



PLANNING DIVISION – LAND USE APPLICATION

REQUIRED MATERIALS AND INFORMATION

The following information is required to be submitted with your application. If additional information is necessary for application review, staff will notify applicants and/or authorized agents. If you think a question is not applicable to your project, indicate “Not Applicable.” **Incomplete applications will not be accepted for processing.** All exhibits must be legible.

We accept application materials in digital format but may request hard copies of documents and plans as necessary for review and processing. Digital files must be in PDF format, and in a resolution appropriate to support digital review of all plan and map details. **Digital submittals must be uploaded and submitted through our [Online Portal](#).**

SUBMITTAL REQUIREMENTS

The following items must be uploaded and submitted with this application as part of the project submittal:

- ☐ Completed and signed Land Use Application Form
- ☐ Label all PDF file(s) by **Year.Month.Day_Title** of document for submittals (ex. **2026.01.01_Application**)
- ☐ [Consent of Landowner Form](#) (if applicable)
- ☐ Current Preliminary Title Report dated within the last six (6) months
- ☐ Application Fee ([Schedule of Fees](#) is available on our City’s website)
- ☐ Mailing Service Fee (required when an application requires public noticing)
- ☐ Plan Set and Schematic Drawing(s) as 24” x 36” format and 11” x 17” reduction:
 - ☐ **Title Page:** At a minimum, include:
 - Density calculations
 - Height(s) of structure(s), measured in conformance with the applicable regulation
 - Lot coverage: the area on the site to be covered by structures
 - Lot size
 - The following calculations, in square feet and as a percentage of lot area:
 - Building areas: total, first, second, any additional floors
 - Lot coverage
 - Total landscaped area
 - Name, address, telephone number, email address of the following:
 - Designer, Engineer, Property Owner, Project Representative
 - Parking calculations
 - Total square footage
 - Total area of landscaping excluding setback areas
 - Total number of new and existing dwelling units listed by number of bedrooms
 - Tract number
 - Vicinity Map including project location, address, and Assessor’s Parcel Number (APN)
 - Zoning and current uses of the site



- **Site Plan:** At a minimum include:
 - Any exterior ramps necessary for compliance with State accessibility standards
 - Any public street or other dedication to be made
 - Any existing or proposed easements, identified by location, type, and jurisdiction
 - All yard setbacks
 - Building footprints
 - Building site envelopes show all areas proposed for development, or areas proposed to be excluded from development
 - Dimensions of all parking spaces and bays
 - Dimensioned property lines and all building setbacks
 - Distance to nearest structure(s) on adjacent property (approximate)
 - Driveway location and width
 - Existing and proposed impervious surfaces
 - Existing and proposed drainage patterns
 - Existing and proposed improvements, including the outlines of all structures within 100' of the site, sidewalks, streetlights, utilities, and other improvements
 - Location of recycling and refuse enclosures
 - Landscaping and outdoor use areas
 - Location, name and width of adjacent rights-of-way
 - Location and width of all waterways
 - Location of nearest fire hydrant
 - North arrow and scale (usually $\frac{1}{4}'' = 1'$, $\frac{1}{8}'' = 1'$, or $1'' = 10'$)
 - On-site parking spaces with dimensions
 - Outline of canopies of existing trees and shrubs, and condition of existing vegetation
 - Paved areas, fencing, walls, and any hardscape
 - Proposed improvements and demolitions
 - Proposed landscaping
 - Topographical/survey data
 - Walls, fences and exterior lights
- **Floor Plans:** At a minimum to include:
 - Calculations of total area (including garage[s]) of each level
 - Dimensions of all interior rooms
 - Dimensions of main exterior components
 - Existing and proposed rooms or use areas, clearly identified (i.e. bedroom, bathroom)
 - Entrances and emergency exit(s)
 - Interior building layouts
 - Relationship to exterior use areas
- Elevations of each building face, fully dimensioned to scale:
 - Building materials indicated
 - Building height (see Zoning Regulations for how height is measured)



- Front elevation to include at least the project's front elevation and the front elevations of the adjoining properties (including existing structures and vegetation). If on a corner lot, elevations from both street frontages are required.
- For lots with an average slope greater than 10%, a cross-section through the center of the lot and proposed structure is also required.
- ☐ Other information:
 - Massing model (for commercial or multi-family projects)
 - For residential subdivisions or large commercial projects: conceptual landscape plans
 - Any other information required by staff
- ☐ Colors and Materials Board and photo-realistic visual simulation of existing and proposed
- ☐ 3D Renderings and illustrations
- ☐ Land Survey, including a boundary and topographic survey; to be completed by a licensed professional
- ☐ Preliminary landscaping plan

Supplemental Information – The following information *may be* required, depending on the application type and scope of the proposed project:

- ☐ Arborist report (where required)
- ☐ Archaeological report, required for all properties within Archaeology Overlay Zone or a property that is otherwise designated as archaeologically sensitive
- ☐ Biological report (where required)
- ☐ Botanical report (where required)
- ☐ Federal Emergency Management Agency 100-year flood zone compliance (required for projects within the Floodplain Overlay Zone)
- ☐ Geological report (required for all bluff-top development)
- ☐ Hydrological or Wave Run-up Analysis
- ☐ Noise Study (required for all development applications within the Noise Overlay Zone)
- ☐ Preliminary grading and drainage plan
- ☐ Traffic study
- ☐ Visual analysis (required for projects within the View Considerations Overlay Zone) Must include cross-sectional and elevation drawings consistent with requirements of this overlay zone, demonstrating that views from protected locations are preserved

FEES

An application fee is **required** to be submitted at the time of application. **An application is not deemed submitted until payment of fees is received.** Staff will email an invoice to be paid via the [Online Portal](#).



APPLICATION TYPE – CHECK ALL THAT APPLY

- | | | |
|--|--|--|
| ☐ Administrative Coastal Development Permit | ☐ Interpretation | ☐ Temporary Use Permit |
| ☐ Administrative Development Permit | ☐ Major Modification | ☐ Tentative Parcel Map |
| ☐ Architectural Review Permit | ☐ Minor Modification | ☐ Tentative Tract Map |
| ☐ Coastal Development Permit | ☐ Planned Development Permit | ☐ Variance |
| ☐ Conditional Use Permit | ☐ Reasonable Accommodation | ☐ Zoning Code/Map Amendment |
| ☐ Development Agreement | ☐ Specific Plan | ☐ Zoning Clearance |
| ☐ Environmental Review | ☐ Sphere amendment/annexation | ☐ Other |
| ☐ General Plan/LCP Amendment | ☐ | |

Section I. GENERAL INFORMATION REQUIRED

A. Applicant Information

Applicant Name: _____ Phone: _____

Email Address: _____

Mailing Address: _____

B. Representative

Representative Name: _____ Phone: _____

Email Address: _____

Mailing Address: _____

C. Property Owner

Property Owner Name: _____ Phone: _____

Email Address: _____

Mailing Address: _____

Do you own adjacent property? ☐ Yes ☐ No If yes, list APNs: _____

CERTIFICATE AND AUTHORIZATION

I certify that the information and exhibits herewith submitted are true and correct. I understand that the processing of this application, and the filing fee paid, in no way obligates the City or its representatives to grant or otherwise authorize my request. I agree to pay any additional expenses for professional services incurred by the City in processing this application, to the extent noted in the application fee schedule below. I also guarantee City access onto and through the project site for purposes of processing this application.

Owner Signature

Date



Section II. PROJECT DESCRIPTION / PROPOSED DEVELOPMENT

A. Type of Project

- ☐ Commercial
- ☐ Office
- ☐ Mixed use
- ☐ Industrial
- ☐ Residential:
- ☐ Single-family
- ☐ Multi-family
- ☐ Accessory Dwelling Unit (ADU)
- ☐ Home Office
- ☐ Junior Accessory Dwelling Unit (JADU)
- ☐ Other (specify): _____

B. Property Information

Assessor Parcel Number (APN): _____ Lot Size: _____ ☐acre ☐sf

Project Location (Address, if applicable): _____

Current Use of the Property: _____

Project Description:

C. Additional Information

For all projects provide the following project specifications:

	<u>Existing</u>	<u>Proposed</u>
Floor Area Ratio (Building Area):	_____ sf _____ %	_____ sf _____ %
• Includes upper stories		
Total footprint, all structures (lot coverage):	_____ sf _____ %	_____ sf _____ %
Landscaping (plantings):	_____ sf _____ %	_____ sf _____ %
Maximum Height (above site grade):	_____ feet	_____ feet



Existing

Proposed

Number of Off-Street Parking Spaces: _____ space(s) _____ space(s)

Total Outdoor Use Area: _____ sf _____ % _____ sf _____ %

Other (specify): _____ sf _____ % _____ sf _____ %

Site Disturbance:

Total area of grading and/or removal of ground cover: _____ ☐ sf ☐ ac _____ cubic yds

Number of trees to be removed: _____

Type/Species of trees to be removed: _____

For **Residential** projects, answer the following:

Number of residential units: _____

Size of residential unit(s):

Unit 1: _____ sf Unit 2: _____ sf Unit 3: _____ sf Unit 4: _____ sf

**if more than 4 units, reference project details in the attached plan set.

Architectural Style – Describe the proposed architectural style



Section III. Environmental Information

The purpose of this section is to inform the City of the basic components of the proposed project so the City may review the project and determine the level of environmental review required by the California Environmental Quality Act (CEQA). Providing accurate and complete information will assure prompt processing of this application. Use supplemental or additional sheets if necessary.

