



## SUBMITTAL CHECKLIST FOR Modifications (MOD)

(pursuant to Chapter 17.62)

Planning and Environmental Review  
130 Cremona Drive, Suite B, Goleta, CA 93117  
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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 **Modification** Applications:

1. A completed Planning Permit Application with all required signatures provided in each Part.
2. A set of plans using the NAVD 1988 datum, including the following:
  - a) site plan (must show existing site drainage and refer to Guidelines for Site Plans).
  - 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, as applicable.
  - d) preliminary landscape plan that is designed and provides sufficient information to complies with the adopted Water Efficiency Landscape requirements (refer to Ordinance 16-04), as applicable.
  - e) conceptual utility equipment screening plan or program, as applicable.

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

3. 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.
4. Written Justification Statement from applicant explaining reason for request and how proposal meets the findings of Sec. 17.62.040 (General Modifications) and Section 17.62.020 (B) (3) for Special Modifications.
5. 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.)

6. 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).
  7. Applicable City Development Review fees.
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#### 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
- 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.