



**SUBMITTAL CHECKLIST FOR
Tentative Parcel Maps (PM)
Tentative Tract Maps (TM)
Map Clearance (MC)
Recorded Map Modification (RMM)
to any of these requests**

Planning and Environmental Services
130 Cremona Drive, Suite B, Goleta, CA 93117
Phone: (805) 961-7500 Fax: (805) 961-7551

Items REQUIRED of ALL Applications:

- ___ 1 copy of the Planning Permit Application.
- ___ 14 copies of the Tentative Map, including a statement by the applicant on the plans that *"The design of the subdivision and the type of improvements will not conflict with easements acquired by the public at large for access through, or use of, property within the proposed subdivision."*
- ___ 14 copies of a preliminary landscape plans for common areas.
- ___ 1 copy of above exhibits reduced to 11" x 17".
- ___ 2 copies of a Preliminary Title Report prepared within the past 3 months for all parcels.
- ___ 3 copies of a Hydrology Report for the site (include Flood Plain Map as applicable).
- ___ 4 copies of a Geotechnical Report (soils/liquefaction/fault activity) for the site.
- ___ 3 copies of a description of the proposed method and plan for sewage disposal.
- ___ 3 copies of a description of the proposed method and plan for domestic water service and storm water disposal (required for Vesting Maps).
- ___ 1 copy of the City of Goleta Environmental Questionnaire.
- ___ Applicable fees.
- ___ Applicable review fees for Fire Department review
(*make separate check payable to Santa Barbara County Fire Department*)
- ___ Agreement for Payment of Processing Fees and Consultant Costs for Major Projects (*signed*).



**SUBMITTAL CHECKLIST FOR
Tentative Parcel Maps (PM)
Tentative Tract Maps (TM)
Map Clearance (MC)
Recorded Map Modification (MOD)
to any of these requests**

Planning and Environmental Services
130 Cremona Drive, Suite B, Goleta, CA 93117
Phone: (805) 961-7500 Fax: (805) 685-2635

Items that MAY BE REQUIRED in addition to the above:
(Needed information will be checked by the case planner)

- 3 copies of a slope map.
- 4 copies of cross-sections or line-of-sight drawings.
- 1 copy of above exhibits reduced to 11" x 17".
- 4 copies of a Traffic Study.
- 4 copies of a Phase I Archaeological Report. If this report determines evidence of an archaeological site, then 4 copies of a Phase II Archaeological Report will also be required.
- 4 copies of a Biological Report.
- 3 copies of a Paleontological Report.
- 3 copies of a Historical Resources Report.
- 3 copies of a Noise Study.
- 3 copies of a Tree Report for the site.
- 3 copies of a Fiscal Impact Analysis Report.

Note: Plans must be individually folded by the applicant to a maximum 8 1/2" x 11" size. Additional information or special studies may be required with your application. Their need will be determined by your case planner after review of your request. Additional copies of some documents will be required for public hearings.



PARCEL MAP

Planning and Environmental Services
130 Cremona Drive, Suite B, Goleta, CA 93117
Phone: (805) 961-7500 Fax: (805) 961-7551

City Engineer's Statement

I hereby state that I have examined this map, that the subdivision as shown is substantially the same as it appeared on the Tentative Map, if required, and any approved alterations thereof, that all provisions of Chapter 2 of the Subdivision Map Act and any local ordinances applicable at the time of approval of the Tentative Map, if required, have been complied with.

Steven D. Wagner
City Engineer
R.C.E. 47949
License Expiration Date: 12/31/2009

Date

City Surveyor's Statement

I hereby state that I have examined this map, that the subdivision as shown is substantially the same as it appeared on the Tentative Map, if required, and any approved alterations thereof, and that I am satisfied that the map is technically correct.

