SUBMITTAL CHECKLIST FOR
Variances (VAR)
(pursuant to Chapter 17.60)

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 Variance 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 (see Guidelines for Site Plans including existing site drainage patterns).
   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/structure, as applicable.
   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), 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 submitted reports) provided on a CD-Rom, flash drive, or emailed PDF.

5. 1 copy of the Environmental Questionnaire.

6. Written Justification Statement from applicant explaining reason for request and how proposal meets the findings of Sec. 17.52.070 and Sec. 17.60.040.
7. Applicable fees.

8. 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 (if needed).

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

10. 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 (if not provided with an associated application).

11. 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).

12. 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).

13. 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).

14. Two (2) written copies of a Traffic Impact and Parking Demand Study (if needed).

15. 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’ away from an Environmental Sensitive Habitat Area measured to the edge of riparian canopy.

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

17. 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. (if not provided with an associated with application).

18. Applicable fees for Fire Department review (make separate check payable to Santa Barbara County Fire Department) (if applicable).
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 and Photometric Plan.

____ Two (2) copies of a Geology Report.

Additional Submittal information: