



# City of Morro Bay

Community Development Department  
955 Shasta Ave  
Morro Bay, CA 93442  
(805) 772-6261  
[www.morrobayca.gov](http://www.morrobayca.gov)

## For Office Use Only

- Planning
- Building
- Public Works
- Fire
- Harbor

## Planning Permit Application:

- COASTAL DEVELOPMENT PERMIT
- CONDITIONAL USE PERMIT
- MINOR USE PERMIT
- SPECIAL USE PERMIT
- TEMPORARY USE PERMIT

Case Number:  
Building Permit:

### Note To Applicants:

- This document is intended to provide minimum requirements for most zoning projects. Some projects may require additional information not listed here, as determined by the project planner within 30 days of application submittal.
- You are responsible for the accuracy and completeness of all application materials. Incorrect or incomplete information may result in delay or denial of you application
- All application materials become the property of the City of Morro Bay and are subject to public review.
- All applications materials must be clear and legible. Faxes, poor reproductions, and cluttered or confusing drawings will not be accepted.

Project Address: \_\_\_\_\_

Assessor's Parcel Number (APN): \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Tract: \_\_\_\_\_

Existing Use: \_\_\_\_\_

Proposed Project Title (attach a narrative detailing project): \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Agent (if applicable): \_\_\_\_\_

Agent Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Agent Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Acceptance of this application does not imply approval/authorization of this request, I realize that this application may be denied or that conditions may be attached to this approval to assure compliance with applicable Municipal Code requirements.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For submittal requirements see pages 3-5.**

**If located in a PD overlay zone, also refer to pages 6 - 8.**

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**THIS SECTION FOR DEPARTMENT USE ONLY**

List of additional changes:	Conditional Use Permit:
	Minor Use Permit:
Receipt No.:	Coastal Development Permit:
Date:	Environmental Fees:
	Other Charges:
	Total:

# Planning Permit Submittal Requirements

## General Requirements

5 full sets of plans 24"x36", one full set of plans reduced to 11"x17" and one electronic copy.  
**All plans must be folded to 9"x12"**

*Note below are the minimum submittal requirements. Additional information may be required to fully evaluate your application following initial review by staff, such as: a land survey, a preliminary title report, and photo-realistic visual simulation of existing and proposed. If you have any questions, please contact Planning staff prior to submitting an application.*

### Title Page:

- Date of preparation and revisions
- Legend describing all symbols and notations
- Name and address of persons preparing plans
- Submit an electronic copy of all plans
- Project address
- Zoning and special overlay (if applicable) designation
- Legal description (APN and Block, Lot, Tract)
- Name, address, telephone number of the owner and the person responsible for the preparation of the plans.
- Lot area
- Existing and proposed setbacks
- Existing and proposed square footage
- Existing and proposed lot coverage calculations both in square feet and as a percent (%)
- Building height calculations from average natural grade
- Impermeable surface calculations. Note that the "Stormwater Management Performance Requirement Determination Form" attached at the end of this application must also be completed.
- Vicinity map – include adjacent streets, parcels and the current uses
- Sheet Index
- North arrow on all plans
- Scale – Maximum scale of 1/8" = 1' for architectural plans and a minimum scale of 1" = 20' for engineering plans
- Verify that the proposed structure will not infringe upon PG&E easements or minimum safe distances as stipulated per [General Order 95](#) of the California Public Utilities Commission (CPUC) which stipulates minimum clearances to be maintained under or around overhead high voltage power lines are 12 feet vertically from any walkable surface, including rooftops, and 6 feet horizontally from any walkable surface, including roof tops, balconies, stairwells, scaffolding, etc.

### Site Plan:

- Existing site and structural conditions – use the following list of requirements
- Proposed site and structural conditions – use the following list of requirements
- Location of property lines with dimensions  
NOTE: The City of Morro Bay cannot provide the location of property lines to the applicant. A property survey may be needed to locate property lines.
- Show all structures on adjacent properties that are within 10 feet of the property lines
- Structure to property line setback dimensions

