



CITY OF ARROYO GRANDE
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNED UNIT DEVELOPMENT

The following list includes all of the items you must submit for a complete application. Some specific types of information may not apply to your particular project and, as noted, some items may only be required in certain circumstances. If you are not sure if a specific requirement applies to your project, please ask the Community Development Staff. A copy of this list will be used to check your application for completeness after it is submitted. If your application is not complete, a copy of the list will be returned to you with additional requirements noted.

Prior to submitting an application for a Planned Unit Development Permit, the applicant **shall** apply for a **Pre-Application Review Conference** (separate fee applies) with the Community Development Department to discuss the general acceptability of the proposal, possible problems that may be encountered, and the need for any interagency coordination. Such preliminary consultations shall be relative to a conceptual development plan submitted by the applicant. At the applicant's option, for an additional fee, the conceptual plan may be referred to the Architectural Review Committee, Planning Commission, and/or City Council for preliminary comments. Such comments shall be considered advisory in nature and shall not constitute final approval.

FOR STAFF USE ONLY			
DATE SUBMITTED	DATE DEEMED COMPLETE	CHECKED BY	CASE NUMBER

Applicant	City	REQUIRED ITEMS
<input type="checkbox"/>	<input type="checkbox"/>	1. Completed application form and payment in full of applicable fees for the processing of the application.
<input type="checkbox"/>	<input type="checkbox"/>	2. All items required on the application checklist for Architectural Review not included below.
<input type="checkbox"/>	<input type="checkbox"/>	3. All items required on the application checklist for a Tentative Tract Map not included below.
<input type="checkbox"/>	<input type="checkbox"/>	4. See the Specification Sheet, attached to the application, for "Posting of Project Signs".
<input type="checkbox"/>	<input type="checkbox"/>	5. Two (2) sets of typed, gummed labels on 8-1/2" x 11" sheets listing the names, addresses, and assessor's parcel number of all property owners within a radius of 300 feet of the exterior boundaries of the subject property, along with copies of the applicable assessor's parcel map book pages.
<input type="checkbox"/>	<input type="checkbox"/>	A. The mailing labels can be provided by the Community Development Department for an additional fee.
<input type="checkbox"/>	<input type="checkbox"/>	6. The following drawings, graphics, or illustrations signed by the architect, draftsman, designer, engineer, or person designing the plans in accordance with all applicable State and City laws.
<input type="checkbox"/>	<input type="checkbox"/>	A. Seventeen (17) sets of plans drawn to an engineer's scale (approval necessary for use of scale other than 1:30, i.e., 1:40 or 1:50) and folded to 9" x 12" size, and one 8-1/2" x 11" reduction of each sheet showing:
<input type="checkbox"/>	<input type="checkbox"/>	1. Location, exterior boundaries, and dimensions of the entire property that is the subject of the application.
<input type="checkbox"/>	<input type="checkbox"/>	2. The scale of the drawing and a north arrow.



CITY OF ARROYO GRANDE
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNED UNIT DEVELOPMENT

Applicant	City	REQUIRED ITEMS
<input type="checkbox"/>	<input type="checkbox"/>	3. An area location map showing the proposed project site and its distance from nearby cross streets and natural or man-made landmarks, as necessary to readily locate the site.
<input type="checkbox"/>	<input type="checkbox"/>	4. The location, name, width, and pavement type of adjacent street(s) or alley(s), as well as the location of existing or proposed curbs, gutters, or sidewalk improvements, if any.
<input type="checkbox"/>	<input type="checkbox"/>	5. The location, dimensions, and use of all existing and proposed structures on the property, including accessory structures, trash enclosures, decks, balconies, fences, walls, exterior lighting structures, signs, and other structural elements that protrude into yard areas.
<input type="checkbox"/>	<input type="checkbox"/>	a. When the use of a proposed structure is not certain at the time of application, the occupancy type, as defined by the Uniform Building Code, may be substituted for use.
<input type="checkbox"/>	<input type="checkbox"/>	6. The locations, dimensions, and type of existing and proposed utilities, including water supply, sewage disposal facilities, electricity, gas, or other utilities. Existing and proposed public and private easements shall be shown.
<input type="checkbox"/>	<input type="checkbox"/>	7. The location and dimensions of existing or proposed driveways and parking areas (enclosed or open), including type of surfacing materials, parking spaces, aisles, and identification of any driveway grades over 10 percent. The flow of traffic should be noted by arrows.
<input type="checkbox"/>	<input type="checkbox"/>	8. The generalized location of any major topographic or manmade features on the site, such as rock outcrops, bluffs, streams and watercourses, or graded areas. A topographic map may be required by the Community Development Director.
<input type="checkbox"/>	<input type="checkbox"/>	9. The approximate location and general description, including species and trunk and canopy diameter, of any trees over two (2) inches in diameter at the trunk upon the property or off-site but affected by the project, with notations as to their proposed retention or destruction, and notations as to general type of vegetation in areas not occupied by trees.
<input type="checkbox"/>	<input type="checkbox"/>	10. The following statement of conformance: "The attached plans are in substantial conformance with all applicable state, local and other laws regulating this type of development."
<input type="checkbox"/>	<input type="checkbox"/>	B. Seventeen (17) sets of a grading and drainage plan (folded to 9" x 12" size).
<input type="checkbox"/>	<input type="checkbox"/>	C. Seventeen (17) sets of preliminary floor plans (folded to 9" x 12" size), drawn to a standard engineer's or architect's scale, for each story of each building or structure, showing the following:
<input type="checkbox"/>	<input type="checkbox"/>	1. Location of walls, doors, and windows.
<input type="checkbox"/>	<input type="checkbox"/>	2. Identification of activity areas.
<input type="checkbox"/>	<input type="checkbox"/>	3. Placement of window and door locations on floor plans in coordination with the elevations.



