



City of Morro Bay

Community Development Department

Planning Permit Submittal Requirements

Pre-Designed Accessory Dwelling Units -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](#).

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.*

General:

Pre-Designed ADU Customization Form

Site Plan Requirements:

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.

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

Show all driveways and existing/proposed parking spaces

Fencing, retaining walls (IF fencing or walls extend or are located in the City Right-of-Way, add note that special encroachment agreement is required.)

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 (Note that all runoff is required to flow to soil/landscape area prior to overflowing into street)
- Catch basins, area drains, sump pumps
- On-site trees proposed to be removed (Tree replacement plan is required if over 2 trees are proposed to be removed)
- Existing utilities and utility connections; existing easements and new utility connections proposed.
- Show and label water meter and size. (If fire sprinklers are required, an upgrade to a 1" meter is required.)
- Proposed fencing location and type with details
- Wet stamp signature of the registered architect or engineer professional
- Hardscape in square feet and percentage
- Permeable and impermeable surface calculations in square feet and percentage. Note that the "Stormwater Management Performance Requirement Determination Form" attached at the end of this application must also be completed.
- Show and label erosion and sediment control techniques.
- Show all Low Impact Development (LID)/ Green practices incorporated into the project

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
- Neighbor setbacks
- Architectural review committee approval
- Studies/Additional Information
- Preliminary title

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)	