Michael B. Emmons
City Surveyor
P.L.S. 5899
License Expiration Date: 12/31/2008

Date



TRACT MAP

Planning and Environmental Services
130 Cremona Drive, Suite B, Goleta, CA 93117
Phone: (805) 961-7500 Fax: (805) 961-7551

City Engineer's Statement

I hereby state that I have examined this map and that the subdivision shown hereon is substantially the same as it appears on the Tentative Map and any approved alterations thereof, that all provisions of the Subdivision Map Act and County Subdivision Ordinances applicable at the time of the approval of the Tentative Map have been complied with.

Steven D. Wagner
City Engineer
R.C.E. 47949
License Expiration Date: 12/31/2009

Date

City Surveyor's Statement

I hereby state that I have examined this map and that the subdivision shown hereon is substantially the same as it appears on the Tentative Map and any approved alterations thereof, and I am satisfied that the map is technically correct.

Michael B. Emmons
City Surveyor
P.L.S. 5899
License Expiration Date: 12/31/2008

Date



PLANNING PERMIT APPLICATION

Planning and Environmental Services
 130 Cremona Drive, Suite B, Goleta, CA 93117
 Phone: (805) 961-7500 Fax: (805) 685-2635

FOR STAFF USE ONLY APPLICATION NO.(S)	FEE RECEIPT NO. _____ FEE RECEIVED: _____	RECEIVED BY _____; DATE _____
<input type="checkbox"/> Annexation	<input type="checkbox"/> Land Use Permit/ Temporary Use Permit	<input type="checkbox"/> Specific Plan/ Specific Plan Amendment
<input type="checkbox"/> Coastal Development Permit (Local)	<input type="checkbox"/> Lot Line Adjustment	<input type="checkbox"/> Substantial Conformity Determination
<input type="checkbox"/> Coastal Development Permit (Local) w/ Hearing	<input type="checkbox"/> Lot Merger	<input type="checkbox"/> Tentative Parcel Map
<input type="checkbox"/> Conditional Use Permit – Major (New/ Revision/ Amendment)	<input type="checkbox"/> Map Clearance/LLA Clearance	<input type="checkbox"/> Tentative Tract Map
<input type="checkbox"/> Conditional Use Permit – Minor (New/ Revision /Amendment)	<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Variance
<input type="checkbox"/> Compliance Review	<input type="checkbox"/> Modification	<input type="checkbox"/> Zone Change
<input type="checkbox"/> Design Review Board	<input type="checkbox"/> Overall Sign Plan	<input type="checkbox"/> Zoning Ordinance Amendment
<input type="checkbox"/> Development Plan (New/ Revision /Amendment)	<input type="checkbox"/> Planner Consultation	
<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Pre-Application	
<input type="checkbox"/> Government Code Consistency Determination	<input type="checkbox"/> Road Naming/Name Change	
<input type="checkbox"/> Home Occupation Permit	<input type="checkbox"/> Sign Certificate Of Conformance	

Applicants: *If you have any questions regarding this application or required materials, please call Planning and Environmental Services at (805) 961-7500.*

CONTACT INFORMATION (Please print or type)

PROPERTY OWNER _____

TELEPHONE _____ FAX _____

AGENT/ARCHITECT/ENGINEER (Please circle one) _____

TELEPHONE _____ FAX _____

SITE INFORMATION

PROPERTY ADDRESS _____

YEAR BUILT _____

ASSESSOR'S PARCEL NUMBER (S) (Primary APN): _____

(Secondary APN): _____

(Tertiary APN): _____

LEGAL DESCRIPTION OF PROPERTY (Attach additional sheets if necessary)

LOT/PARCEL _____ TRACT _____

PARCEL SIZE (Acres or Square Feet) _____

COVENANTS, CONDITIONS & RESTRICTIONS

Is your property subject to recorded covenants, conditions and restrictions (CC&Rs)? No Yes

- If yes, provide a copy of the C C & Rs.

Do the CC & Rs provide for a Homeowner's Association (HOA)? No Yes

Does your proposal require approval by the HOA? No Yes

- If yes, provide documentation of approval.

