



# COMMUNITY DEVELOPMENT DEPARTMENT

## PLANNING DIVISION

### MAJOR DEVELOPMENT APPLICATION GUIDE

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The following items are submittal requirements for a major development project requiring development review and a public hearing process, including:

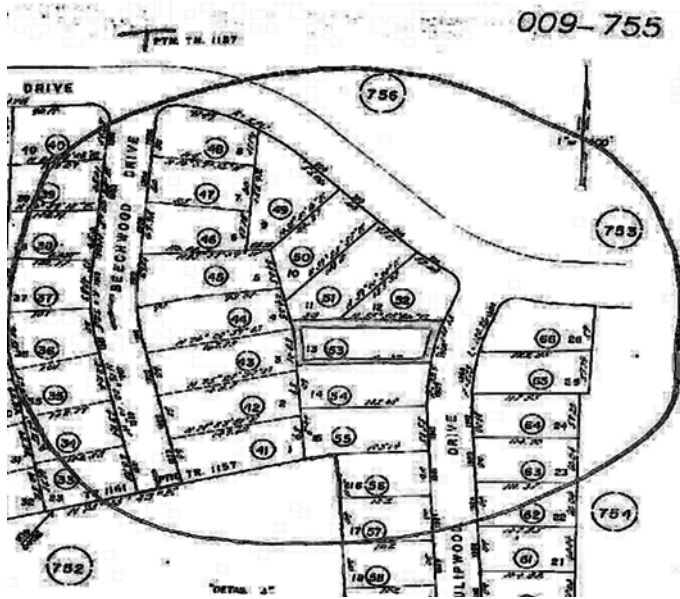
**Major Conditional Use Permit (new construction)**  
**Minor Conditional Use Permit (existing buildings)**  
**Planned Development (commercial or residential)**

**Tracts and Parcel Maps**  
**Street/Easement Abandonment**  
**Variance or Waiver**

Please see the chart on page 2 for a list of types of development applications and their specific submittal requirements. Once your application is submitted, you will be contacted within thirty (30) days regarding the completeness of your application. At that time, additional information and plans may be required to continue processing the application for a public hearing. Please contact the Planning Division if you have any questions.

## General Requirements for All Applications

- 1. **COMPLETED APPLICATION FORM:** Must include property owner's signature on form
- 2. **PROJECT DESCRIPTION:** A letter that clearly and completely explains the proposal. If the applicant wishes to request a modification of zoning code requirements, it is necessary to include a statement listing all of the zoning code requirements that are proposed to be modified, and the reasons why the City should consider approval of these modifications. If the application involves a General Plan Amendment or Rezone, the applicant should include a written statement explaining the reasons for the proposed amendment and/or rezone, the desired land use category, the ultimate type of development envisioned, and how it would provide benefit to the community.
- 3. **ENVIRONMENTAL INFORMATION FORM:** Completely filled out with applicant's signature. Depending on location and circumstance, staff may request additional environmental information such as special traffic analysis, biological studies, historical inventories, etc. It also may be necessary for your project to separately contact agencies such as U.S. Dept of Fish and Game, Caltrans, Federal Emergency Management Association (FEMA), etc. If you feel this may apply to your project, it is recommended to contact the Planning Division before speaking with these agencies.
- 4. **DEPOSIT:** As required by the City's Fee Resolution. Additional funds may be required depending upon the scale of the project.
- 5. **ADDRESS LABELS: PLEASE NOTE THAT CITY POLICY HAS CHANGED TO INCLUDE OWNERS AND TENANTS.**  
City and State codes require that public notice for a public hearing be mailed ten (10) days in advance of the hearing. The applicant may contact a Title or Data Company to have these prepared. If the applicant wishes to prepare the labels him/herself, then the following should be submitted:
  - a. **Two (2) sets of typed** mailing address labels which include addresses of owners and tenants of all properties located within a 300 foot radius of the exterior property lines of your project site as shown on the latest County Assessor's Tax Rolls. An example of the 300 foot radius and the mailing address label is shown below. In this example, the APN for the site is 009-755-053. The first three numbers indicate the Book, the second three indicate the page, and the last three indicate the parcel. Please note that the 300 foot radius extends onto Assessor's Map pages 009-756, 009-753, 009-754, and 009-752.



009-755-083  
 John and Jane Doe  
 634 Main Street  
 Anytown, CA 93000

009-755-083  
 Current Resident  
 634 Main Street  
 Anytown, CA 93000

- b. Include **four (4)** labels each for the property owner of the site, and the applicant and representative (if any).
- c. The applicant must submit the attached "Certified Property Owners List," that the labels contain all owners and tenants of property within 300 feet as they appear on the latest County Assessor's Tax Roll.
- d. Must sign Certified Property Owner List confirmation sheet

6. **TITLE REPORT:** Two (2) copies dated no earlier than 6 months prior to the application filing date.

7. **SCANNED COPIES OF THE PROJECT DESCRIPTION, SITE PLAN, AND ELEVATIONS:** For purposes of the City website, the project description, site plan, and elevations must be submitted electronically in PDF format (JPEG is also acceptable) on either a 3.5 inch disk or an IBM compatible CD.

