



SUBMITTAL CHECKLIST FOR Land Use Permit/Temporary Land Use Permit (LUP) Coastal Development Permit with Hearing (CDP-H) Substantial Conformity Determination (SCD) with Design Review Board (DRB)

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

Items REQUIRED of Applications for review by the Design Review Board and all Multiple Family, Commercial or Industrial projects, and new Single Family Homes:

- ___ 1 copy of the Planning Permit Application with all required signatures.
- ___ 3 sets of plans, including the following:
 - site plan
 - conceptual grading and improvement plans (as applicable)
 - full floor plans and elevation drawings
 - roof plans
 - landscape plans (as applicable)(**note:** additional sets will be required prior to scheduling matter for hearing)
- ___ 1 copy of above exhibits reduced to 11"x 17".
- ___ 1 sample board no larger than an 8 1/2" x 14" size showing proposed colors and materials.
- ___ 1 copy of above exhibits on CD-ROM or emailed PDF (*optional, but recommended*).
- ___ 1 copy of any Covenants, Conditions and Restrictions (C C & Rs).
- ___ 1 copy of easement descriptions for all easements onsite (these may be found on the property's Title Report), prepared within the last 6 months.
- ___ 1 hard copy and one electronic copy of a Stormwater Control Plan.
- ___ 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"x11". A diagram identifying the location and direction of all photographs shall be provided. A text description of each photograph shall be provided.
- ___ Mailed Noticing Packet (*see Guidelines for Mailed Noticing Packet*).
- ___ 1 sample board, no larger than 8.5" x 14", showing proposed colors and materials.
(*For DRB applications only*)
- ___ Applicable fees.

Note: Plans must be individually folded by the applicant to a maximum 8 1/2" x 11" size. 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.



**SUBMITTAL CHECKLIST FOR
Land Use Permit/Temporary Land Use Permit (LUP)
Coastal Development Permit (CDP)
Substantial Conformity Determination (SCD)**

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

Items REQUIRED of Applications for single family residential projects, exempt from Design Review Board:

- ___ 1 copy of the Planning Permit Application with all required signatures.
- ___ 2 sets of plans, including the following:
 - site plan
 - conceptual grading and improvement plans (as applicable)
 - full floor plans and elevation drawings
 - roof plans
- ___ 1 complete set of above drawings reduced to 11" x 17".
- ___ 1 copy of above exhibits on CD-ROM or emailed PDF (*optional but recommended*).
- ___ 1 copy of any Covenants, Conditions and Restrictions (C C & Rs).
- ___ 1 hard copy and one electronic copy of a Stormwater Control Plan.
- ___ 1 copy of easement descriptions for all easements onsite (these may be found on the property's Title Report), prepared within the last 6 months.
- ___ 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"x11". A diagram identifying the location and direction of all photographs shall be provided. A text description of each photograph shall be provided.
- ___ (*Coastal Zone only*) Mailed Noticing Packet (see *Guidelines for Mailed Noticing Packet*).
- ___ Applicable fees.

Note: Plans must be individually folded by the applicant to a maximum 8 1/2" x 11" size. Additional information or special studies may be required with your application. The need for further 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.