



SUBMITTAL CHECKLIST FOR Conditional Use Permit – New/ Amended/Revised (CUP)

Planning and Environmental Review
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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 of ALL Applications:

1. A completed Planning Permit Application with all required signatures in all Parts.
2. An electronic set of plans using the NAVD 1988 datum, including the following:
 - a) site plan (must show existing site drainage)
 - b) proposed conceptual grading and drainage associated with the project
 - c) complete sets of floor plans and elevation drawings for each building/structure. Drawings include must be for all four elevations of each building/structure.
 - d) preliminary landscape plan that provides sufficient information and has been designed to complies with the adopted Water Efficiency Landscape requirements (refer to Ordinance 16-04)
 - e) conceptual utility equipment screening plan or program

(Note: A paper set of plans may be required prior to scheduling the matter for hearing)

3. A digital sample board showing proposed colors and materials for any exterior changes and/or new construction. If a physical sample board is required, then staff will provide directions regarding the size.
4. A Preliminary Title Report prepared within the past 90 days for all parcels.
5. An Environmental Questionnaire.
6. A Preliminary Water Service Determination Letter (or equivalent) from the Goleta Water District, and either Goleta Sanitary District or Goleta West Sanitary District.

7. A Stormwater Control Plan (this will not be required if no additional square footage is proposed, or site changes are proposed).
8. A Traffic Impact and Parking Demand Study. The Traffic Study needs to include both Vehicle Miles Traveled and LOS analysis for the project.
9. An Archaeological Assessment. Please refer to Chapter 17.43 of the GMC to determine what level of assessment will need to be provided (i.e., Preliminary Architectural Assessment, Phase 1, or Extended Phase 1). (This will not be required if no ground disturbance is proposed.)
10. Written project description of the intended use, including but not limited to, hours of operation, number of employees, and nature of business/business operation, etc.
11. A Biological Survey/Study (this will not be required if the area of development is located more than 300' away from an Environmental Sensitive Habitat Area measured to the edge of riparian canopy or is needed based on the context of the site).
12. Written Justification Statement from applicant detailing how proposal meets the findings of Sections 17.052.070 and 17.57.050 of the Goleta Municipal Code.
13. Applicable City Development Review fees.
14. Applicable fees for Fire Department review (make separate check payable to Santa Barbara County Fire Department)

ADDITIONAL SUBMITTAL ITEMS IF NEEDED

Additional information or special studies may be required with your application. The need for additional information will be determined by your case planner after review of your request. Additional copies of some documents may be requested during processing. Typical items include but are limited to:

- Cross-sections or line-of-sight drawings. When requested, cross sections could be over public/private roads, retaining walls, buildings, on site grades etc. as determined by the City.
- A Paleontological Report.
- A Historical Resources Report.
- A Noise Study.
- An Arborist Report for the site.

- A Fiscal/Economic Impact Analysis Report.
- A Lighting Plan.
- A Hazard Assessment Report.
- A Geotechnical Report.
- A Hydrology Study/Stormwater Control Plan. Study/plan will need to provide information regarding the existing condition and the proposed plan after construction.
- Any additional information determined necessary.