- Show a site plan for lot coverage for all stories of the building
- For multiple story buildings shall show footprint and overlay of each story and eave protrusion
- Show all driveways, parking spaces, required handicap spaces, bicycle racks and security gates
- Fencing, retaining walls
- Decks and patios
- Dimensions of all architectural projections into the setback
- Show all calculations on plans
- Elevations at property line corners at driveways, and at garage floor
- Location and dimensions of all pedestrian walks, driveway and hardscape
- Topography (2 foot contour interval)
- Average slope of the site with calculations
- Natural features
- Site drainage patterns
- Catch basins, area drains, sump pumps
- Proposed trash enclosures
- Trees proposed to be removed and tree to replace it from the City tree list
- Existing utilities and utility connections, including backflow prevention devices and utility junction boxes; existing easements and new utility connections proposed.
- Proposed sidewalk and frontage improvements
- Proposed fencing location and type with details
- Wet stamp signature of the register architect or engineer professional
- Hardscape in square feet and percentage
- Calculation of permeable surface in square feet and percentage
- Show all Low Impact Development (LID)/ Green practices incorporated into the project

**Floor Plan:**

- Fully dimensioned floor plans for every story.
- Every room shall identify the existing and proposed use.
- Door and window schedules shall be provided to identify the dimension and type of doors and windows.
- Show all plumbing fixtures (sinks, drains ect. )
- The plan shall identify all existing and new construction.
- Decks, dimensioned

**Exterior Elevations:**

- Show ceiling heights, finishes, doors, windows, decks
  - Overall building height
  - Finished floor
  - Average natural grade
  - Dimensioned height to all floors, decks, roof and architectural projections
  - Street view elevation showing proposed project and outline of adjacent buildings
- \*Please Note: All calculations shall be calculated from average natural grade and shown on plans.

**Architectural Design:**

- Color and materials board
- Street view color rendering (photo-sim) of proposed project with sufficient detail to evaluate neighborhood compatibility required for both residential and commercial projects

**Conceptual Landscape Plan:**

- Footprint of all structures on lot
- Calculation of total landscape area as percentage of lot size
- Proposed plants with legend
- Calculation of permeable surface
- Water efficiency of plants – drought tolerant

*If >500sf of new or rehabilitated landscaping is proposed, must complete water efficient landscape worksheet at end of application. Refer to <https://water.ca.gov/Programs/Water-Use-And-Efficiency/Urban-Water-Use-Efficiency/Model-Water-Efficient-Landscape-Ordinance> for more information regarding the Model Water Efficient Landscape Ordinance.*

**Cloister Tract (Tract 1996): (The following is required if development is located in the Cloisters)**

- Preliminary landscape and irrigation plans
- Color specification board
- Architectural details or description
- Check view corridor setback
- Lighting plans (if lighting is included only, this is in the SP guidelines)
- Roof plans
- Neighbor setbacks
- Architectural review committee approval
- Studies/Additional Information
- Preliminary title

**Notice to All Applicants:**

1. Applications submitted for review will be processed in accordance with Section 65941 of the California Government Code.
2. All Forms must be completely filled out and signed, all fees must be paid, and supplemental information provided before the application will be deemed complete and processed. Supplemental information that must be with this application form is listed above.
3. Filing fees are non-refundable.
4. Submitting an application is not a guarantee of approval. Approval of projects is contingent on meeting required findings or other requirements of the Zoning Ordinance, Subdivision Ordinance or Specific Plan.
5. Pursuant to Section 65945 of the California Government Code, you may request to be notified of any proposed changes to the General Plan, Zoning Ordinance, Subdivision Ordinance, a specific plan, or any other ordinance affecting building or grading permits. If you wish to be notified of these changes, be sure to submit a completed Request for Notification form (Available at the Community Development Department)
6. The State of California requires payment of a fee to the State Department of Fish and Wildlife, as a condition for filing Notices of Determination required by the California Environmental Quality Act (Stats. 1990, ch 1706). The fee schedule can be found at: <https://wildlife.ca.gov/Conservation/CEQA/Fees>

## **Planned Development (PD) Overlay Zone Requirements**

Pursuant to the City of Morro Bay Municipal Code, Title 17, section 17.40.30, the purpose of the planned development (PD) overlay zone is to provide for detailed and substantial analysis of development on parcels which, because of location, size or public ownership, warrant special review. This overlay zone is also intended to allow for the modification of or exemption from the development standards of the primary zone which would otherwise apply if such action would result in better design or other public benefit.

