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).

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. Elevations must include all four elevations of each building/structure.
   d) Preliminary landscape plan that provides sufficient information and has been designed to comply with the adopted Water Efficiency Landscape Ordinance requirements (refer to Ordinance No. 16-04).
   e) Conceptual utility equipment screening plan or program.

   (Note: Additional sets either full-sized or reduced size will be required prior to scheduling the proposed project 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.

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.

10. Two (2) written copies of a Geotechnical Report for the site (this will not be required if no additional square footage is proposed).

11. Two (2) written copies of a Hydrology Study providing information regarding the existing condition and the proposed plan after construction.

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. 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 less than 300’ away from an Environmental Sensitive Habitat Area measured to the edge of riparian canopy or needed based on the context of the site.

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

16. Written Justification Statement from applicant detailing how proposal meets the findings of Sections 17.52.070 and 17.59.030 of the Goleta Municipal Code.

17. Applicable fees.

18. Applicable fees for Fire Department review (make separate check payable to Santa Barbara County Fire Department)

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 (if needed based on the context of the site).

___ 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 and Photometric Plan.
___ Two (2) copies of a Geology Report.

Additional Submittal information:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

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.