



SUBMITTAL CHECKLIST FOR Lot Line Adjustment (LLA)

Planning and Environmental Services
130 Cremona Drive, Suite B, Goleta, CA 93117
Phone: (805) 961-7500 Fax: (805) 961-7551

Items REQUIRED of ALL Applications:

- ___ 1 copy of the Planning Permit Application.
- ___ 2 copies of a Preliminary Title Report prepared within the past 60 days for all parcels.
- ___ 14 copies of a site plan showing: (a) existing lot lines; (b) proposed lot lines; (c) location of all structures on all parcels; and (d) distances between buildings and proposed lot lines.
- ___ 1 copy of above exhibits reduced to 11" x 17".
- ___ 2 copies of Owner's Certificates (originals, signed and notarized) for each property owner and holder of record title interest.
- ___ 2 copies of proposed Grant Deed.
- ___ 2 copies of proposed Partial Reconveyance.
- ___ 2 copies of proposed Modified Deed of Trust.
- ___ 2 copies of Certificate of Conformity & Clerk of the Board's Statement.
- ___ 2 copies of Notice document (if applicable).
- ___ 2 copies of modified Deed of Trust for merged parcel.
- ___ 2 copies of proposed Legal Description of merged parcel (Parcel A, Parcel B...).
- ___ 2 copies of proposed Plot Map of merged parcel (Exhibit Sketch) (11" x 17").
- ___ Applicable fees.
- ___ Applicable review fees for Fire Department review
(*make separate check payable to Santa Barbara County Fire Department*)
- ___ Agreement for Payment of Processing Fees and Consultant Costs for Major Projects (*signed*).

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. Their need will be determined by your case planner after review of your request. Additional copies of some documents will be required for public hearings.



GUIDELINES FOR THE PREPARATION OF SITE PLANS

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The following items shall be shown on all site plans, as applicable:

1. **SCALE** - The scale may not be less than 1 inch equals 20 feet. All site plans will be prepared using an engineer scale.
2. **LEGEND** - The legend must include the scale used and a description of all symbols used on the plan.
3. **TITLE BLOCK** - The Title Block shall be located in the lower right-hand corner and include: the name and phone number of applicant; address of project; name, address, and phone number of person preparing plan; and date of latest revision.
4. **VICINITY MAP** - A vicinity map at a scale of 1 inch equals 500 feet depicting the existing major street pattern, major watercourses, and flood control channels within ½ mile of the exterior boundaries of the site.
5. **DESIGNATIONS** – General Plan and Zoning designations for the subject parcel and all abutting parcels.
6. **PROPERTY BOUNDARIES** – Existing and proposed lot lines, dimensions, and acreages including easements.
7. **TOPOGRAPHY** – (Provide when grading or excavation will be required.) Existing and proposed contours at 2 foot intervals if the existing ground slopes is less than 10 percent and at not less than 5 foot intervals for existing ground slopes greater than or equal to 10 percent; spot elevations as needed to indicate slope. Existing contours shall be represented by dashed lines or by screened lines. Indicate the proposed tops and toes of manufactured slopes, including daylight lines. Delineate and label all natural slopes which equal or exceed a 20 percent gradient or more. Estimated quantities of cut and fill material (in cubic yards). Show existing and proposed building pad elevations, including adjacent grades within 100 feet of project boundary.
8. **TREES** – Location, existing grade, circumference, area of dripline, and species of all existing trees on site.
9. **STRUCTURES** – Location, dimensions, and use of existing and proposed structures. Show open stairways and other projections from building walls, including entrances and exits, and handicap ramps. Label structures as existing or proposed both on the site and within 50 feet of the project boundary.

10. **BUILDING ANALYSIS** – Provide square footage of habitable areas (measured from outside of exterior wall to outside of exterior wall), garage square footage (measured from outside of exterior wall to outside of exterior wall), non-habitable square footage (i.e. decks, balconies, loggias, etc), occupancy, height, type of construction, occupant load, and whether or not building is sprinklered.
11. **DENSITY** – Lot area, percent of building coverage, and area devoted to landscaping. For residential projects, include gross and net unit density calculations. Calculate Floor Area Ratio (FAR) both for existing development and with proposed development. Also, indicate maximum FAR and building coverage allowed, if applicable.
12. **YARDS** – Dimensions between exterior walls of structures and property lines.
13. **REQUIRED SETBACKS** – Indicate and dimension all setbacks required by the zoning ordinance. Provide mathematics verifying averaging when utilized.
14. **STREETS** – Completely dimension cross-sections of existing and proposed right-of-ways, both on-site and within 100 feet of the project boundary, including enriched parkways and all improvements (sidewalks, curbs, gutters, driveways and landscaping). Label centerline of all streets.
15. **PARKING AND CIRCULATION** – Label and dimension all required parking spaces. Completely dimension layout (internal driveways, aisles, parking stalls, loading spaces, pedestrian ways, ingress and egress to buildings, and Path of Travel both on-site and from the public right-of-way) and design elements required for compliance with Title 24, California Code of Regulations, State Building Code.
16. **DRAINAGE FACILITIES** – Location, type, and size (on-site and off-site). Show how project will handle storm water and cross drainage to or from adjacent properties.
17. **SPECIAL FLOOD HAZARD AREAS** – Delineate any such areas as shown on Flood Insurance Rate Maps (FIRMs) affecting the project site.
18. **FENCES AND WALLS** – Location, height, and materials of all garden walls, retaining walls, and fences both on the project site and within 100 feet of the project boundary.
19. **LIGHTING** – Location and size of all exterior lighting standards and devices.
20. **TRASH STORAGE/RECYCLING** – Location of refuse and recycling areas and method of screening.
21. **STORAGE** – Location of outside storage areas and indication of screening method.
22. **UTILITIES** – Location, sizes, and dimensions of underground and above ground utilities and equipment (both on-site and within 100 feet of the project boundary). List name, address, and phone number of all affected utilities.
23. **SIGN LOCATION** – Location of all existing and proposed signs.
24. **EASEMENTS** – Location of all proposed easements and existing easements of record both on-site and within 100 feet of the project boundaries.



GUIDELINES FOR THE PREPARATION OF Certified Property Owner List Affidavit/ Property Owner Map/ Mailing Labels

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Property owner maps and mailing labels shall be provided in the following manner:

PROPERTY OWNER'S MAP

- Obtain the required Santa Barbara County Tax Assessor's parcel maps covering your application and all properties within **500 feet for residential projects** or **1,000 feet for non-residential projects** and prepare the Property Owner's Map.
- Highlight the area of your application by outlining the property lines in color.
- Draw a line that is a minimum distance as required from each edge of the subject property. This radius line must be highlighted in color. (This line may fall on adjoining maps and may be submitted as a separate sheet.)

MAILING LABELS

- Refer to the latest available Santa Barbara County Tax Assessment Roll and **type one (1) set of self-sticking address labels (Avery 8160) and supply an electronic version in Excel table format** with the Assessor Parcel number, name, and address on a mailing label as shown in the examples below for the owner of each parcel whose property (or portion thereof) is included within the highlighted area of the Property Owners Map. (If the mailing address of the property owner doesn't match the address of the parcel, or if a parcel is improved with an apartment complex or individual commercial/industrial/non-residential tenants, also prepare a label for each occupant. Address to occupant with apartment/suite number if applicable). If more than one parcel is owned by the same party, do not duplicate the name/address, however, list all parcel numbers.
- Be sure to include the applicant in the notices. If the applicant has not provided the proper mailing labels for adequate public notice, the project may be continued to another date to ensure proper notification. If you have any questions regarding the preparation of the map, labels, or electronic files, please call the Planning and Environmental Services Department at the number above.

