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) and the noticing provisions (See Parts C- E on the application form).


3. Six (6) full size (24” X 36”) sets of a preliminary landscape plans that provides sufficient information and has been designed to comply with the adopted Water Efficiency Landscape Ordinance for common areas and public ROW areas.

4. Three (3) copies of Preliminary Grading Plan.

5. Two (2) copies of all exhibits/plans reduced to 11” x 17” size.

6. One (1) electronic copy of all submittal materials (plans and all submitted reports) provided as in CD ROM, flash drive, or emailed PDF.

7. Two (2) copies of a Preliminary Title Report prepared within the past 90 days for all parcels.

8. One (1) copy of a Preliminary Hydrology Report for the site (include Flood Plain Map as applicable).

9. One (1) copy of a Preliminary Soils/Geotechnical Report for the site.

10. Three (3) copies of Preliminary Storm Water Control and Water Quality Plan.
11. 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.

12. One (1) copy of the Environmental Questionnaire.

13. Two (2) written copies of a Biological assessment prepared in accordance with Chapter 17.30 of the Goleta Municipal Code if the area of development is located within 300’ of an Environmental Sensitive Habitat Area measured to the edge of riparian canopy.

14. Two (2) written copies of a Hazards assessment prepared in accordance with Chapter 17.32 of the Goleta Municipal Code.

15. One (1) copy of a Written Justification Statement from the applicant detailing how the proposal meets the applicable findings based on the application type. The findings Sections are as follows: 1) Certificate of Compliance - California Government Code Section 66499.35 (a); 2) Lot Line Adjustments – Goleta Municipal Code Section 16.13.040; 3) Tentative Maps – Goleta Municipal Code Sections 16.020.020 (C) and (D) and California Government Code Sections 66573.1 and 66474; 4) Mergers – Goleta Municipal Code Section 16.11.010.

16. Applicable City review fees.

17. Applicable Santa Barbara County Fire Department review fee (separate check made payable to SBCFD)

Items Required for Lot Line Adjustments/Mergers

1. Six (6) copies and electronic versions of maps and Exhibits that show current and proposed lots with metes and bounds information.

2. All of the requirements applicable for a Tentative Map as needed.
Items that MAY BE REQUIRED in addition to the above:
(Needed information will be checked by the case planner)

___ Three (3) copies of a contour map.

___ One (1) copy of recorded documents and one electronic version of the associated with the affected parcels as identified in the associated Title Report

___ Six (6) copies of line-of-sight drawings.

___ Three (3) copies of a Traffic Study.

___ 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 Noise Study.

___ Two (2) copies of an Arborist Report for the site.

___ Two (2) copies of a Fiscal Impact Analysis 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.