SUBMITTAL CHECKLIST FOR
Temporary Use Permits
Inland

Note: Temporary uses and structures that are proposed within the Coastal Zone of the City are subject to a Coastal Development Permit.

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 Inland Applications:

1. One (1) copy of the Planning Permit Application with all required signatures including on the agreement to pay portion(s).

2. Four (4) full size (24” X 36”) sets of plans using the NAVD 1988 datum, including the following:
   a) site plan (must show layout of all aspects of the temporary event including pedestrian and vehicular access, location of trash receptacles, location of musical venues, location of food areas, temporary restrooms, etc. and existing site drainage)
   b) complete sets of floor plans (if temporary use is proposed within a building) for each building/structure.

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

6. Written project description of the temporary use, including but not limited to as appropriate: hours of operation including set up and clean up periods; date, time, and duration of the event; vehicular ingress and egress and parking plan (as shown on the site plan as appropriate); trash/debris/waste disposal plan (also shown on the site plan); estimated number of staff and participants; contact information for the person responsible during the event; plan for the use of lighting if an evening event (also shown on the site plan); identification of noise generating uses and
locations (i.e. amplified music) (also shown on the site plan); and purpose/nature of the event etc.

7. Written Justification Statement from applicant detailing how proposal meets the findings of Section 17.56.040 of the Goleta Municipal Code.

8. Applicable fees. (Refer to the Fee Schedule)

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

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.