



SUBMITTAL CHECKLIST FOR Land Use Permits (LUP)

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) (Refer to Parts C – F on the application form.)
2. Two (2) full size (24" X 36") sets of plans using the NAVD 1988 datum, including the following:
 - site plan (Pools/spaces, accessory structures, and patio covers only require a Site Plan)
 - proposed conceptual grading and drainage associated with the project (as applicable)
 - complete sets of floor plans and elevation drawings for each building/structure. Drawings must include both existing and proposed elevations for all four sides of each building/structure
 - preliminary landscape plan that provides sufficient information and has been designed to comply with the adopted Water Efficiency Landscape requirements (refer to Ordinance 16-04) (as applicable)
 - conceptual utility equipment screening plan or program (as applicable)

(Note: Additional sets either full sized or reduced will be required prior to scheduling the matter for hearing if appealed)

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) copy of Covenants, Conditions, and Restrictions (C,C & Rs). (as applicable)
6. 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.

- 7. One (1) written copy of a Preliminary Title Report prepared within the past 90 days for all parcels. (required only for added square footage)
- 8. 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 all second story projects, photographs shall be taken from the approximate location a window, deck, balcony, etcetera is proposed. Photographs should be no smaller than 3" x 5" and mounted on cardstock not to exceed 8.5" x 11". A diagram identifying the location and direction of all photographs shall be provided. A text description of each photograph shall be provided.
- 9. Written Justification from the application outlining how the project meets the findings of Sections 17.52.70.



Additional Submittal requirements (if needed):

_____ 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).



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.