



COMPLETENESS CRITERIA

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

Please be aware that an application completeness determination means only that sufficient information has been provided to the City to perform environmental analysis and analysis of applicable policy and regulations. Completeness review is not a detailed technical review or determination of consistency with applicable policy and regulations and it does not preclude additional clarifying information being requested as issues arise during the review of the project.

COMPLETENESS CRITERIA APPLICABLE TO DEVELOPMENT PLANS, CONDITIONAL USE PERMITS (CUPs), VESTING MAPS, TENTATIVE MAPS, LOT LINE ADJUSTMENTS, MERGERS, AND CERTIFICATES OF COMPLIANCE

SUBMITTAL REQUIREMENT* (REQUIRED ITEMS)	OBJECTIVE COMPLETENESS CRITERIA
Planning Permit Application	<ul style="list-style-type: none"> ✓ Name and Contact Information of Property Owner ✓ Name and Contact Information of Agent ✓ Name and Contact Information of Applicant (if different) ✓ Completion of Property Owner's Certification ✓ Name, Contact Information and Signatures of Responsible Financial Party/ Completeness of Agreement to Pay ✓ Property Address ✓ Year Built (if applicable) ✓ Assessor Parcel Number(s) ✓ Parcel Size in Acres and Square Feet ✓ Lot and Tract Number (if applicable). If not applicable, provide metes and bounds description ✓ Provide Copy of CC&R if applicable

Project Description (Development Plan and CUP only)	<ul style="list-style-type: none"> ✓ Provided responses to the questions regarding CC&Rs ✓ Existing General Plan Designation ✓ Proposed General Plan Designation ✓ Existing Zoning Designation ✓ Proposed Zoning Designation ✓ Description in detail of existing land use occurring on the site ✓ Description in detail regarding existing on-site development ✓ Description of proposed uses in detail ✓ Description of proposed improvements/structures in detail
Justification Statement (Development Plan and CUP only)	<ul style="list-style-type: none"> ✓ 1 copy of written description of the intended use, including but not limited to hours of operation, number of required and provided parking spaces, number of employees, and nature of business/business operation, etc. <ul style="list-style-type: none"> ✓ 1 copy of written statement from the applicant detailing how the proposal meets the applicable findings associated with the requested project. Please refer to the following Zoning Code Sections based on the application type: <ul style="list-style-type: none"> ✓ DP (Inland): Section 35-317.10 (2) ✓ DP (Coastal): Section 35-174.10 (2) ✓ CUP (Inland): Section 35-315.8 ✓ CUP Coastal): Section 35-172.8
City Application Fee	<ul style="list-style-type: none"> ✓ Payment of applicable fees
Santa Barbara County Fire Department Review Fee	<ul style="list-style-type: none"> ✓ Submit a separate check made payable to Santa Barbara County Fire Department (SBCOFD) in the appropriate amount. The applicant is responsible for contacting SBCOFD to ascertain the amount.
Sample Board (Development Plan and CUP only)	<ul style="list-style-type: none"> ✓ No larger than 8 ½" X 14" in size ✓ Provides samples of proposed colors and materials with manufacturer's specifications (e.g., name and code number, etc.)
Plans	<ul style="list-style-type: none"> ✓ Provision of 6 full-sized sets ✓ Plan size of 24" X 36" ✓ Use of NAVD 1988 datum

(Development and CUP Only)

- ✓ Prepared by qualified and licensed professionals in respective field, with all required stamps and signatures on all documents
- ✓ The following is applicable for Development Plans and Conditional Use Permits:
 - Site Plan - denotes existing site drainage and provides all of the information listed in Guidelines for Preparation for Site Plans dated 5/28/15
 - Conceptual grading and drainage plan for the project is provided, which shows the flow patterns for project site and adjacent areas
 - Complete set of floor plans and elevations drawings for each building and structure. Drawings must include all four elevations of each building/structure
 - Preliminary landscape plan
 - Conceptual utility equipment screening plan or program

Plans
(Applicable to Tentative Maps, Vesting Tentative Maps,)

- ✓ Provision of 6 full-sized sets
- ✓ Plan size of 24" X 36"
- ✓ Use of NAVD 1988 datum
- ✓ Prepared by qualified and licensed professional in respective field with all required stamps and signatures provided on all documents
- ✓ Provide all of the information listed in Goleta Municipal Code §§ 16.020.10, 16.020.020, and 16.020.050 and Subdivision Map
- ✓ Vesting Maps must have the words "VESTING TENTATIVE MAP" conspicuously printed on each sheet

Plans
(Applicable to Lot Line Adjustments, Mergers, and Certificates of Compliance)

- ✓ Provision of six sets (24" X 36") of maps and exhibits that show current and proposed lots with metes and bounds information

Preliminary Landscape Plans for common areas and public ROW areas

- ✓ Provision of 6 full-sized sets
- ✓ Plan size of 24" X 36"

