



## SUBMITTAL CHECKLIST FOR Land Use Permit/Temporary Land Use Permit (LUP) Coastal Development Permit (CDP)

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

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

- \_\_\_ 1 copy of the Planning Permit Application.
- \_\_\_ 3 copies of the site plan.
- \_\_\_ 3 copies of a conceptual grading and improvement plans. (As applicable)
- \_\_\_ 3 complete sets of full floor plans and full elevation drawings.
- \_\_\_ 3 copies of roof plans.
- \_\_\_ 1 complete set of above drawings reduced to 11" x 17".
- \_\_\_ 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).
- \_\_\_ 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. 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.



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

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

**Items REQUIRED of Applications for review by the Design Review Board and all Multiple Family, Commercial, Industrial, and Intial Construction of Single Family Homes as part of a subdivision:**

- \_\_\_ 1 copy of the Planning Permit Application.
- \_\_\_ 5 copies of the site plan.
- \_\_\_ 5 copies of a conceptual grading and improvement plans. (As applicable)
- \_\_\_ 5 complete sets of full floor plans and full elevation drawings.
- \_\_\_ 5 copies of roof plans.
- \_\_\_ 5 copies landscape plans. (As applicable)
- \_\_\_ 1 copy of above exhibits reduced to 11"x 17".
- \_\_\_ 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).
- \_\_\_ 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. 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 Mailed Noticing Package – Coastal Zone

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

Mailed notice of public hearings and other procedural steps is required for all projects reviewed by the Design Review Board and all discretionary projects. City staff will mail required notices; however, a Certified Mailed Noticing Package must be submitted by the applicant with the Planning Permit Application, per the specifications below.

The Noticing Package consists of a Noticing Map and a Mailing List:

### NOTICING MAP

- Obtain the required Santa Barbara County Assessor's parcel maps covering your application and all properties within **100 feet and 300 feet** of the project site(s).
- Highlight the project site(s) of your application by outlining the property lines in color.
- Draw a line that is **300 feet** 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.)
- Draw a second line that is **100 feet** from each edge of the subject property.

### MAILING LIST

- Refer to the latest available Santa Barbara County Tax Assessment Roll and **supply, in a Microsoft Excel table format**, a Mailing List with the Assessor Parcel Number, owner name, and address for each parcel whose property (or portion thereof) is included within the 300-foot radius highlighted area of the Noticing Map. Be sure to include the applicant on the Mailing List.
- Also, for each parcel within the 100-foot radius highlighted area, create an entry in the list that says "Occupant" with the parcel address, if the parcel owner does not reside at the parcel address.
- Provide the list on a CD-ROM or email the Noticing Map and Mailing list to Wendy Winkler ([wwinkler@cityofgoleta.org](mailto:wwinkler@cityofgoleta.org)). The subject line should read "Noticing Package for \_\_(project address)\_\_\_".

If the applicant has not provided the proper Noticing Package for adequate public notice, the project may be postponed to ensure proper notification. If you have any questions regarding the preparation of this package, please call the Planning and Environmental Services Department at the number above.

### NOTICING PACKAGE CERTIFICATION

I hereby certify that the attached Noticing Map and Mailing List have been prepared using the latest available Santa Barbara County Tax Assessment rolls, **and if requested by City staff, I will provide a new property owner list every three 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 \_\_\_\_\_



# GUIDELINES FOR THE PREPARATION OF SITE PLANS

Planning and Environmental Services  
130 Cremona Drive, Suite B, Goleta, CA 93117  
Phone: (805) 961-7500 Fax: (805) 685-2635

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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 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. **PROPERTY BOUNDARIES** - Existing and proposed lot lines, dimensions, and acreages including easements.
6. **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.
7. **TREES** - Location, existing grade, circumference, area of dripline, and species of all existing trees on site.
8. **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. Calculate Floor Area Ratio (FAR) both for existing development and with proposed development.
9. **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.

10. **FENCES & WALLS** - Location, height, and materials of all garden and retaining walls and fences both on the project site and within 100 feet of the project boundary.
11. **YARDS** - Dimensions between exterior walls of structures and property lines. Provide mathematics verifying averaging when utilized.
12. **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.
13. **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.
14. **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.
15. **SPECIAL FLOOD HAZARD AREAS** - Delineate any such areas as shown on Flood Insurance Rate Maps (FIRMs) affecting the project site.
16. **LIGHTING** - Location and size of all exterior lighting standards and devices.
17. **TRASH STORAGE/RECYCLING** - Location of refuse and recycling areas and method of screening.
18. **STORAGE** - Location of outside storage areas and indication of screening method.
19. **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, phone number of all affected utilities.
20. **SIGN LOCATION** - Location of all existing and proposed signs.
21. **DENSITY** - Lot area, percent of building coverage, and area devoted to landscaping. For residential projects include gross and net unit density calculations.
22. **EASEMENTS** - Location of all proposed easements and existing easements of record both on-site and within 100 feet of the project boundaries.
23. **ZONING** - Current zoning of subject parcel and all abutting parcels.