



## **SUBMITTAL CHECKLIST FOR Conditional Use Permit – New/ Amended/Revised (CUP)**

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).
2. Six (6) 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
  - 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.
  - d) preliminary landscape plan
  - e) conceptual utility equipment screening plan or program

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

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. Two (2) written copies of a Preliminary Title Report prepared within the past 90 days for all parcels.
7. One (1) written copy of the Environmental Questionnaire.

8. 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.
9. 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).
10. Two (2) written copies of a Geotechnical Report for the site (this will not be required if no additional square footage are site changes are proposed).
11. 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).
12. Two (2) written copies of a Traffic Impact and Parking Demand Study.
13. 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.
14. Written Justification Statement from applicant detailing how proposal meets the findings of Sec. Sec. 35-315.8 (Inland), or Sec. 35-172.8 (Coastal).
15. Applicable fees. (Refer to the Fee Schedule)
16. Applicable fees for Fire Department review (make separate check payable to Santa Barbara County Fire Department)

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Items that MAY BE REQUIRED in addition to the above:  
(Needed information will be determined by the City)

- \_\_\_\_\_ Six (6) copies of cross-sections or line-of-sight drawings. When requested, cross sections could be over public/private roads, retaining walls, buildings, on site grades etc. as determined by the City.
- \_\_\_\_\_ Two (2) copies of a Phase I/ Extended Phase 1 Archaeological Report.
- \_\_\_\_\_ Two (2) copies of a Biological Report.
- \_\_\_\_\_ Two (2) copies of a Paleontological Report.
- \_\_\_\_\_ Two (2) copies of a Historical Resources Report.
- \_\_\_\_\_ Two (2) copies of a Noise Study.

- \_\_\_\_\_ Two (2) copies of an Arborist Report for the site.
- \_\_\_\_\_ Two (2) copies of a Fiscal Impact Analysis Report.
- \_\_\_\_\_ Two (2) copies of a Lighting Plan.
- \_\_\_\_\_ Two (2) copies of a Geology Report.

Additional Submittal information:

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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.