PROJECT INFORMATION (Be specific; Use additional sheets if necessary):

ZONE DESIGNATION: EXISTING _____ PROPOSED _____

EXISTING LAND USE & STRUCTURES (Description of existing development, type of facility/company, number/description of rooms, Floor Area¹, number of single family residential units, etc.):

PROPOSED USE(S) & IMPROVEMENT/STRUCTURE (Describe proposed use/specific changes including floor area, unenclosed porches, balconies, & decks¹): _____

¹ Floor Area is defined as the total area of all floors of a building as measured from the outside of exterior walls including corridors, stairways, elevator shafts, and attached garages. Floor Area does not include attics, unenclosed porches, balconies, and decks (these calculations should be shown separately).

HAZARDOUS WASTE & SUBSTANCE STATEMENT

Section 65962.5(f) of the California Government Code requires that no application for a development project be accepted as complete unless accompanied by a signed statement indicating whether the project and any alternatives are located on a site that is included on any of the lists compiled pursuant to Government Code Section 65962.5.

The Hazardous Waste & Substance Site List prepared in accordance with Government Code Section 65962.5 has been consulted and the development project identified above has been found:

_____ to fall within an identified hazardous site.

_____ to ***not*** fall within an identified hazardous site.

Specify all lists Pursuant to Government Code Section 65962.5: _____

Specify the Regulatory Identification Number: _____

Specify the date of list(s): _____

PROPERTY OWNER’S CERTIFICATION

An application may be filed only by all of the owner(s) of the property or by a person authorized by the property owner(s).

I/We, _____, hereby certify, under penalty of perjury, that I am the property owner(s) or am authorized by the property owner(s) to submit this application. I/we further certify that this application has been prepared in compliance with the requirements of the Goleta Municipal Code, that the materials are being submitted as a formal application for the requests noted on this application and that the statements and information above referred to are, to the best of my/our knowledge and belief, in all respects true and correct.

Property Owner’s (Required)

Name _____ Signature _____ Date _____

Mailing Address _____

Email Address _____

Agents/Architect/Engineer’s (Please circle one)

Name _____ Signature _____ Date _____

Mailing Address _____

Email Address _____

Other Interested Party (Please specify)

Name _____ Signature _____ Date _____

Mailing Address _____

Email Address _____

(Attach additional sheets if necessary)



ENVIRONMENTAL QUESTIONNAIRE

Planning and Environmental Services
130 Cremona Drive, Suite B, Goleta, CA 93117
Phone: (805) 961-7500 Fax: (805) 685-2635

For all questions below, attach additional sheets if necessary, referencing the section and question number. Please fill in every blank. Use "N/A" where question is not applicable.

PROJECT DESCRIPTION: Please use the space below or type on a separate sheet, a detailed description of your request including the permit/decision requested, location, setting, and purpose of the project.

(EXAMPLE: We are requesting a major Conditional Use Permit for a church in the existing building at the corner of ____ and _____. The church would serve a congregation of _____, with services on _____ and _____, classes on _____ and _____ and would include a preschool which would operate on weekdays from 6:30 a.m. to 7:00 p.m. serving a maximum of 50 children ages _____ to _____. A playground is also proposed at the NE corner of the building site. No signs are proposed at this time. One tree will be removed at the SW corner to make room for improvements for parking. The parking area will consist of 100 spaces and will be screened with a landscaped berm. Include parking, grading, trees fencing, walls, screening and any other details which help describe the project in full.)

GRADING: Will there be any grading associated with the project? Y N

- If yes, answer below. If no, continue below to ACCESS.

CUT _____ cubic yards AMOUNT TO BE EXPORTED _____ cubic yards

FILL _____ cubic yards AMOUNT TO BE IMPORTED _____ cubic yards

Maximum Vertical Height of Cut Slopes _____

Maximum Vertical Height of Fill Slopes _____

Maximum Height of Any Proposed Retaining Wall(s) _____

What is the address of the pick-up/deposit site for any excess cut/fill?

Specify the proposed truck haul route to/from this location.

ACCESS

- A. Existing: Describe the existing access road(s) to the site. Include road widths, shoulders, and type of surface material.