CITY OF ARROYO GRANDE
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNED UNIT DEVELOPMENT

Applicant	City	REQUIRED ITEMS
<input type="checkbox"/>	<input type="checkbox"/>	4. Larger projects, such as shopping centers, as compared to an office building, may receive exemptions from floor plan submittal as required by this subsection if approved by the Community Development Director.
<input type="checkbox"/>	<input type="checkbox"/>	D. Preliminary landscaping plans prepared by a licensed landscape architect or as approved by the Community Development Director. Preliminary landscape plans shall include the species, quantity, size, and location of all plant materials.
<input type="checkbox"/>	<input type="checkbox"/>	E. Preliminary Irrigation plans prepared by a licensed landscape architect or as approved by the Community Development Director.
<input type="checkbox"/>	<input type="checkbox"/>	7. An Administrative Sign Permit or Planned Sign Program application to be processed concurrently with the Planned Unit Development Permit for any use proposed to have signs.
<input type="checkbox"/>	<input type="checkbox"/>	8. A phasing schedule for project construction, if one is proposed, and identification of any areas proposed to be reserved and maintained as common open space. The application shall include an explanation of how the applicable performance standards of Development Code Subsection 16.32.050(E) will be met.
<input type="checkbox"/>	<input type="checkbox"/>	9. Notes on the plot plan indicating all adjacent land uses.
<input type="checkbox"/>	<input type="checkbox"/>	10. Two (2) copies of a preliminary title report for the subject property dated within the last six (6) months.
<input type="checkbox"/>	<input type="checkbox"/>	11. An engineering geology report may be required in areas of landslide risks and in areas of liquefaction potential and subsidence potential as determined by the Community Development Director, City Engineer, or his/her designee, or based on previous environmental documents. The engineering geology report shall include definite statements, conclusions, and recommendations concerning the following, as applicable:
<input type="checkbox"/>	<input type="checkbox"/>	A. Location of major geologic features.
<input type="checkbox"/>	<input type="checkbox"/>	B. Topography and drainage in the subject area(s).
<input type="checkbox"/>	<input type="checkbox"/>	C. Distribution and general nature of rock and soils.
<input type="checkbox"/>	<input type="checkbox"/>	D. A reasonable evaluation and prediction of the performance of any proposed cut or fill in relation to geological conditions.
<input type="checkbox"/>	<input type="checkbox"/>	E. An evaluation of existing and anticipated surface and subsurface water in relation to proposed development.
<input type="checkbox"/>	<input type="checkbox"/>	F. Recommendations concerning future detailed subsurface sampling and testing that may be required prior to building.
<input type="checkbox"/>	<input type="checkbox"/>	G. Capability of soils and substrata to support structures.
<input type="checkbox"/>	<input type="checkbox"/>	H. The geologic evaluation shall state whether the proposed plan is feasible and provide general solutions for all known hazardous conditions or problems. The evaluation shall include the location and lots of any test borings and shall evaluate the effect of the geology on the proposed development and on adjacent properties. The evaluation report shall point out specific areas where development may create hazardous conditions.



CITY OF ARROYO GRANDE
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNED UNIT DEVELOPMENT

Applicant	City	REQUIRED ITEMS
<input type="checkbox"/>	<input type="checkbox"/>	I. The evaluation shall include the location and lots of any test borings and shall evaluate the effect of the geology on the proposed development and on adjacent properties.
<input type="checkbox"/>	<input type="checkbox"/>	J. The evaluation report shall point out specific areas where development may create hazardous conditions.
<input type="checkbox"/>	<input type="checkbox"/>	12. A preliminary soils engineering report, prepared by a civil engineer registered in the State of California and based upon adequate test borings, may be required as determined by the Community Development Director, City Engineer, or his/her designee. If the soils engineering report indicates soil problems that, if not corrected, could lead to structural defects, a detailed soils investigation may be required.
<input type="checkbox"/>	<input type="checkbox"/>	A. The soils report shall include: data regarding the nature, distribution, and strength of existing soils; conclusions; recommendations for grading procedures; design criteria for corrective measures, when necessary; and opinions and recommendations covering adequacy of sites for development. The report shall include the locations and logs of any test borings, percolation test results and a hydrological evaluation if on-site sewage disposal is proposed.
<input type="checkbox"/>	<input type="checkbox"/>	a. Data regarding the nature, distribution, and strength of existing soils.
<input type="checkbox"/>	<input type="checkbox"/>	b. Conclusions.
<input type="checkbox"/>	<input type="checkbox"/>	c. Recommendations for grading procedures.
<input type="checkbox"/>	<input type="checkbox"/>	d. Design criteria for corrective measures, when necessary.
<input type="checkbox"/>	<input type="checkbox"/>	e. Opinions and recommendations covering adequacy of sites for development.
<input type="checkbox"/>	<input type="checkbox"/>	f. The locations and logs of any test borings, percolation test results and a hydrological evaluation if on-site sewage disposal is proposed.
<input type="checkbox"/>	<input type="checkbox"/>	13. A statistical summary of amount (in square feet and acres) and percentage of project site of total open space, private open space, common open space, and usable open space. Description of all open space areas and proposed recreational amenities shall be included.
<input type="checkbox"/>	<input type="checkbox"/>	14. All plans submitted shall be collated and stapled on the short end of the plans.
<input type="checkbox"/>	<input type="checkbox"/>	15. Electronic copies of all document submittals in PDF format on USB or CD. Electronic plans shall include one (1) high-quality version for reproduction and one (1) version optimized for web posting.