



Conditional Use Permit Checklist

Pre-Application Review: Prior to a formal plan submittal, a pre-application meeting with a planner is encouraged to review requirements in relation to City development policies, General Plan and zoning requirements along with any potential development issues. Major CUPs are strongly encouraged to have a pre-application review.

Application Intake Meeting: All applications **require** a submittal meeting with a Planner to be sure each of the below-stated submittal requirements has been completed. A complete application will expedite the initial planning review process. **Fold all plans.**

APPLICATION CHECKLIST:

- Completed Application Form & Fees:** Property owner must complete and sign form. Fee must be paid upon submittal. Contact a City of Atascadero Planner at (805) 461-5035 for current fee.
- Complete Plan Set:** 5 full sized (24"x36") copies of all plans to be provided along with a ledger (11"x17") size reduction set. Each full-sized plan set to be stapled and folded to 9" x 12" size. Rolled plans will not be accepted. Title sheet shall contain the name and address of the project, scale, preparation and/or revision, date, applicant name or firm name preparing the plans. Plan sets shall include the following:
 - Title Sheet/ Statistics Summary:** Include Sheet Index, Project Location/Vicinity Map showing ½ mile radius, Gross Site Area, Square footage Tabulations for each building and use, Code-Required Parking Tabulation, Unit Count (residential), Open Space Calculation, Other significant data in support of project.
 - Site Plan:** Location, property boundaries and dimensions, existing buildings, fences, trees, topographic land features, easements & right-of-ways, and proposed improvements. Show all proposed improvements including surface materials, drainage, landscaping, lighting, parking, trash/recycle enclosures, street & sidewalks, and utilities. Identify adjacent uses. Identify all native trees 2" or greater for deciduous and 4" or greater for evergreens, whose driplines are within 20 feet of proposed construction activity.
 - Architectural Elevations:** Show all sides of proposed buildings and existing buildings to remain, dimensions of maximum height of building from natural grade, and proposed screening of exterior mechanical equipment. Indicate materials and colors of all exterior surfaces and features. Do not include landscaping on elevations. Colored renderings should be submitted for more complex projects where such elements are integral to the aesthetic design.
 - Plan Sections:** Two or more plan sections (two different axes) are required to illustrate relationships between buildings, streets, parking, slopes, and other areas of improvement.
 - Preliminary floor plans:** Include interior building layouts, square footages of rooms, entrances and emergency exits, and relationships to exterior use areas. Clearly label each room use and clearly differentiate between existing and new building elements. (Drawings do not need to be construction sets)
 - Preliminary Landscape Plan:** Show all proposed plant materials; pavement; walkway, driveway, deck and patio materials; fences and walls, and landscape lighting.
 - Preliminary Grading & Drainage Plan:** Required if an excess of 50 cubic yards of soil is to be graded.
 - Preliminary Hydrologic Calculations:** Required if proposed project is proposing more than 2,499 sf of impervious surface.
 - Site Accessibility Plan:** Showing accessible paths of travel from the public right-of way to all proposed structures and showing accessible routes between buildings within the development area.
- Tree Protection Plan:** Required for any disturbance within 20-feet of the outer perimeter of a native tree dripline. The plan must be prepared by an International Society of Arboriculture Certified Arborist. The plan shall identify native trees with accurate plots of canopy outlines; contain a table listing tree species and size, whether saved or to be removed, and protection/enhancement measures.
- Color and Materials Board:** Provide an 8-1/2 x 11" board/sheet labeled and keyed to the elevations. Color pictures of materials may substitute for actual material samples.
- Preliminary Title Report:** Shall be current within six months. In locations where proposed use is within an existing tenant space written landlord approval may be substituted for a title report.

- Signage:** Show sign locations and dimensions on elevations. Provide separate 8-1/2 x 11 information sheets showing each sign, colored graphics, size, illumination source, materials, and color.
- Justification Statement, to include:**
 - Why any modifications of zoning regulations, development standards, or processing requirements is warranted by the design and amenities incorporated.
 - Special project goals, such as dedication of open space, natural features or historic resources, or unique development or design concepts.
 - Why the project will have a beneficial effect that could not be achieved under other zoning districts.
 - Why benefits derived from the overlay zone cannot be reasonably achieved through existing development standards or processing requirements, if proposing for Planned Development.
 - Identify certain redeeming project features that compensate for requested modifications.
- Additional Information:** Any additional information or reports that you believe may be required to expedite the staff review including environmental review & analysis. Ex: may include noise studies, soil studies, encroachment permits, well abandonment permits, landscape plans, etc.
- 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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