- B. Proposed: Describe any proposed access to the proposed building site(s). Include road width, shoulders, and type of surface material proposed.

- C. Does property front on a public street? Y N

Is access to be taken from this public street? Y N

Name of Public Street

- D. Describe any proposed street improvements including paving, curbs and gutters, sidewalks, street trees, street-name signs, stop signs, street lighting, bus stops and fire hydrants.

- E. Will the proposed access utilize an easement across neighboring property? Y* N

*Submit documentation which supports the applicant's use of this easement.

- F. Describe proposed construction equipment access _____

DEVELOPMENT AND USE

A. Existing: Describe the existing structures and/or improvements on the site.

<u>Use</u>	<u>Size (sq ft)</u>	<u>Height</u>	<u># of Dwelling Units</u>
_____	_____	_____	_____
_____	_____	_____	_____

B. Proposed: Describe the proposed structures and/or improvements.

<u>Use</u>	<u>Size (sq ft)</u>	<u>Height</u>	<u># of Dwelling Units</u>
_____	_____	_____	_____
_____	_____	_____	_____

C. Will any structures be demolished or removed? _____ If so, please list them here as requested.

<u>Current Use</u>	<u>Historic Use</u>	<u>Age</u>	<u>Rental Price (if rented)</u>
_____	_____	_____	_____
_____	_____	_____	_____

D. Describe all other existing uses of the property.

E. How will the project affect the existing uses of the property?

F. Describe any other historic use(s) of the property. This may include agricultural (include crop type), commercial, or residential uses.

G. Provide a short description of the land uses surrounding the site.

North _____

South _____

East _____

West _____

H. STATISTICS: Mark each section with either the information requested or "n/a" if not applicable.

	<u>EXISTING</u>	<u>PROPOSED</u>	<u>TOTAL</u>
Total Building Coverage on the Site, including covered parking and accessory Structures (sq. ft.)	_____	_____	_____
Structures (sq. ft.)	_____	_____	_____
Roads/Parking/Walkways (sq. ft.)	_____	_____	_____
Open Space (sq. ft.)	_____	_____	_____
Recreation (sq. ft.)	_____	_____	_____
Landscaping (sq. ft.)	_____	_____	_____
Unpaved Trails (sq. ft.)	_____	_____	_____
Agricultural Lands (sq. ft.)	_____	_____	_____
Population (#) (Employees/Residents)	_____	_____	_____
Dwelling, Hotel/Motel Units	_____	_____	_____
Max Height Of Structures (Ft.)	_____	_____	_____
Water Wells (#)	_____	_____	_____
Septic Systems (#)	_____	_____	_____
Parking (On-Site)			
Total # Of Spaces	_____	_____	_____
# Of Covered Spaces	_____	_____	_____
# Of Standard Spaces	_____	_____	_____
Size Of Standard Spaces	_____	_____	_____
# Of Handicapped Spaces	_____	_____	_____

Estimate the cost of development, excluding land costs.

SITE INFORMATION

A. Is this property under an Agricultural Preserve Contract? Y N

B. Describe the soil characteristics.

C. Describe any unstable soil areas on the site.

D. Has there ever been flooding on the site? Y N

If yes, state the year and describe the effect on the project site.

E. Describe any proposed drainage and/or flood control measures.

F. Will the project require the removal of any trees? Y N

If so, please list them here as requested. Attach additional sheets as necessary.

<u>Type</u>	<u>Diameter (at 4' height)</u>	<u>Height</u>
-------------	--------------------------------	---------------

Explain why it is necessary to remove these trees.

G. Name and describe any year-round or seasonal creeks, ponds, drainage courses or other water bodies.

H. Describe the wildlife known to inhabit or frequent the site.

I. Describe any noise sources that currently affect the site.

J. Are there any recorded prehistoric or historic archaeological sites on the property or on neighboring parcels? Y N Unknown

If yes, describe. _____

K. Describe all third party property interests (such as easements, leases, licenses, rights-of-way, fee ownerships or water sharing agreements) affecting the project site, provision of public utilities to the site or drainage off the site.