(Applicable to Tentative Maps, Vesting Tentative Maps, Lot Line Adjustments, Mergers, Certificate of Compliance)	<ul style="list-style-type: none"> ✓ Prepared by qualified and licensed professional in respective field with all required stamps and signatures provided on all documents ✓ Landscape plan encompasses common areas and public ROW areas ✓ Landscape and Irrigation designed to be compliant with the City's Water Efficient Landscape Ordinance (Ordinance 16-04)
Reduced Size Plans	<ul style="list-style-type: none"> ✓ Provide two set of all plans and exhibits reduced to 11" X17" size
Electronic Copy	<ul style="list-style-type: none"> ✓ Provide one copy of CD-ROM, Flash Drive or emailed PDF of all submittal materials (i.e., plans, sample boards, and reports, etc.)
Preliminary Title Report	<ul style="list-style-type: none"> ✓ Two copies ✓ Prepared with 90 days of submittal for all parcels ✓ Copies of the recorded documents, if requested by the City, which may occur during completeness review (see Optional submittal materials below)
Environmental Questionnaire	<ul style="list-style-type: none"> ✓ Provide an answer to each question within the Environmental Questionnaire
Goleta Water District	<ul style="list-style-type: none"> ✓ Provide a copy of Preliminary Water Service Determination Letter (or equivalent)
Goleta Sanitary District/Goleta West Sanitary District	<ul style="list-style-type: none"> ✓ Provide a Copy of Service Determination Letter (or equivalent)
Preliminary Storm Water Control and Water Quality Plan	<ul style="list-style-type: none"> ✓ Provide three written copies and one electronic copy ✓ Prepared by qualified and licensed professional in respective field with all required stamps and signatures provided on all documents ✓ All drainage facilities on site and off site shall be designed by a registered civil engineer and designed based upon hydrologic and hydraulic studies and calculations to be submitted for review and approval by the Director of Public Works. The system shall be designed in accordance with the most current Engineering Design Standard of Santa Barbara County.

Preliminary
Soils/Geotechnical
Report
(this will not be required
if no additional square
footage is proposed)

- ✓ Show all storm drain facilities within the project limits
- ✓ All water quality requirements for the National Pollutant Discharge Elimination System (NPDES) storm water program shall be compliant with the latest regulations and guidance documents. Permits and guidance documents include but are not limited to State Water Resources Control Board Order No. 2003-0005-DWQ (Phase II Municipal General Permit) and Order No. 2013-0001-DWQ, Small Municipal Separate Storm Sewer System (MS4). Any proposed site development shall not result in the increase of storm water surface run-off and flow intensity to the adjacent private properties and City right-of-way. No surface runoff will be permitted across sidewalk and driveway approaches.
- ✓ Provide Storm Control Plan based on the City of Goleta Storm Control Management Plan and Santa Barbara County Stormwater Technical Guide. Refer the following link for template:
<https://countyofsb.org/pwd/sbpcw/development/new-and-redevelopment.sbc>
<https://www.cityofgoleta.org/city-hall/public-works/storm-water-management>
- ✓ Provide two written copies and one electronic copy
- ✓ Prepared by qualified and licensed professional in respective field with all required stamps and signatures provided on all documents
- ✓ Report to provide all necessary technical information as warranted based on the project components in accordance with applicable local and State regulations.
- ✓ Geotechnical Report shall contain at least the following:
 - a) The nature and distribution of existing soils.
 - b) Conclusions and recommendations for grading procedures.
 - c) Soil design criteria for any structures or embankments required to accomplish the proposed grading.
 - d) Where necessary, slope stability studies, and recommendations and conclusions regarding site geology.

Preliminary Hydrology Study

- ✓ Provide two written copies and one electronic copy
- ✓ Prepared by a California-licensed civil engineer with all required stamps and signatures provided on all documents
- ✓ Hydrology Study and Flood Management Plan shall be prepared based on the “Standard Conditions of Project Plan Approval” provided by Santa Barbara County Flood Control & Water Conservation District.
- ✓ Address both the Pre & Post Construction conditions for the 2, 5, 10, 25, 50, and 100-year events

Traffic Impact and Parking Demand Study

- ✓ Provide two written copies and one electronic copy
- ✓ Prepared by qualified and licensed professional in respective field with all required stamps and signatures provided on all documents
- ✓ Traffic Report to provide all necessary technical information as warranted based on the project components, including but not limited to:
 - Assumptions
 - Modeling information
 - Project specific impacts based on City Level of Service (LOS) thresholds
 - Cumulative project impacts based on City LOS thresholds
 - Expected overall ADT, AM Peak, and PM peak trips resulting from the project
 - Traffic distribution and impacts on local intersections, and any other intersections as directed by Public Works staff
 - Relationship of identified traffic impacts to General Plan thresholds/policies
 - Vehicle Miles Traveled (VMT) analysis, associated impacts, and proposed mitigations
 - Discussion of safety impacts expected to be generated by the project, relationship to thresholds, associated impacts, and proposed mitigations
 - Discussion of multi-modal/active transportation measures
 - Discussion of multi-modal access and circulation plan, including but not limited to sight distance analysis at driveways

Preliminary Grading Plans
(Applicable to Tentative Maps, Vesting Tentative Maps, Lot Line Adjustments, Mergers, and Certificate of Compliance)

- Provide a conclusion along with mitigations/recommendations to address all identified impacts.

