



## Planned Development Checklist

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Pre Application Review: Prior to a formal plan submittal, a pre-application review with a planner is required to review the proposed project in relation to City development policies, General Plan & zoning requirements along with any potential development issues. A DRC Meeting will be held to provide additional direction. There is no fee for this review.

Application Submittal Meeting: All applications **require** a submittal meeting with a staff planner to be sure each of the requirements has been completed. A complete application will expedite the initial planning review process.

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### APPLICATION CHECKLIST:

- Completed Application Form & Fees: Property owner must complete and sign form. Fee must be paid upon formal submittal. Contact the City of Atascadero at (805) 461-5000 for a current fee.
- Written Justification Statement, to include:
  - Reason for modifications of zoning regulations, development standards, or processing requirements as 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 benefits derived from the overlay zone cannot be reasonably achieved through the existing development standards or processing requirements.
  - Identify certain redeeming project features that compensate for requested modifications.
- Complete Plan Set. 5 full sized (ARCH D 24"x36") copies of all plans to be provided along with a ledger size (11"x17") reduction set. Each full-sized plan set to be **stapled and folded**. *Rolled plans will not be accepted*. 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), Square Footage of Each Building Floor, Open Space Calculation, Other significant data in support of project.
  - Master Plan of Development: Include site *plan* indicating land use, common open space, circulation, lot sizes, slopes, native trees, common landscape features, relationship to adjoining properties; A statistical summary *of* the projects land uses and densities; A statement *of* project features & amenities (including site plan, architecture, and landscape) that will provide a public benefit.
  - Site Plan: Location, property boundaries and dimensions, existing and proposed 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 inches or greater for deciduous and 4 inches 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, signs (include dimensions, colors and materials), and proposed screening of exterior mechanical equipment. Indicate materials and colors of all exterior surfaces and features. Do not include landscaping on elevations. Optional colored renderings may 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 differentiate between existing and new building elements.
  - Preliminary Landscape Plan: Show all areas to be landscaped by applicant; and 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.
- Tree Protection Plan: *Required for any disturbance within 20-feet of a native tree dripline*. The plan must be prepared by an International Society of Arboriculture Certified Arborist and shall be included on the project site plan (24x36). 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 (required by the Atascadero Tree Ordinance) for each individual tree. All deciduous native trees 2 inches in diameter and evergreen native trees 4 inches in diameter or greater, where the outer perimeter of the canopy drip line is within 20 feet of proposed construction activity, are under the jurisdiction of the Atascadero Native Tree Ordinance.

- Color and Materials Board: Provide an 8-1/2 x 11" sheet labeled and keyed to the elevations. Color pictures of materials may substitute for actual material samples. Shall contain: Body, trim, and accent colors; Roof material and color; Siding material (stucco, wood, masonry, stone, fabricated, etc); Exterior light fixtures; Special ground paving.
- 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.
- Hydro modification Preliminary Report: Shall be completed by a licensed Civil Engineer.
- 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.
- 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, Phase I or II Site Assessments, 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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