



PLANNING PERMIT APPLICATION

Planning and Environmental Review
 130 Cremona Drive, Suite B, Goleta, CA 93117
 Phone: (805) 961-7543 Fax: (805) 961-7551

PART A

FOR STAFF USE ONLY		
CASE NO:	FIXED FEES:	RECEIPT NO:
RECEIVED BY:	DEPOSIT FEES:	DATE:
<u>Ministerial</u>	<u>Discretionary</u>	<u>Legislative</u>
<input type="checkbox"/> Coastal Development Permit	<input type="checkbox"/> Appeal	<input type="checkbox"/> Development Agreement
<input type="checkbox"/> Compliance Review	<input type="checkbox"/> Coastal Development Permit within Appeal Jurisdiction	<input type="checkbox"/> General Plan Amendment – Initiation
<input type="checkbox"/> Emergency Permit	<input type="checkbox"/> Conditional Use Permit – Minor (New / AMD / Revision)	<input type="checkbox"/> General Plan Amendment
<input type="checkbox"/> Land Use Permit	<input type="checkbox"/> Conditional Use Permit – Major (New / AMD / Revision)	<input type="checkbox"/> Zoning Ordinance Amendment
<input type="checkbox"/> Minor Change to Zoning Permit	<input type="checkbox"/> Design Review	<input type="checkbox"/> Subdivision: Tract Map / Vesting Tract Map
<input type="checkbox"/> Planner Consultation	<input type="checkbox"/> Development Plan (New / AMD / Revision)	<input type="checkbox"/> Specific Plan / Specific Plan Amendment
<input type="checkbox"/> Substantial Conformity Determination	<input type="checkbox"/> Modification	
<input type="checkbox"/> Temporary Use Permit	<input type="checkbox"/> Overall Sign Plan	
<input type="checkbox"/> Zoning Clearance – Ministerial Projects	<input type="checkbox"/> Subdivision: Non-Legislative	
<input type="checkbox"/> Zoning Clearance – Post-Discretionary Approval	<input type="checkbox"/> Time Extension	
<input type="checkbox"/> Zoning Conformity Determination – Cannabis	<input type="checkbox"/> Variance	
<input type="checkbox"/> Zoning Conformity Letter	<input type="checkbox"/> Miscellaneous:	
<input type="checkbox"/> Zoning Code Determination		
<input type="checkbox"/> Miscellaneous:		

Applicants: If you have any questions regarding this application or required materials, please call Planning and Environmental Review at (805) 961-7543.

PART B

PRIMARY CONTACT INFORMATION (Please print or type)

NAME _____

TELEPHONE _____ EMAIL _____

SITE INFORMATION

PROPERTY ADDRESS _____

YEAR BUILT _____

ASSESSOR'S PARCEL NUMBER (S) (Primary APN): _____

(Secondary APN): _____

(Tertiary APN): _____

LEGAL DESCRIPTION OF PROPERTY (Attach additional sheets if necessary)

LOT/PARCEL _____ TRACT _____

PARCEL SIZE (Acres or Square Feet) _____

COVENANTS, CONDITIONS & RESTRICTIONS

Is your property subject to recorded covenants, conditions and restrictions (CC&Rs)? No Yes

- If yes, provide a copy of the C C & Rs.

Do the CC & Rs provide for a Homeowner's Association (HOA)? No Yes

Does your proposal require approval by the HOA? No Yes

- If yes, provide documentation of approval.

PROJECT INFORMATION (Be specific; Use additional sheets if necessary):

GENERAL PLAN LAND USE DESIGNATION: EXISTING _____ PROPOSED _____

ZONE DESIGNATION: EXISTING _____ PROPOSED _____

EXISTING LAND USE & STRUCTURES (Description of existing development, type of facility/company, number/description of rooms, Floor Area¹, number of single family residential units, etc.):

¹ Floor Area is defined as the area included within the surrounding exterior walls of all floors or levels of a structure or portion thereof as measured to the interior surfaces of exterior walls, or from the centerline of a common or party wall separating two attached structures. See Zoning Ordinance Section 17.03.070, Rules of Measurement – Floor Area, for specific rules for measuring Floor Area.

