



SUBMITTAL CHECKLIST FOR DESIGN REVIEW BOARD (DRB)

Planning and Environmental Review
130 Cremona Drive, Suite B, Goleta, CA 93117
Phone: (805) 961-7543 Fax: (805) 961-7551

All plans and reports submitted must be prepared by qualified, licensed professionals in their respective fields. All required stamps and signatures must be provided on all documents.

Items REQUIRED of **ALL** Applications:

1. One (1) copy of the Planning Permit Application with all required signatures including on the agreement to pay portion(s) and the noticing provisions (See Parts C-F on the application form).
2. Three (3) full size (24" X 36") sets 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 (as applicable)
 - c) Complete sets of floor plans and elevation drawings for each building/structure. Drawings include must be for all four elevations of each building/structures (as applicable)
 - d) Preliminary landscape plan that complies with the adopted Water Efficiency Landscape requirements (refer to Ordinance 16-04) and based on the requirements of Chapter 17.34 of the Goleta Municipal Code (as applicable).
 - e) Lighting plan based on the requirements of Chapter 17.35 of the Goleta Municipal Code (as applicable)

(Note: Additional sets either full sized or reduced will be required prior to DRB hearing. Additional sets for the SCD may be needed.)

3. One (1) copy of above exhibits reduced to 11" x 17".
4. One (1) electronic copy of all submittal materials (plans and all submitted reports) provided on a CD-ROM, flash drive, or emailed PDF.
5. One (1) sample board no larger than an 8 1/2" x 14" size showing proposed colors and materials for any exterior changes and/or new construction.

6. One (1) written copy of a Preliminary Title Report prepared within the past 90 days for all parcels.
7. One (1) copy of Preliminary Water Service Determination Letter (or equivalent) from the Goleta Water District, and either Goleta Sanitary District or Goleta West Sanitary District (as applicable).
8. Two (2) written copies and one electronic copy of a Stormwater Control Plan (this will not be required if no additional square footage is proposed or site changes are proposed).
9. 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.
10. For DRB Preliminary Review requests, written Justification Statement from the applicant detailing how the proposal meets the findings of Section 17.58.080 of the Goleta Municipal Code.
11. One (1) set of photographs of site are required. Photographs are to capture all development onsite. Photographs are to provide a streetscape showing the subject property and adjacent properties. For second story projects, photographs shall be taken from the approximate location where an addition, window, deck, balcony, etc. is proposed. Photographs should be no smaller than 3"x 5" and mounted on cardstock not to exceed 8.5"x11". A diagram identifying the location and direction of all photographs shall be provided. A text description of each photograph shall be provided.
12. Applicable fees. (Refer to the Fee Schedule)

OPTIONAL SUBMITTAL ITEMS.

- Two (2) written copies of a Geotechnical Report for the site (this will not be required if no additional square footage or site changes are proposed).
- Two (2) written copies of a Hydrology Study providing information regarding the existing condition and the proposed plan after construction (this will not be required if no additional square footage or site changes are proposed).
- Two (2) copies of a Biological Report (as needed based on Section 17.30 after completion Initial Assessment completed by PER staff).
- Two (2) copies of a Hazard Report (as needed based on Section 17.32 after completion Initial Assessment completed by PER staff).

Additional Submittal information:

Note: Plans must be individually folded by the applicant. 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 and will be required for public hearings.