### **Concept Plan**

The concept plan shall be a general development plan and shall not include construction plan drawings such as complete engineering or tentative maps. The following information shall be included in the concept plan:

#### **Site Plan**

- Site plan for the development
- Project boundary designation
- Perimeter of the ownership
- Location and dimensions of any existing property lines and easements within the site
- Tentative location of buildings, roads, parking and open areas

#### **Streets**

- Width and location of surrounding and adjoining streets
- Proposed street alignments within the site
- Connections to existing streets

#### **Adjoining Properties**

- Use of adjoining properties
- Any building within fifteen feet of the property line shall be precisely located

#### **Topography**

- Existing and proposed changes in topography of the site
- Degree of land disturbance
- Location of drainage channels or water courses and the direction of drainage flow

#### **Utilities**

- Locations and capacities of existing utilities in the vicinity of the site
- Tentative extensions to the site

#### **Structures and Existing Trees**

- Location of any structures
- Existing trees in excess of six inches in diameter upon the site designated for retention or removal

#### **Phased Development**

- Approximate timetable and priorities of any phased development

### **Architectural Concepts**

- Sketches and/or photo simulations showing architectural concepts of the proposed building (Existing & proposed photo-realistic visual simulation required on remodels where existing development is proposed to change)
- Heights
- Design (A color & materials board, not to exceed 8 ½" x 14", may be requested in support of this.)
- Exterior materials of proposed buildings
- Other structures
- Fencing
- Signing

### **Open Space Plan**

- Proposed open space plan including landscape concept and type of plant materials
- Recreation area
- Parking, service
- Other public area used in common on the property
- Description of intended improvements to the open area of the property

### **Other Information**

The planning commission and city council may require such other information as deemed necessary, which may include but not be limited to:

- Economic analysis
- Habitat analysis
- Archaeological analysis
- Visual quality analysis
- Public access analysis
- Thoroughfare plans
- Public services and facilities plans
- Utilities service plans
- Conceptual method of land subdivision or ownership arrangement described by a preliminary parcel or tract map, pursuant to the provisions of Title 14 of this code

### **Precise Plan**

Plans shall be prepared containing all the general information required of concept plans, which has been further developed to a precise level of detail. Any data or calculations necessary to evaluate the precise plan proposal, shall accompany such plans. A precise plan shall contain the following information:

### **Total Development Plan**

- Dimensions and locations of proposed structures
- Buildings
- Streets
- Parking
- Yards
- Pathways
- Open spaces
- Other public or private facilities

**Architectural Elevations**

- Fully developed architectural elevations of all buildings, structures, signs and fencing
- Colors
- Materials of construction

**Landscaping Plan**

- Plant materials
- Type and size of plants at the time of planting and when mature
- Method of maintenance
- Percentage of landscaping

**Engineering Plans**

- Site grading
- Amount of cut and fill
- Finished grades
- Proposed drainage facilities

**Proposed Site Uses or Activities**

- Listing all of proposed site uses or activities to be conducted on the site
- Floor area uses depicted
- Calculations of site area to be devoted to such uses

**Miscellaneous Plans** Miscellaneous plans (as appropriate) showing any:

- Exterior lighting
- Roof plans site cross-sections
- View sight lines
- ESH mitigation plans
- Archaeological mitigation plans
- Visual quality plans
- Public access mitigation plans or other features necessary to evaluate the specific proposal including  
the information required of community housing projects

**Tentative Tract or Parcel Map**

- Tentative tract or parcel map
- Where lands involved in the proposal are to be divided or joined together



# Environmental Information Form

Date filed:

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## General information:

1. Name and address of developer or project sponsor:

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2. Address of project:

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3. APN:

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4. Name, address, and phone # of contact person:

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5. Application number:

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6. List and describe any other related permits and other public approvals required for this project including those required by the City, Regional, State, and Federal agencies:

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7. Proposed use of site:

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PROJECT DESCRIPTION:

8. Site size: \_\_\_\_\_

9. Square footage: \_\_\_\_\_

10. Number of floors of construction: \_\_\_\_\_

11. Amount of off-street parking provided: \_\_\_\_\_

12. Proposed scheduling: \_\_\_\_\_

13. Associated projects (if any): \_\_\_\_\_

14. Anticipated incremental development (if any): \_\_\_\_\_

15. If residential, include the number of units: \_\_\_\_\_

16. If commercial, indicate the type and whether neighborhood, city or regional oriented, square footage of sales area, and loading facilities:  
\_\_\_\_\_  
\_\_\_\_\_

17. If industrial, indicate the type, estimated employment per shift, and loading facilities:  
\_\_\_\_\_

18. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits derived from the project:  
\_\_\_\_\_

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19. If the project involves a variance, conditional use permit, or zoning application state this and explain why:

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20. Explain all Low Impact Development (LID) / Green practices incorporated into the project:

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Are the following items applicable to the project or its effects?

