



City of Morro Bay

Community Development Department

Planning Permit Submittal Requirements

Accessory Dwelling Units (Attached, Detached, Conversions) - General Requirements

Paper Submittals: 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"*

Digital Submittals: Please upload application to the City's Community Portal here:

https://app03.cityworksonline.com/CLIENT_MorroBayCA-Public/login

NOTE: *Below are the minimum submittal requirements. Additional information may be required to fully evaluate your application following initial review by staff, including, but not limited to a Biological Resources Assessment, a Phase I Preliminary Archeological Survey, or a preliminary title report. 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
- Fire hazard severity zone
- Existing and proposed setbacks (*for conversions, indicate if setbacks to remain the same*)
- Existing and proposed square footage (*for conversions, indicate if square footage to remain the same*)
- Existing and proposed lot coverage calculations both in square feet and as a percent (%) (*for conversions, indicate if lot coverage to remain the same*)
- Building height calculations from average natural grade, and label high and low points of each building footprint (*for conversions, indicate if height to remain the same*)
- 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.

- If adding new bathroom, kitchen or other draining system, perform a video inspection of the existing lateral (from the clean-out at structure to the connection at the sewer mainline pipe) and submit to Public Works via flash drive or upload video directly to portal, prior to building permit plan approval. Review "Requirements for Video Inspection of Private Sewer Lateral (PSL)" document for detailed requirements and key defect types located on the City's website at the following location: <https://www.morro-bay.ca.us/DocumentCenter/View/13500/Private-Sewer-Line-Video-Requirements>. Lateral shall be upgraded, repaired or replaced as required to prohibit inflow/infiltration of groundwater into the public sewer system. All repairs or replacements identified from sewer video, shall be noted on building approved set of plans, prior to plan approval. (MBMC 14.07.030)
- If fire sprinklers are required per Fire Department, then existing water meters may need to be upgraded to a 1-inch meter.

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 is required 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, show footprint and overlay of each story and eave protrusion
- Show all driveways and parking spaces
- Fencing, retaining walls
- Decks and patios, if applicable
- Dimensions of all architectural projections into the setback
- Show all calculations on plans
- Elevations at property line corners, at driveway entrances, and at garage floor
- Location and dimensions of all pedestrian walks, driveway and hardscape
- Topography (2-foot contour interval) *(not applicable for ADU conversions)*
- Average slope of the site with calculations *(not applicable for ADU conversions)*
- 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 fencing location and type with details *(not applicable for ADU conversions)*
- Wet stamp signature of design professional *(not applicable for ADU conversions)*
- Hardscape in square feet and percentage *(not applicable for ADU conversions)*
- Calculation of permeable surface in square feet and percentage *(not applicable for ADU conversions)*
- 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 etc.)
- Label all kitchen facilities
- The plan shall identify all existing and new construction.
- Decks, dimensioned, if applicable

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
- 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

Landscape Plan:

- Footprint of all structures on lot
- Calculation of total landscape area as percentage of lot size
- Proposed plants with legend
(Note: All proposed plants must be on the [San Luis Obispo County Approved Plant List.](#))
- Calculation of permeable surface
- Percentage of front and corner side setbacks not used for ingress/egress landscaped.
- Dimensioned landscaped areas
- Location of any tree over 6in in diameter (or 2in in diameter for oak trees)
- Fencing, entries, refuse collectors, and free standing or monument signs are shown, if applicable
- Walkways, plazas, sitting areas, play areas, outdoor light fixtures, and outdoor furniture are shown, if applicable
- Water efficiency of plants – drought tolerant
NOTE: 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)

- Architectural details or description
- Check view corridor setback
- Lighting plans (if lighting is included only, this is in the SP guidelines)
- Roof plans

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.

Section 1: General Information	
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.)	
Section 2: Area Information (ft²)	
Total Project Area	
Total Existing impervious surface area	
Proposed Gross Impervious Area (list only the surface areas that are being created or replaced)	
a. Rooftops	
b. Driveways	
c. Patios	
d. Parking Lots	
e. Other	
Total Gross Impervious Area	
If Gross Impervious Area <2,500 ft ² , write "EXEMPT". Otherwise continue to Sec. 3	
Section 3: PR Determination	
Net Impervious Area (from page 7)	
Performance Requirements (from Flow Chart)	