Sample Mailing Labels:

FOR OWNER: APN: 999-999-999 (of property being notified)
John and Jane Doe
1234 Main Street
Encino, CA 91436

FOR OCCUPANT; APN: 999-999-999 (of property being notified)
Occupant
1234 Hollister Avenue
Goleta, CA 93117

CERTIFIED PROPERTY OWNER LIST AFFIDAVIT

I _____ hereby certify that the attached radius maps and property owner lists have been prepared using the latest available Santa Barbara County Assessor rolls, **and if need be, a new property owner list will be provided every nine months**. I further certify that these materials have been prepared in compliance with the requirements of the Goleta Municipal Code and that the information is, to the best of my knowledge and belief, in all respects true and correct.

Signature _____ Name (print) _____

Date _____

AGREEMENT FOR PAYMENT OF PROCESSING FEES AND CONSULTANT COSTS FOR MAJOR PROJECTS

APPLICANT AGREES AS FOLLOWS:

1. APPLICANT has submitted to CITY an application for the:

2. The parties desire by this Agreement to provide for the payment of the reasonable cost of processing APPLICANT'S application for the PROJECT so as to ensure the continued, uninterrupted and efficient processing of said application.

APPLICANT understands and agrees that Government Code §65104 authorizes CITY to charge and collect all processing fees including consultant costs as part of the application fee charged for THE PROJECT and that a signed agreement for payment of all processing fees and consultant costs and an initial deposit submitted to the CITY is a condition precedent to a determination of application completeness under Government Code §65943 and to continued, uninterrupted processing of THE PROJECT.

3. APPLICANT understands and agrees that once an application is determined to be complete, CITY has a mandatory duty under Government Code §65950 to exercise its discretion to approve, conditionally approve, or deny THE PROJECT within statutory time limits, and that it is impracticable for CITY staff to complete processing or present sufficient information to the Planning Commission and/or City Council to enable the Planning Commission and/or City Council to make legally required findings for PROJECT approval, unless costs are paid in full prior to decision.

4. APPLICANT and CITY agree that because of the size, nature or scope of the proposed PROJECT, it is impossible to ascertain the full extent of the costs involved in processing the application and preparing necessary environmental documentation upon initiation of case processing. APPLICANT and CITY further agree that it is in the interest of the parties and the intent of this agreement to: a) permit payment of a deposit of a portion of the estimated case processing fees prior to a determination of application completeness; b) permit subsequent periodic billings and payments as necessary to keep a positive balance on account; and, c) permit subsequent deposits as necessary to fund consultant costs. APPLICANT agrees it will be benefited by retaining greater cash liquidity and will make additional payments upon notification by CITY when they are necessary. CITY agrees it will be benefited through the greater certainty of recovering its full costs to process APPLICANT'S application. CITY further agrees that all fees charged to APPLICANT under this agreement shall comply with Government Code §65104.

5. Therefore, APPLICANT agrees that in consideration of CITY'S waiver of its right to collect full fees prior to a determination of application completeness, APPLICANT shall pay an initial case processing deposit consistent with the effective fee schedule, and if, in the judgment of CITY staff, costs related to processing THE PROJECT may exceed the initial deposit, APPLICANT shall make periodic payments to CITY to reimburse CITY for the processing of the application mentioned above, including appeal costs which exceed the initial appeal fee. In the event APPLICANT'S project is approved, APPLICANT understands and agrees that it shall pay all fees and costs due to the CITY for permit compliance pursuant to permit conditions imposed by the CITY. Such periodic payments

shall be made within 30 days of the billing date. APPLICANT further agrees that failure to pay such accrued costs shall be grounds for suspension of processing. APPLICANT further understands that such delays could result in a recommendation for denial of THE PROJECT in the event that the processing was not complete prior to the time required for a CITY decision pursuant to the Permit Streamlining Act (Government Code §65950 et seq.). In the event construction or operation of THE PROJECT has begun, such non-or delayed payment may be grounds for permit non-compliance or violation.