- ✓ Provide three copies and one electronic copy
- ✓ Prepared by qualified and licensed professional in respective field with all required stamps and signatures provided on all documents
- ✓ Plans to provide all necessary technical information as warranted based on the project components in accordance with applicable local and State regulations.
- ✓ Provide Survey Plan that includes Pre-Construction grades and all necessary right-of-way information.
- ✓ Plans shall show Post-Construction grades insufficient detail to identify proposed onsite and offsite grading and flow patterns.
- ✓ Address Santa Barbara County Grading Code Requirements.
- ✓ Provide Erosion and Sediment Control Plan showing all applicable construction BMPs.

**Applicable to all application types unless otherwise noted.*

- *End of Required Submittal Materials* -

SUBMITTAL REQUIREMENT (OPTIONAL ITEMS)	OBJECTIVE COMPLETENESS CRITERIA
Contour Map	<ul style="list-style-type: none"> ✓ Three copies ✓ Prepared by qualified and licensed professional in respective field with all required stamps and signatures provided on all documents ✓ Map to provide all necessary technical information as warranted based on the project components in accordance with applicable local and State regulations. ✓ Contour lines shall be at 1-foot intervals
Recorded Documents within the Title Report	<ul style="list-style-type: none"> ✓ One paper copy and one electronic version of requested documents
Cross Section/Line-of-Sight Drawings	<ul style="list-style-type: none"> ✓ Six copies and one electronic copy ✓ Prepared by qualified and licensed professional in respective field with all required stamps and signatures provided on all documents ✓ Drawings must include public/private roads, retaining walls, buildings, on-site grades, etc., as determined by the City ✓ Line of sight/cross sections must provide all necessary technical information as warranted based on the project components in accordance with applicable local and State regulations.
Phase 1 Archaeological Report/Extended Phase 1 Archaeological Report	<ul style="list-style-type: none"> ✓ Two written copies and one electronic copy ✓ Prepared by qualified and licensed professional in respective field with all required stamps and signatures provided on all documents ✓ Archaeological Report to provide all necessary technical information as warranted based on the project components, including but not limited to: <ul style="list-style-type: none"> ○ Literature search ○ Sacred Lands files search

Biological Report

- Review of archaeological site maps to determine if a recorded cultural resource is located within the project site or whether there is a high potential for its presence onsite based on recorded site distribution patterns or historical accounts.
- Project Description
- Setting (prehistoric, historic, and existing)
- Previous Research
- Extended Phase 1 investigation methods, soil stratigraphy, and results
- Summary
- Evaluation of potential impacts
- Recommendations/mitigations
- References
- Trench/Shovel Test Pit results
- Maps and Exhibits as needed

- ✓ Two copies and one electronic copy
- ✓ Prepared by qualified and licensed professional in respective field with all required stamps and signatures provided on all documents
- ✓ Report to provide all necessary technical information as warranted based on the project components, site context, and resources present on site and adjacent to the site in accordance with applicable local and State regulations.

Paleontological Report

- ✓ Two copies and one electronic copy
- ✓ Prepared by qualified and licensed professional in respective field with all required stamps and signatures provided on all documents
- ✓ Report to provide all necessary technical information as warranted based on the project components, site context, and resources present on site and adjacent to the site in accordance with applicable local and State regulations.

Noise Study	<ul style="list-style-type: none"> ✓ Two copies and one electronic copy ✓ Prepared by qualified and licensed professional in respective field with all required stamps and signatures provided on all documents ✓ Report to provide all necessary technical information as warranted based on the project components, site context, and resources present on site and adjacent to the site in accordance with applicable local and State regulations.
Arborist Report	<ul style="list-style-type: none"> ✓ Two copies and one electronic copy ✓ Prepared by qualified and licensed professional in respective field with all required stamps and signatures provided on all documents ✓ Report to provide all necessary technical information as warranted based on the project components, site context, and resources present on site and adjacent to the site in accordance with applicable local and State regulations.
Fiscal Impact Analysis Report	<ul style="list-style-type: none"> ✓ Two copies and one electronic copy ✓ Prepared by qualified and licensed professional in respective field with all required stamps and signatures provided on all documents ✓ Report to provide all necessary technical information as warranted based on the project components, site context, etc., in accordance with applicable local and State regulations.
Lighting Plan	<ul style="list-style-type: none"> ✓ Two copies and one electronic copy ✓ Prepared by qualified and licensed professional in respective field with all required stamps and signatures provided on all documents. ✓ Plan to provide all necessary technical information as warranted based on the project components, site context, and resources present on site and adjacent to

Historical Resources Report	the site in accordance with applicable local regulations.
Geologic Report	<ul style="list-style-type: none"> ✓ Two copies and one electronic copy ✓ Prepared by qualified and licensed professional in respective field with all required stamps and signatures provided on all documents ✓ Report to provide all necessary technical information as warranted based on the project components, site context, and resources present on site and adjacent to the site in accordance with applicable local and State regulations.

- *End of Optional Submittal Materials* -