



SUBMITTAL CHECKLIST FOR Temporary Use Permits Inland

Planning and Environmental Review
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Note: Temporary uses or structures that are proposed within the Coastal Zone of the City are subject to a Coastal Development Permit.

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 Inland Applications:

1. A completed Planning Permit Application with all required signatures in each Part.
2. An electronic set of plans using the NAVD 1988 datum, including the following:
 - a) Site plan (must show layout of all aspects of the temporary event including pedestrian and vehicular access, location of trash receptacles, location of musical venues, location of food areas, temporary restrooms etc. and existing site drainage).
 - b) Complete sets of floor plans (if temporary use is proposed within a building) for each building/structure.
3. A Preliminary Title Report prepared within the past 90 days for all parcels.
4. Written project description of the temporary use, including but not limited to as appropriate based on the nature of the temporary use: hours of operation including set up and clean up periods; date, time, and duration of the event; vehicular ingress and egress and parking plan (as shown on the site plan as appropriate); trash/debris/waste disposal plan (also shown on the site plan; estimated number of staff and participants; contact information for the person responsible during the event; plan for the use of lighting if an evening event (also to be shown on the site plan); identification of noise generating uses and locations (i.e. amplified music) (also to be shown on the site plan); and purpose nature of the event etc.

5. Written Justification Statement from applicant detailing how proposal meets the findings of Section 17.56.040 of the Goleta Municipal Code.
6. Applicable City Development Review fees. (Refer to the Fee Schedule)
7. 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:

- A copy of a Traffic Impact and Parking Demand Study.
- A Noise Study.
- An Arborist Report for the site.
- A Biological Survey/Study if the location of the event is located within 300' of an Environmental Sensitive Habitat Area measured to the edge of riparian canopy or is needed based on the context of the site.
- A Lighting Plan.
- Any other information deemed to be necessary.