6. APPLICANT agrees that "consultant costs" includes those reasonably necessary to satisfy CITY's duty to meet the requirements of the California Environmental Quality Act (CEQA) and the CITY CEQA Guidelines resulting in preparation of environmental documents such as Environmental Impact Reports, joint Environmental Impact Reports/Statements, and Negative Declarations. In the event the project is approved, APPLICANT further agrees that "consultant costs" also includes the reasonable cost of any necessary, special studies or programs pursuant to permit project conditions, including any condition requiring participation in the permit compliance program, to assess APPLICANT's compliance with its permit conditions, during both construction and operation where necessary. CITY shall retain and contract necessary services of environmental and technical consultants (hereinafter CONSULTANT), after consultation with APPLICANT, consistent with CITY's normal contracting procedures. APPLICANT further agrees that it shall deposit with CITY 100% of CONSULTANT Base Contract amount plus any funds required for contingency or a lesser amount as agreed by the CITY and the APPLICANT. CITY shall use these funds to meet the projected cost for completion of tasks as contracted with CONSULTANT. APPLICANT agrees that the adequacy of performance of CONSULTANT and the extent of payment to CONSULTANT for its work shall be determined by CITY after consultation with APPLICANT. APPLICANT agrees that all decisions concerning the preparation of contractual documents lies with the CITY through its designated representatives.
7. APPLICANT agrees that it shall provide, prior to CITY's contracting with CONSULTANT for services, deposits identified in paragraph 6 above not later than twenty-one (21) calendar days after receipt of written notice from CITY. APPLICANT agrees that its decision not to provide such deposits, or to delay providing such deposits, shall be grounds for suspension of processing and/or denial of THE PROJECT pursuant to CEQA Guidelines §15109. In the event construction or operation of THE PROJECT has begun, such non- or delayed payment may be deemed to be a permit non-compliance or violation. Within 30 days of completion or termination of CONSULTANT contract, CITY agrees to refund all non-expended funds deposited for CONSULTANT expenses.
8. The parties to this agreement recognize that during the preparation of environmental documents or during completion of special studies and/or compliance efforts, it may become necessary to execute change order provisions in CITY's contract(s) with CONSULTANT(S). If, in the reasonable judgment of CITY, changes in scope of work require more funds than already deposited, APPLICANT agrees to deposit these funds with CITY not later than twenty-one (21) calendar days after receipt of written notice from CITY. The need for a change order in CITY's contract(s) with CONSULTANT shall be determined by CITY after consultation with APPLICANT.
9. CITY shall maintain true, correct and complete sets of records in connection with case processing costs, contracted work, and all transactions related thereto, for a period of not less than three (3) years after completion of case processing work or termination of the contract(s). APPLICANT may audit CITY's records for case processing fees and charges

for a period not to exceed the three (3) year period identified above. APPLICANT shall provide a written request prior to conducting such review or audit, and shall have the right to conduct no more than one audit per year without written consent by CITY. Any audit and review conducted pursuant to this paragraph will be conducted by APPLICANT's auditors at APPLICANT's expense, or at CITY's option and expense, by a mutually acceptable third-party accounting firm. If a contract for CONSULTANT work is executed, CITY shall require that CONSULTANT maintain its records and make such records available for audit in compliance with this paragraph.

10. APPLICANT shall have the right to review monthly or periodic case processing and CONSULTANT costs as billed to APPLICANT. If, in the opinion of APPLICANT, there are expenditures being made outside the scope of case processing tasks or CONSULTANT contract(s), APPLICANT shall reimburse CITY for these expenses in question but may request in writing that CITY evaluate the issues involved as identified by APPLICANT. CITY shall conduct such evaluations within a reasonable time and, if necessary, halt any work outside the scope of case processing tasks or CONSULTANT contract(s). The Director of Planning and Development shall review the matter should CITY staff and APPLICANT not reach agreement. APPLICANT agrees that nothing herein shall be construed as relieving APPLICANT of its responsibility to reimburse CITY pursuant to this agreement.
11. Within four (4) months of termination of this agreement, any funds not expended pursuant to this agreement shall be refunded to APPLICANT. APPLICANT agrees that CITY may withhold any and all permits not issued until all case processing or related fees are paid by APPLICANT.

APPLICANT (*Financially Responsible Party*)

Sign: _____

Date: _____