PROPOSED USE(S) & IMPROVEMENT/STRUCTURE (Describe proposed use/specific changes including floor area, unenclosed porches, balconies, & decks¹): _____

PART C

PROPERTY OWNER'S CERTIFICATION

An application may be filed only by all of the owner(s) of the property or by a person authorized by the property owner(s).

I/We, _____, hereby certify, under penalty of perjury, that I am the property owner(s) or am authorized by the property owner(s) to submit this application. I/we further certify that this application has been prepared in compliance with the requirements of the Goleta Municipal Code and zoning regulations, that the materials are being submitted as a formal application for the requests noted on this application and that the statements and information above referred to are, to the best of my/our knowledge and belief, in all respects true and correct.

If a deposit is submitted, a Financially Responsible Party (FRP) must be designated and sign the Agreement to Pay. The FRP is responsible for all billings and will receive all refunds.				
PROPERTY OWNER INFORMATION (Required)			<input type="checkbox"/> Financially Responsible Party	
PROPERTY OWNER NAME			CONTACT PERSON <input type="checkbox"/> Check if same	
MAILING ADDRESS			PHONE	
CITY	STATE	ZIP	EMAIL	
NAME	SIGNATURE (must be provided)		DATE	
<input type="checkbox"/> AGENT <input type="checkbox"/> ARCHITECT <input type="checkbox"/> ENGINEER (Must Check one)			<input type="checkbox"/> Financially Responsible Party	
COMPANY NAME			CONTACT PERSON	
MAILING ADDRESS			PHONE	
CITY	STATE	ZIP	EMAIL	

NAME		SIGNATURE		DATE
OTHER INTERESTED PARTY			<input type="checkbox"/> Financially Responsible Party	
DESCRIPTION OF INTERESTED PARTY				
COMPANY NAME			CONTACT PERSON	
MAILING ADDRESS			PHONE	
CITY	STATE	ZIP	EMAIL	
NAME		SIGNATURE		DATE
ALTERNATE BILLING ADDRESS (if needed for FRP)				
MAILING ADDRESS			ATTENTION NAME (Care of FRP)	
CITY	STATE	ZIP	AP Email	

PART D

AGREEMENT TO PAY (Only to be signed for Deposit Cases)

As an authorized representative of the Financially Responsible Party (FRP), I hereby consent, by

my signature below, that I understand the following and agree to pay all costs:

The service of processing an application for development of property in the City of Goleta is of primary benefit to the applicant. The cost of processing an application is charged according to the hours spent by staff in reviewing and analyzing the project, including, but not limited to checking plans, writing staff reports, preparing environmental analyses, notifying and responding to the public and attending public hearings. The applicant receiving the benefit from the service shall pay the cost of these services.

Total costs vary according to the size of the project and the complexity of the issues involved. The Hourly Rates for staff time and Administrative Surcharges will be charged in accordance with the most recent City of Goleta User Fee Schedule and City Policy. Current rates are as follows:

City of Goleta Staff Rates	
\$155.00/hour – Planning & Environmental Review	\$128.00/hour – Assistant City Attorney
\$135.00/hour – Public Works	Fully Burdened Rate - all other departments
Vendor Rates	
Project specific expenditures such as contract legal services, contract planners, biologist, archeologists, etc. will be billed at cost. In addition, a 15% administrative surcharge will be applied on top of all invoices.	
City Administrative Supplies	
City administrative supplies and other costs, such as postage for mailing, public notices, advertising, etc. will be billed "at cost" and are therefore excluded from the hourly staff rates and the administrative surcharge	

A Detail Listing Financial Report may be provided upon request and further explained by the case manager.

