



SUBMITTAL CHECKLIST Planning Zoning Clearance Effectuating Permit (Post Discretionary) for AB 2234 Housing Projects

Planning and Environmental Review
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Note: The Zoning Clearance Effectuating Permit is required to effectuate discretionary approvals and Director Actions.

All plans, reports, and submittal materials must be prepared by qualified, licensed professionals in their respective fields and submitted to the City in electronic scalable format. All required stamps and signatures must be provided on all documents. Please contact Planning staff at the above phone number or email address for directions on how to submit the below listed application materials electronically.

Items REQUIRED:

1. The completed Planning Permit Application with all required signatures in each Part.
2. An electronic copy of approved plans from the primary project that use the NAVD 1988 datum.
3. A completed Eligibility Declaration for Processing a Post-entitlement Phase Permit
4. A copy of the applicant prepared condition compliance matrix with any necessary supporting plans, agreements, and documents to demonstrate compliance with the conditions of approval/ mitigation measures required to be completed at the Zoning Clearance/prior to the issuance of Building Permits.
5. An electronic copy of the Public Improvement Plans signed and stamped by project engineer (if required). Please refer to Public Works Public Improvement Plan checklist for the list of required items to be provided and/or shown on the plans.
6. An electronic copy of the Grading Plan signed and stamped by project engineer (if required). Please refer to Public Works Public Improvement Plan checklist for the list of required items to be provided and/or shown on the plans.

7. A copy of Conditions of Approval and Mitigation Monitoring and Reporting Plan (MMRP) (if applicable), signed by Permittee.
8. Electronic copies of the final stormwater plan, the final hydrology/drainage plan, and final grading plans signed and stamped by the project engineer with any applicable back up materials for review by Public Works (if required). Please refer to the applicable Public Works checklist for the list of required items to be provided and/or shown on the plans.
9. An electronic copy of the DRB approved Final Design Review level set of architectural, site plan, landscaping, and lighting plans.
10. Completed drafts of all required agreements, plans, and/or covenants such as Stormwater Operation and Maintenance, Landscaping, Affordable Housing Covenant, Inclusionary Housing Plan, Affordable Housing Marketing Plan, Affordable Housing Tenant Selection Plan, Construction Monitoring, Beneficial Project Fee waiver etc. with the required information provided as stated in the applicable conditions of approval.
11. An electronic copy of the recorded associated Subdivision Map if applicable.
12. Applicable Development Review fees.