**Drawing Requirements for All Applications**

8. **Nine (9) full size copies** of the individual Site Plan and **Four (4) full size copies** of all other plans are required for the initial review of the project. Additional plans will need to be submitted after staff has reviewed the project.

Application Type	Drawing Requirements							
	Plot Plan	Site Plan	Landscaping	Elevation	Colorboard	Preliminary Grading and Drainage	Tentative Tract/ Parcel Map	Residential PD requirements
Minor Conditional Use Permit	X							
Major Conditional Use Permit		X	X	X	X	X		
Commercial/Industrial Planned Development		X	X	X	X	X	X	
Residential Planned Development		X	X	X	X	X	X	X
Tentative Tract /Parcel Map					X	X	X	
Street/Easement Abandonment		X						
General Plan Amendment/Rezone		X	X	X	X	X		
Variance/Waiver	X							

9. **DRAWING REQUIREMENTS FOR ALL PLANS (EXCEPT PLOT PLANS):** All drawings must contain clear, legible, accurate, and complete information that conforms to all City codes and policies:
- a. Two (2) 8 ½" x 11" reductions for all pages
  - b. Scale: Engineering scales **1"=10' through 1"=40'** may be used. Small scales such as 1"=100' may only be used on an overall site plan for a large project to fit on a 24 x 36" sheet. Architectural scales are not acceptable.
  - c. Size: Unless absolutely necessary, **no sheet shall be larger than 24" x 36"**. If multiple sheets are necessary, each sheet shall show overlap, match lines and an index map.
  - d. North Arrow: Each sheet shall have a north arrow.
  - e. Vicinity Map: A small vicinity map shall be provided to indicate the project's location.
  - f. Applicant / Owner: Show name and mailing address.
  - g. Project Representative: Show name, mailing address, and contact phone number.
  - h. Project Summary: A listing of pertinent facts about the project such as gross floor area (commercial and industrial building), number of dwelling units and number of bedrooms per dwelling unit (multiple family residential projects), number of off-street parking spaces and net site area.
  - i. Property Lines: Show existing property lines and any proposed new property lines to result from lot line adjustments and/or dedications.
  - j. Streets and alleys: Show centerline, curbs, gutters, sidewalks, edge of paving (if there are no curbs or gutters).
  - k. Easements: Show existing and proposed easements, including off-site easements which serve the site; indicate purpose of all easements.
  - l. Buildings and Structures: Show footprints of all existing and proposed structures. Note if any existing buildings and structures are to be removed.
  - m. Parking Spaces and Lots: Show parking lots, including all loading spaces and drives.
  - n. Sidewalks: Including on-site walkways.
  - o. Special Areas: Outdoor storage, playgrounds, etc.
  - p. Trash Enclosures: Show footprints
  - q. Electrical Transformer Boxes: Show footprints.
  - r. Walls and Fences: Show heights (including retaining height) and materials.
  - s. Light Standards.
  - t. Existing Contours: 2' intervals are required except where slope is too steep to provide a clear drawing (generally at 30%); then show 5' intervals. Contours shall conform to the datum system established by the City's benchmark system. Contours shall be extended 100 feet beyond the boundaries of the site to show adjacent drainage patterns and lot elevations.
  - u. Flood Zone: 100 year and floodway boundaries
  - v. Existing Trees: Show species and trunk diameter. For all oak trees with diameters of 3" or greater, show horizontal extent of dripline. Identify all trees which are proposed for removal and provide a letter which states the reason for the removal of each tree. Please contact staff if project contains large forested areas.
  - w. Watercourses: Show watercourses, 100 year flood zones, and floodway boundaries per the 1981 Flood Insurance Study.
  - x. Fire Hydrants.
  - y. Power and Telephone Poles: Show location of existing overhead utility poles adjacent to or across from site.

## Additional Drawing Requirements

10. **PLOT PLANS** – Does not need to include all the drawing requirements for Site Plans, but should include property lines, adjacent streets and alleys, building footprints, tenant spaces, parking spaces, and any other information necessary to clearly explain the proposal. Drawings must be drawn to scale and clearly readable.

If the information can be clearly shown on an 8 ½" x 11" sheet, only one copy needs to be submitted. If larger sheets are necessary, 11 copies of the larger sheet plus an 8 ½" x 11" reduction are required.

- 11. **SITE PLANS** – Must include drawing requirements listed above for all plans
  
- 12. **LANDSCAPE PLANS** – to include drawing requirements for all plans plus the following:
  - a. Landscaping Materials: Show both new materials and existing materials that are proposed to remain on site.
    - 1) Trees: Note species/common names, caliper/diameter, and, for oaks with diameters of 6" or greater, show the horizontal extent of the dripline;
    - 2) Shrubs: Note species/common name and spacing;
    - 3) Groundcover: Note species/common name and spacing.
  - b. Proposed irrigation system: Either plot irrigation lines or indicate by note that all landscaped areas will be irrigated;
  - c. Graded Slopes: Show horizontal limits of cut/fill slopes.
  