	YES	NO
21. Change in existing features of any bays, tidelands, beaches, hills, or substantial alteration of ground contours?	<input type="checkbox"/>	<input type="checkbox"/>
22. Change in scenic views, vistas from existing residential areas, public lands, or roads?	<input type="checkbox"/>	<input type="checkbox"/>
23. Change in pattern, scale, or character of project's general area?	<input type="checkbox"/>	<input type="checkbox"/>
24. Significant amounts of solid waste or litter?	<input type="checkbox"/>	<input type="checkbox"/>
25. Change in dust, ash, smoke, fumes, or odors in the vicinity?	<input type="checkbox"/>	<input type="checkbox"/>
26. Change in ocean, bay, lake, stream, ground water quality or quantity, or alteration of existing drainage patterns?	<input type="checkbox"/>	<input type="checkbox"/>

- 27. Substantial change in existing noise or vibration levels in the vicinity?
- 28. Is the site on filled land or on a 10% or greater slope?
- 29. Use or disposal of potentially hazardous materials such as toxic substances, flammables, or explosives?
- 30. Substantial change in demand for municipal services (police, fire, water, sewer, etc.)?
- 31. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)?
- 32. Relationship to a larger project or series?
- 33. Removing any trees?

If you answered 'YES' to any of the questions 20 – 31, provide explanation below. Attach additional explanation if necessary.

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**ENVIRONMENTAL SETTING:**

- 34. Describe the project as it exists before the project and include any information on topography, soil stability, plants, animals, and any cultural/historical/scenic aspects. Describe any existing structures on the site and its use. Please attach photographs of the site (snapshots or Polaroid photos will be accepted):

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35. Describe the surrounding properties and include information on plants, animals, and any cultural/historical/scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, duplex, etc.), and scale of development. Attach photos of the vicinity.

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**CERTIFICATION:**

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability; and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

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Date

Signature

For:

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## Consent of Landowner Form

Consent for what activity? Business License or type of permit:

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Site location:

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Property owner:

Day phone:

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Address:

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City:

Zip code:

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Person authorized to act as Agent/Applicant:

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Applicant/Agent:

Day phone:

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Address:

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City:

Zip code:

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I/We, the undersigned owner(s) of record of the fee interest in the above noted land for which an application for a permit, business license or other City entitlement is being requested, do certify that:

- I. Business Licenses: I am aware of the Home Occupation Permit being requested and the applicant has my/our full consent to operate the home occupation at this location; **OR THAT**
- II. Building Permits, Land Use Permits: Such application may be filed and processed with my/our full consent. The applicant is authorized to act as our agent in all contacts with the City in connection with this matter. I/We hereby grant the City of Morro Bay or any of its authorized agents the right to enter upon the land described herein at any time during normal business hours for the purposes of site inspection in advance of City action on the Land Use Permits; inspection of any construction, grading or other development activities following any land use permit approval or evaluation of the satisfactory completion of development authorized through land use permit approval, including continuing compliance with any conditions of approval.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

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Property owner signature

Date

## APPENDIX A

### SFR PERFORMANCE REQUIREMENT DETERMINATION FORM

The following form shall be completed for all SFR development and redevelopment projects. Projects that are exempt from performance requirements are required to complete Section 1 & 2 only.

<b>Section 1: General Information</b>	
Project name	
Project Address	
Assessor's Parcel Number(s)	
Name of Applicant	
Applicant email address:	
Applicant phone:	
Project Type (e.g. single-family residential, commercial, etc.)	
<b>Section 2: Area Information (ft<sup>2</sup>)</b>	
Total Project Area	
Total Existing impervious surface area	
Proposed Gross Impervious Area (list only the surface areas that are being created or replaced)	[REDACTED]
a. Rooftops	
b. Driveways	
c. Patios	
d. Parking Lots	
e. Other	
Total Gross Impervious Area	
If Gross Impervious Area <2,500 ft <sup>2</sup> , write "EXEMPT". Otherwise continue to Sec. 3	
<b>Section 3: PR Determination</b>	
Net Impervious Area (from page 7)	
Performance Requirements (from Flow Chart)	