L. Will any other agencies (such as CA Fish & Game, US Fish & Wildlife, Army Corp. of Engineers) require permits for the project? If so, list them here.

M. Have you incorporated any measures into your project to mitigate or reduce potential environmental impacts? Y N

If yes, list them here. (Examples include tree preservation plans, creek restoration plans, and open space easements.)

PUBLIC/PRIVATE SERVICES

A. WATER:

1. Existing: If the property is currently served by a private well, submit the following for each well:
 - a. Pumpage records (electrical meter or flow meter readings) for the past 10 years
 - b. pump test data
 - c. location of other wells within 500 feet
 - d. water quality analysis
 - e. drillers report (with construction details)
 - f. copy of applicable well sharing agreement

2. Does the well serve other properties? Y N
If yes, address(es): _____

3. If the property is currently served by a private or public water district, submit the following:
 - a. Name: _____
 - b. District/Company meter records for the past 10 years.

4. Proposed: Will the project require annexation to a public or private water company? Y N
If yes, name: _____

5. Is a well proposed? Y N. If so, will it serve other properties? Y N
If yes, address(es): _____

B. SEWAGE DISPOSAL:

1. Existing: Indicate if the property is currently served by the following:

	Yes/No
a. septic system*	_____
b. drywell*	_____
c. public sewer district	_____ If yes, name: _____

*Submit engineering details on septic tanks and dry wells, as well as calculations for leach field size, where applicable.

2. Proposed: Indicate what sewage disposal services are proposed as part of this project?

Yes/No

- a. septic system* _____
- b. drywell* _____
- c. public sewer district _____ If yes, name _____

*Submit percolation tests and/or drywell performance tests as applicable.

3. Will the project require annexation to any public sewer district? Y N If yes, name _____

C. FIRE PROTECTION

- 1. Is the project in a high fire hazard area? Circle one: Yes No
- 2. Fire protection is (will be) provided by the _____ Fire Dept.
- 3. Is there an existing water main infrastructure in the vicinity? Circle one: Yes No
- 4. How far away is the nearest standard fire hydrant? _____ feet.
- 5. If not, is a new fire hydrant proposed? Circle one: Yes No
- 6. If a new hydrant is proposed, what is the longest driving distance from the proposed hydrant to the proposed building(s)? _____ feet.
- 7. Will fire protection be provided by an on-site water storage tank? Circle one: Yes No
Tank capacity: _____ gallons
- 8. What is the driving distance from the water tank to the proposed structure(s)? _____ ft.
- 9. Is a fire sprinkler system proposed? Yes No Location _____
- 10. Describe the access for fire trucks. Include width and height clearance for access and surface material. _____

- 11. Will hazardous materials be stored or used? Y/N List any hazardous materials which may be used or stored on the site. _____

D. UTILITIES:

1. For each of the following service improvements note whether it currently exists on the project site or will be required to accommodate the proposed development:

	<u>Currently Exists</u>	<u>Required</u>
_____ Sewer	_____	_____
_____ Water meter	_____	_____
_____ Septic system	_____	_____
_____ Water well	_____	_____
_____ Power lines	_____	_____
_____ Water storage tanks (size: _____)	_____	_____
_____ Telephone lines	_____	_____
_____ Other	_____	_____

(Note: Staff may require information regarding the location, depth, and width of trenching)

- E. **SCHOOLS:** For projects within existing or proposed residential zone districts, provide the names of the elementary, high and unified school districts serving the project site.

Elementary:

High School:

Unified School:

Please include any other information you feel is relevant to this application.

City of Goleta

ENVIRONMENTAL QUESTIONNAIRE

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CERTIFICATION OF ACCURACY AND COMPLETENESS

Signatures must be completed for each line. If one or more of the parties are the same, please re-sign the applicable line.

