complete and sign form. Application Fee to be paid in full at intake meeting. Contact the City of Atascadero at (805) 461-5000 for current fee.
- Site Plan: Showing all existing structures and the proposed improvements.
- Elevations: Show all sides of proposed structures and/or modifications, if required.
- Written Description of Proposed activities.
- Statement of Justification.
- Additional Information: Any additional information or reports supporting proposed modifications can be submitted to help expedite the staff review including environmental review & analysis. Ex: may include site photographs, example photographs of requested modification, etc. Please call or set up a pre application meeting with a planner to determine if specific information is required.
- Electronic PDF copy of all plans and supporting documents

**Applicants:** This checklist includes all the items you must submit for a complete application at initial submittal. Planning staff will use a copy of this list to check your application for completeness after it is submitted. Other items may be required as necessary as each project and project site is unique. If the application is not complete a notice of incompleteness will be sent within 30 days of initial application submittal. If you have any questions please call (805) 461-5035 and ask to speak with a Planner.

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