- 13. **ELEVATIONS** -
  - a. Views: All side of all buildings shall be shown. Elevations shall be listed by compass direction (North, East, South, West). "Front", "Rear", "Right" and "Left" labels are not acceptable as they are confusing.
  - b. Materials: All exterior materials shall be called out.
  - c. Colors: all colors shall be called out and shown on a colorboard (e.g. paint samples)
  - d. Treatment/Textures: Special treatments (e.g. slumpstone, stamped concrete, etc.) shall be called out.
  - e. Heating, Ventilating and Air Conditioning (HVAC) Equipment: The plans shall indicate where the HVAC equipment is to be placed and how it is to be screened.
  - f. Gas and Electric Meters: For multiple family residential, commercial, an industrial projects, the plans shall indicate where these meters are to be placed and how they will be screened.
  - g. Signs: Show materials and colors. Indicate if illuminated (internally or externally). Sign dimensions shall be called out.
  - h. Trash Enclosures: Show materials, colors, dimensions, and enclosing gates.
  - i. Directories, Mailboxes Structures, Light Standards: Show materials, colors and dimensions.
  
- 14. **PRELIMINARY GRADING AND DRAINAGE** – to include all drawing requirements for all plans plus the following:
  - a. Proposed Grading and Drainage Improvements: show the following:
    - 1) Cut and fill: Show and state the quantities of cut, fill, and import or export in cubic yards. May be shown via “crows feet” (which will be assumed to represent 2:1 slopes unless otherwise indicated) or with the new contours in heavy lines.
    - 2) Drainage structures (drop inlets, swales, detention basins, etc.);
    - 3) New Elevations (finished floor, paving high points, bottom of curb, etc.) of buildings, walls paving;
    - 4) Cross sections shall be provided in the following instances:
      - o Where the grading is proposed beneath or within 5 feet of the dripline of any oak tree; more than one cross section view through each tree may be required
      - o Through proposed buildings and building pads, more than one cross section view may be required for each building;
      - o Where the grading is proposed adjacent to the boundary of a building site, tract or parcel map, typical grading situations may be represented by one cross section view;
      - o When natural slopes between the street and a garage or parking area are 15% or greater, typical grading situations may be represented by one cross-section view; and
      - o For Tentative Tract Maps and Development Plans, show several cross sections through the site, with exaggerated vertical scale, to give a complete picture of the effect of grading. The cross sections shall show areas with the greatest amount of grading (worst cases).

- b. Sewer and Septic Improvements: Show sewer mains (show size and gradients), manhole locations (show invert locations), lift stations, and septic tanks and leach fields.
- c. Water System Improvements: Show water mains (size and location), location of water meters (for multiple residential, commercial, and industrial units), fire hydrants, and existing wells.

**15. TENTATIVE TRACTS AND PARCEL MAPS** – to include drawing requirements for all plans plus the following:

- a. Licensed Engineer or Surveyor Who Prepared Map: Show name, license number, mailing address and phone number.
- b. Legal Description: place under tract or parcel number; Begin with “Being a subdivision of…”
- c. Tract or Parcel Number
- d. Subdivision Boundaries: Show tract or parcel map boundaries with a heavy line; dimension all boundaries.
- e. Lot Lines: Show proposed lot lines with solid light lines; show existing (underlying) lot lines with dashed light lines; show dimensions for all lot lines; show corner radii;
- f. Lot Numbers: Assign a number to all lots;
- g. Lot sizes: Indicate on all lots
- h. Street Lines: Show centerline, existing right-of-way lines, dedications or offers to dedicate; dimension all widths for all interior and abutting streets;
- i. Street Cross Sections: Show a cross section detail for all interior and abutting streets;
- j. Street Names: Show names of existing streets and label all proposed interior streets with letters (e.g. "A" Street, "B" Court, etc.). All street names will be assigned by the Planning Commission prior to final map approval; a list of suggested street names may be submitted with the tentative map;
- k. Street Gradients: Indicate the approximate gradient of all streets.
- l. Adjacent Properties: Show names of owners and all record information (numbers of tracts, parcel maps, certificates of compliance, records of surveys, easements, etc.) for all surrounding properties.
- m. Sewer and Water Mains: Show locations and size of existing sewer and water mains to be connected to the tract’s or parcel map’s lots; show location of lift stations if proposed/required; show any existing septic systems and wells.
- n. Storm Water Detention Basins: Show area of any proposed detention basins.
- o. Acreage: Indicate the acreage of the tract or parcel map (after any dedications for streets along the perimeter of the subject property) to the nearest 1/100 acre.
- p. Phases: Please identify development phasing plan for installation and construction of public improvements and development construction. It is city policy that a subdivision may not be signed off until all improvements are completed for that phase. For this reason, it may be in your best interest to have smaller phases.
- q. Final Map Recordation: If the subdivision is approved, the applicant is required to submit a copy of the final map after recordation with the county clerk in the latest AutoCAD format.

**16. COMMERCIAL / INDUSTRIAL PLANNED DEVELOPMENT** – Please indicate sewer and water use projections for all commercial and industrial development

**17. RESIDENTIAL PLANNED DEVELOPMENT** – see handout entitled “Drawing Requirements for Residential Planned Development