Physical Site Characteristics

Lot Size: _____ ☐ acre _____ ☐ sf

Average Slope: ☐ 0-10% ☐ 11-20% ☐ 21-30% ☐ Over 30%

Are there any springs, streams, lakes, or marshes on the site? ☐ Yes ☐ No

If yes, describe: _____

Are there any flooding problems on the site? ☐ Yes ☐ No

If yes, describe: _____

Has a drainage plan been prepared? ☐ Yes ☐ No

Has there been any grading or earthwork on the site? ☐ Yes ☐ No

If yes, describe: _____

Has a grading plan been prepared? ☐ Yes ☐ No

Are there any railroads or highways within 300 feet of the site? ☐ Yes ☐ No

If yes, describe: _____

Can the site be seen from surrounding public roads? ☐ Yes ☐ No

If yes, describe: _____

Is the project site adjacent to coastal bluff? ☐ Yes ☐ No

If yes, describe: _____



Historical and Archaeological Information

Describe the historic use of the site:

Are you aware of the presence of any historic, cultural, or archaeological materials on the project site or in the vicinity? ☐ Yes ☐ No

If yes, describe: _____

Has an archaeological surface survey been done for the project site? ☐ Yes ☐ No

If yes, include with application submittal

If known, check all applicable overlays:

- | | | |
|---|---|--|
| ☐ Archaeology and Historic Site | ☐ Coastal Access | ☐ Noise |
| ☐ Amusement Hall/Retail Commercial | ☐ Architectural Review | ☐ Floodplain |
| ☐ Coastal Appeal | ☐ Height Limitations | ☐ Open Space |
| ☐ Hazards and Protection | ☐ Transfer Density | ☐ View Considerations |
| ☐ Public or Visitor Parking | ☐ Visitor Services | |



SECTION IV. INDEMNIFICATION AGREEMENT FOR DEVELOPMENT APPLICATION

Applicant submitted an application to the City of Pismo Beach Planning Department on _____
for the following development approval(s) (the "Project"): (date)

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Applicant hereby expressly agrees in connection with the processing of Applicant's Project application(s) to each and every one of the following terms and conditions:

1. Applicant agrees, as part of and in connection with each and any of the applications(s), to defend, indemnify, and hold harmless the City of Pismo Beach ("City") and its elected officials, officers, contractors, consultants, attorneys, employees, volunteers and agents (collectively "City officials") from any and all claims(s), action(s), or proceeding(s) (collectively referred to as "proceeding") brought against City and/or City officials to challenge, attack, set aside, void, or annul:
 - A. Any approvals issued in connection with any of the above-described application(s) by City; and/or
 - B. Any action taken to provide related environmental clearance under the California Environmental Quality Act of 1970, as amended ("CEQA") by city's advisory agencies, boards or commissions; appeals boards or commissions; Planning Commission; or City Council.

Applicant's indemnification is intended to include, but not be limited to, damages, fees and/or costs awarded against or incurred by City, if any, and costs of suit, claim or litigation, including without limitation attorneys' fees and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by Applicant, City, and/or parties initiating or involved in such proceeding.

2. Applicant agrees to indemnify City for all of City's costs, fees, and damages incurred in enforcing the indemnification provisions of this Agreement.
3. Applicant agrees to defend, indemnify and hold harmless City and/or City officials for all costs and fees incurred in additional investigation or study of, or for supplementing, redrafting, revising, or amending, any document (such as an environmental impact report, negative declaration, specific plan, or general plan amendment) if made necessary by said proceeding and if Applicant desires to pursue such City approvals and/or clearances, after initiation of the proceeding and that are conditioned on the approval of these documents.
4. In the event that Applicant is required to defend City in connection with such proceeding, City shall have and retain the right to approve:
 - A. The counsel to so defend City; and
 - B. All significant decisions concerning the manner in which the defense is conducted; and



-
- C. Any and all settlements, which approval shall not be unreasonably withheld. City shall also have and retain the right to not participate in the defense, except that City agrees to reasonably cooperate with Applicant in the defense of the proceeding. If City chooses to have counsel of its own defend any proceeding where Applicant has already retained counsel to defend City in such matters, the fees and expenses of the additional counsel selected by City shall be paid by City. Notwithstanding the immediately preceding sentence, if City's Attorney's Office participates in the defense, all City Attorney fees and costs shall be paid by Applicant.
5. Applicant's defense and indemnification of City and/or City officials set forth herein shall remain in full force and effect throughout all stages of litigation including any and all appeals of any lower court judgments rendered in the proceeding.

After review and consideration of all of the foregoing terms and conditions, Applicant, by its signature below, hereby agrees to be bound by and to fully and timely comply with all of the foregoing terms and conditions.

APPLICANT:

Applicant Signature:

(Print Name): _____

Title (if any): _____

Date: _____