



SUBMITTAL CHECKLIST FOR Emergency Permit (EMP)

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.

An application for an Emergency Permit must be submitted during regular business hours to the Director in person, if time allows, or by facsimile, electronic mail, or telephone if time does not allow.

Items REQUIRED of ALL Applications, to be submitted at the time of the emergency or within three days after the emergency:

1. A completed Planning Permit Application with all required signatures in each of the Parts.
2. An Emergency/Project Description (see page 2 of this checklist)
3. Written Justification Statement from applicant detailing how proposal meets the findings of Section 17.64.030 (D) of the Goleta Municipal Code.
4. Applicable City Development Review fees.
5. Applicable fees for Fire Department review (make separate check payable to Santa Barbara County Fire Department).

Note: Additional information or special studies may be required with your application. The need for additional information will be determined by the Director or your case planner after review of your request. Additional copies of some documents may be requested during processing.

EMERGENCY PERMIT PROJECT DESCRIPTION:

The following information is to be provided in accordance with Section 17.64.030 of the Goleta Municipal Code (if additional space is needed, please attach additional pages):

a) Existing use(s) of the property/properties: _____

b) Nature of the emergency: _____

c) Cause of the emergency insofar as it can be established: _____

d) Location of the emergency, including address(es) and APN(s):

e) The remedial, protective, or preventive work required to deal with the emergency (including but not limited to hours of operation, number of employees, etc.):

f) The circumstances during the emergency that justify the action proposed to be taken, including the probable consequences of failing to act:

g) The identities of other public agencies alerted to the emergency:

h) The access routes to the emergency site(s):

i) The identities of, and means of contact with, the individual(s) directing the emergency action:

j) Disclosure of whether or not the applicant has made any prior or concurrent request to the California Coastal Commission for an emergency waiver of permit requirements pursuant to Public Resources Code, Section 30611:

k) Any other information about which the Planning Director should be made aware when evaluating the application:
