



## Growth Management Ordinance Allocation Request User Guide

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### Who must apply for an allocation under the Growth Management Ordinance?

The County Board of Supervisors adopted a growth management ordinance which regulates construction of new residences in the county. Anyone wishing to construct most types of new dwelling units must apply for an allocation. On May 15, 2018, the Board of Supervisors adopted some changes which became effective June 14, 2018 and are included herein. Based on a 2.3% growth rate, there are 1,108 dwelling units available county-wide for Fiscal Year 2018-2019.

### What is the difference between an allocation for waiting list and an allocation with construction permit?

On August 12, 2008, the Board of Supervisors adopted some simplification updates which became effective September 11, 2008. One of the updates was the deletion of the term "allotment" and expansion of the term "allocation". The revised definition of "allocation" now describes both situations our customers encounter:

1. No dwelling units are available and an allocation request is submitted to get on a waiting list (for example, the Los Osos moratorium area); or
2. Dwelling units are available and an allocation request is submitted concurrently with a building permit. If the permit application is complete, the construction permit will be accepted for processing at that time.

### Are there any exemptions?

Yes, certain types of residential development are exempt from the process. Replacing a legally established dwelling, low and moderate-income housing as defined by Government Code Section 50093, projects located within subdivisions created by the recordation of a vested map, secondary units (granny units) and farm support quarters located outside of the Nipomo mesa are all exempt from the allocation process. All other residential development requests (including farm support quarters on the Nipomo mesa & caretaker quarters) must apply for an allocation.

### Where can I find allocation information updates?

The current status and availability of allocations can be viewed on Department of Planning & Building's website at [www.sloplanning.org](http://www.sloplanning.org) or by calling (805) 781-4166. This information is updated on an as needed basis. Please note that because we receive allocation requests on a daily basis, the information is always subject to change.

### How do I apply for an allocation?

#### Waiting List

To apply for an allocation for waiting list, an Allocation Request (form PLN-1111) must be completed and submitted to the Department of Planning & Building. A non-refundable fee (refer to current fee schedule for

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amount) must be submitted with the request for each new proposed residential unit. When your allocation is selected, a portion of the fee will be applied toward the cost of your construction permit.

An allocation request can be made without full construction drawings in order to get on the waiting list for any area where a waiting list of more than 18 months exists. However, an applicant must have completed any required discretionary permit review prior to being accepted onto a waiting list.

### Construction Permit

To apply for an allocation with construction permit, an Allocation Request (form PLN-1111) must be completed and submitted along with your construction permit application and full set of building plans. A non-refundable fee (refer to current fee schedule for amount) must be submitted with each application for a new proposed residential unit. Multi-family projects on the same property may use one allocation form with a one time fee.

An allocation request must be preceded by any required discretionary permit review such as a tentative tract map or a conditional use permit.

### Fee Payment

Fees must be submitted in the form of cash, check, cashier's check or money order made payable to the County of San Luis Obispo.

## How is an allocation issued?

The allocation is valid at the point it is submitted and paid for. There are two groups of allocations: The first group is reserved for developers of multi-family dwellings, cluster divisions within urban or village reserve lines, mixed use and dwelling units in phased projects. A maximum of 35 percent of the annual allocations is reserved for these types of projects. No single applicant can obtain more than 5 percent of the maximum annual allocations (55 units). If there are not enough applications for dwellings in this category to use up the 35 percent reservation, those unused allocations will be available for the second group.

The second group includes requests for individual dwelling units and cluster divisions outside of urban or village reserve lines. This category will comprise at least 65 percent of the maximum annual allocation. No single applicant can obtain more than 5 percent of the annual allocation (55 units). If there are not enough applications for dwellings in this category to use up the 65 percent reservation, those unused allocations will be available for the first group.

For those communities with waiting lists (Cambria and Los Osos) the selection of the allocation on file will happen once an intent-to serve letter is received from the service district involved. Once you are "selected" and informed of your eligibility to file for construction permits, you have 120 days from the date of the notification in which to file a construction permit application. If you fail to submit an application for construction permit within the 120 days, you will lose the allocation and you must re-apply for a future allocation.

## What if my lot is in a residential unit ownership project?

On August 12, 2008 the Board of Supervisors adopted some simplification updates which became effective September 11, 2008. The outdated term "planned development" has been replaced with the term

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“residential unit ownership project”. If your parcel is in one of the pre-approved planned communities listed below, please choose the “SBD” project code on the Allocation Request (form PLN-1111):

- Black Lake Specific Plan
- Heritage Ranch
- Oak Shores
- San Luis Obispo Country Club Estates
- San Luis Bay Estates
- Monarch Grove
- Cypress Ridge.

### What if my lot is in Cambria?

Based on the reports in Table 1 below, the maximum annual allocation shall be set at **0%** per fiscal year for the period **from July 1, 2018 through June 30, 2021**, resulting in **NO NEW ALLOCATION REQUESTS** other than those accompanied by an intent-to-serve letter from the Cambria Community Services District (CCSD) for transferred meters, and eight (8) grandfathered allocations for new residences in Cambria each fiscal year in the period from July 1, 2018 through June 30, 2021.

Cambria applicants with “grandfathered” water meters are subject to the standard \$94.00 fee per residential unit if your request is not put on a waiting list. If your request is put on a waiting list the fee is \$500.00 per residence and a one time fee of \$94.00. When your allocation is selected \$500.00 of the \$594.00 fee will be applied toward the cost of your construction permit. Cambria applicants with a transferred “active” water meter are subject to a fee of \$50 per residential unit.

*Table 1*

Report	Board of Supervisors Adoption Date
County 2005 Resource Management System (RMS) Annual Report	12/20/2005
County 2008 Resource Management System (RMS) Annual Report	02/10/2009
County 2009-2010 Resource Management System (RMS) Annual Report	04/26/2011
County 2010-2012 Resource Management System (RMS) Summary Report	03/12/2013
County 2012-2014 Resource Management System (RMS) Summary Report	05/05/2015
County 2014-2016 Resource Management System (RMS) Summary Report	05/16/2017

### What if my lot is in Cayucos?

If you wish to construct a new dwelling unit in the community of Cayucos (Paso Robles Beach Water Association and Morro Rock Mutual Water Company areas), you must complete an Allocation Request (form PLN-1111) and submit it concurrently with your construction permit application. The Cayucos water district will authorize a limited number of new units each year, based on an annual review of the community’s remaining water supply. Consult your water district or the Department of Planning & Building for more information.

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On May 22, 2012, the Board of Supervisors approved, by resolution, to terminate the water shortage emergency for County Service Area No. 10, Zone A, Cayucos Water System. Those applicants that previously applied for an allocation within this portion of Cayucos, and whose allocation was placed on a waiting list, may now coordinate with the Department of Public Works to find out when a water service will-serve letter may be issued for your property. Those applicants should also coordinate with the Department of Planning & Building to find out what is required to apply for a residential construction permit (i.e., the possibly that a land use permit must first be approved). A portion of the allocation fee will be credited to a residential construction permit.

### What if my lot is in Los Osos?

Building restrictions are currently in effect for the vacant lots within the Los Osos community. Applicants must submit a completed Allocation Request (form PLN-1111) to be placed on the allocation waiting list. The allocations remain on the list in the order assigned based on the date and time of the submittal.

### What if my lot is on the Nipomo mesa?

A maximum annual allocation of 129 new residences for Fiscal Year 2018-2019 reflects a **1.8 %** growth rate. Normally, a single applicant can obtain no more than 10% of the annual allocation for the Nipomo mesa (13 units). However, a single applicant can obtain 20% of the total annual allocation (26 units) in the mesa area for multi-family/residential unit ownership projects that have received intent-to-serve letters from the applicable water district AND meet any ONE of the following:

1. Projects located in Nipomo Olde Towne Design plan area that are smart growth, green build, mixed use, or senior housing;
2. Projects that guarantee long term affordability for at least 35% of the units; or
3. Projects that will result in the construction of sections of road improvements that substantially improve traffic issues including those improvements identified on the South County Circulation Study Road Improvement list.

This guide is designed to provide general information only. It is not a county ordinance or policy and has no legal effect. The general plan and other chapters of the San Luis Obispo County Code are the official regulations of the county. Those documents, rather than this guide, are the only legal basis for assessing how county regulations affect property development.