I hereby declare that the information contained in this application and all attached materials are correct, true and complete. I acknowledge and agree that the City of Goleta is relying on the accuracy of this information and my representations in order to process applications, and that any permits issued by the City may be rescinded if it is determined that the information and materials submitted are not true and correct. I further acknowledge that I may be liable for any costs associated with revocation of such permits including, but not limited to, any litigation costs.

Signature	Print Name	Firm	Date
Print name and sign - Preparer of this form			Date
Print name and sign - Applicant			Date
Print name and sign - Agent			Date
Print name and sign - Landowner			Date

AGREEMENT FOR PAYMENT OF PROCESSING FEES AND CONSULTANT COSTS FOR MAJOR PROJECTS

APPLICANT AGREES AS FOLLOWS:

1. APPLICANT has submitted to CITY an application for the:

2. The parties desire by this Agreement to provide for the payment of the reasonable cost of processing APPLICANT'S application for the PROJECT so as to ensure the continued, uninterrupted and efficient processing of said application.

APPLICANT understands and agrees that Government Code §65104 authorizes CITY to charge and collect all processing fees including consultant costs as part of the application fee charged for THE PROJECT and that a signed agreement for payment of all processing fees and consultant costs and an initial deposit submitted to the CITY is a condition precedent to a determination of application completeness under Government Code §65943 and to continued, uninterrupted processing of THE PROJECT.

3. APPLICANT understands and agrees that once an application is determined to be complete, CITY has a mandatory duty under Government Code §65950 to exercise its discretion to approve, conditionally approve, or deny THE PROJECT within statutory time limits, and that it is impracticable for CITY staff to complete processing or present sufficient information to the Planning Commission and/or City Council to enable the Planning Commission and/or City Council to make legally required findings for PROJECT approval, unless costs are paid in full prior to decision.

4. APPLICANT and CITY agree that because of the size, nature or scope of the proposed PROJECT, it is impossible to ascertain the full extent of the costs involved in processing the application and preparing necessary environmental documentation upon initiation of case processing. APPLICANT and CITY further agree that it is in the interest of the parties and the intent of this agreement to: a) permit payment of a deposit of a portion of the estimated case processing fees prior to a determination of application completeness; b) permit subsequent periodic billings and payments as necessary to keep a positive balance on account; and, c) permit subsequent deposits as necessary to fund consultant costs. APPLICANT agrees it will be benefited by retaining greater cash liquidity and will make additional payments upon notification by CITY when they are necessary. CITY agrees it will be benefited through the greater certainty of recovering its full costs to process APPLICANT'S application. CITY further agrees that all fees charged to APPLICANT under this agreement shall comply with Government Code §65104.

5. Therefore, APPLICANT agrees that in consideration of CITY'S waiver of its right to collect full fees prior to a determination of application completeness, APPLICANT shall pay an initial case processing deposit consistent with the effective fee schedule, and if, in the judgment of CITY staff, costs related to processing THE PROJECT may exceed the initial deposit, APPLICANT shall make periodic payments to CITY to reimburse CITY for the processing of the application mentioned above, including appeal costs which exceed the initial appeal fee. In the event APPLICANT'S project is approved, APPLICANT understands and agrees that it shall pay all fees and costs due to the CITY for permit compliance pursuant to permit conditions imposed by the CITY. Such periodic payments

shall be made within 30 days of the billing date. APPLICANT further agrees that failure to pay such accrued costs shall be grounds for suspension of processing. APPLICANT further understands that such delays could result in a recommendation for denial of THE PROJECT in the event that the processing was not complete prior to the time required for a CITY decision pursuant to the Permit Streamlining Act (Government Code §65950 et seq.). In the event construction or operation of THE PROJECT has begun, such non-or delayed payment may be grounds for permit non-compliance or violation.

