SUBMITTAL CHECKLIST FOR Modifications (MOD)
(pursuant to Chapter 17.62)

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 Modification Applications:

1. One (1) copy of the Planning Permit Application with all required signatures including on 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 and refer to Guidelines for Site Plans).
   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, as applicable.
   d) Preliminary landscape plan that is designed and provides sufficient information to complies with the adopted Water Efficiency Landscape Ordinance requirements (refer to Ordinance No. 16-04), as applicable.
   e) Conceptual utility equipment screening plan or program, as applicable.

(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. 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.
6. Written Justification Statement from applicant explaining reason for request and how proposal meets the findings of Sec. 17.62.040 (General Modifications) and Section 17.62.020(B)(3) for Special Modifications.

7. Applicable fees.

8. 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.


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.