



# CITY OF ARROYO GRANDE

## COMMUNITY DEVELOPMENT DEPARTMENT

### PLOT PLAN REVIEW

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.

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 processing the application.
<input type="checkbox"/>	<input type="checkbox"/>	2. Seven (7) copies of a plot plan drawn using a standard engineer's scale. (Approval necessary for use of scale smaller than 1:30, i.e., 1:40 or 1:50.) Plot plans shall be neatly and accurately prepared, enabling ready identification and recognition of submitted information, and folded to 9" x 12" size, showing:
<input type="checkbox"/>	<input type="checkbox"/>	A. Location, exterior boundaries, and dimensions of the entire property that is the subject of the application.
<input type="checkbox"/>	<input type="checkbox"/>	B. The scale of the drawing and a north arrow shall be indicated.
<input type="checkbox"/>	<input type="checkbox"/>	C. 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"/>	D. The location, name, width, and pavement type of adjacent street(s) or alley(s), as well as the location of existing or proposed curbs, gutter, or sidewalk improvements.
<input type="checkbox"/>	<input type="checkbox"/>	E. 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"/>	1. 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 submitted for use.
<input type="checkbox"/>	<input type="checkbox"/>	F. The locations, dimensions, and types 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"/>	G. The location and dimensions of existing or proposed driveways and parking areas (enclosed or open), including:
<input type="checkbox"/>	<input type="checkbox"/>	1. Type of surfacing materials, parking spaces, aisles, and identification of any driveway grades over ten (10) percent. The flow of traffic should be noted by arrows.



**CITY OF ARROYO GRANDE  
COMMUNITY DEVELOPMENT DEPARTMENT  
PLOT PLAN REVIEW**

Applicant	City	REQUIRED ITEMS
<input type="checkbox"/>	<input type="checkbox"/>	2. Parking spaces.
<input type="checkbox"/>	<input type="checkbox"/>	3. Aisles.
<input type="checkbox"/>	<input type="checkbox"/>	4. Identification of any driveway grades over ten (10) percent.
<input type="checkbox"/>	<input type="checkbox"/>	5. The flow of traffic noted by arrows.
<input type="checkbox"/>	<input type="checkbox"/>	H. The generalized location of any major topographic or man-made 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"/>	I. The approximate location and general description, including species and trunk and canopy diameter, of all trees upon the property or off-site but affected by the project. Include notations regarding their proposed retention and destruction, and notations regarding general type of vegetation in areas not occupied by trees.
<input type="checkbox"/>	<input type="checkbox"/>	3. Seven (7) sets of a grading plan and drainage plan (folded to 9" x 12" size).
<input type="checkbox"/>	<input type="checkbox"/>	4. Seven (7) sets of preliminary floor plans (folded to 9" x 12" size), drawn using standard engineer's or architect's scale, for each story of each building or structure, showing the following:
<input type="checkbox"/>	<input type="checkbox"/>	A. Location of walls, doors, and windows.
<input type="checkbox"/>	<input type="checkbox"/>	B. Identification of activity areas.
<input type="checkbox"/>	<input type="checkbox"/>	C. Placement of window and door locations on floor plans in coordination with the elevations.
<input type="checkbox"/>	<input type="checkbox"/>	5. Preliminary landscape and irrigation plans prepared by a licensed landscape architect or as approved by the Community Development Director.
<input type="checkbox"/>	<input type="checkbox"/>	6. An Administrative Sign Permit application may be required to be processed concurrently with the Plot Plan Review for any use proposed to have signs.
<input type="checkbox"/>	<input type="checkbox"/>	7. An Architectural Review application may be required to be processed concurrently with the Plot Plan Review if modifications to the exterior of a building are proposed.
<input type="checkbox"/>	<input type="checkbox"/>	8. Two (2) copies of a preliminary title report for the subject property dated within the last six months, as determined by the Community Development Director.
<input type="checkbox"/>	<input type="checkbox"/>	9. All plans submitted shall be collated and stapled on the short end of the plans.
<input type="checkbox"/>	<input type="checkbox"/>	10. 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.