6. APPLICANT agrees that "consultant costs" includes those reasonably necessary to satisfy CITY's duty to meet the requirements of the California Environmental Quality Act (CEQA) and the CITY CEQA Guidelines resulting in preparation of environmental documents such as Environmental Impact Reports, joint Environmental Impact Reports/Statements, and Negative Declarations. In the event the project is approved, APPLICANT further agrees that "consultant costs" also includes the reasonable cost of any necessary, special studies or programs pursuant to permit project conditions, including any condition requiring participation in the permit compliance program, to assess APPLICANT's compliance with its permit conditions, during both construction and operation where necessary. CITY shall retain and contract necessary services of environmental and technical consultants (hereinafter CONSULTANT), after consultation with APPLICANT, consistent with CITY's normal contracting procedures. APPLICANT further agrees that it shall deposit with CITY 100% of CONSULTANT Base Contract amount plus any funds required for contingency or a lesser amount as agreed by the CITY and the APPLICANT. CITY shall use these funds to meet the projected cost for completion of tasks as contracted with CONSULTANT. APPLICANT agrees that the adequacy of performance of CONSULTANT and the extent of payment to CONSULTANT for its work shall be determined by CITY after consultation with APPLICANT. APPLICANT agrees that all decisions concerning the preparation of contractual documents lies with the CITY through its designated representatives.
7. APPLICANT agrees that it shall provide, prior to CITY's contracting with CONSULTANT for services, deposits identified in paragraph 6 above not later than twenty-one (21) calendar days after receipt of written notice from CITY. APPLICANT agrees that its decision not to provide such deposits, or to delay providing such deposits, shall be grounds for suspension of processing and/or denial of THE PROJECT pursuant to CEQA Guidelines §15109. In the event construction or operation of THE PROJECT has begun, such non- or delayed payment may be deemed to be a permit non-compliance or violation. Within 30 days of completion or termination of CONSULTANT contract, CITY agrees to refund all non-expended funds deposited for CONSULTANT expenses.
8. The parties to this agreement recognize that during the preparation of environmental documents or during completion of special studies and/or compliance efforts, it may become necessary to execute change order provisions in CITY's contract(s) with CONSULTANT(S). If, in the reasonable judgment of CITY, changes in scope of work require more funds than already deposited, APPLICANT agrees to deposit these funds with CITY not later than twenty-one (21) calendar days after receipt of written notice from CITY. The need for a change order in CITY's contract(s) with CONSULTANT shall be determined by CITY after consultation with APPLICANT.
9. CITY shall maintain true, correct and complete sets of records in connection with case processing costs, contracted work, and all transactions related thereto, for a period of not less than three (3) years after completion of case processing work or termination of the contract(s). APPLICANT may audit CITY's records for case processing fees and charges

for a period not to exceed the three (3) year period identified above. APPLICANT shall provide a written request prior to conducting such review or audit, and shall have the right to conduct no more than one audit per year without written consent by CITY. Any audit and review conducted pursuant to this paragraph will be conducted by APPLICANT's auditors at APPLICANT's expense, or at CITY's option and expense, by a mutually acceptable third-party accounting firm. If a contract for CONSULTANT work is executed, CITY shall require that CONSULTANT maintain its records and make such records available for audit in compliance with this paragraph.

10. APPLICANT shall have the right to review monthly or periodic case processing and CONSULTANT costs as billed to APPLICANT. If, in the opinion of APPLICANT, there are expenditures being made outside the scope of case processing tasks or CONSULTANT contract(s), APPLICANT shall reimburse CITY for these expenses in question but may request in writing that CITY evaluate the issues involved as identified by APPLICANT. CITY shall conduct such evaluations within a reasonable time and, if necessary, halt any work outside the scope of case processing tasks or CONSULTANT contract(s). The Director of Planning and Development shall review the matter should CITY staff and APPLICANT not reach agreement. APPLICANT agrees that nothing herein shall be construed as relieving APPLICANT of its responsibility to reimburse CITY pursuant to this agreement.
11. Within four (4) months of termination of this agreement, any funds not expended pursuant to this agreement shall be refunded to APPLICANT. APPLICANT agrees that CITY may withhold any and all permits not issued until all case processing or related fees are paid by APPLICANT.

APPLICANT (*Financially Responsible Party*)

Sign: _____

Date: _____



GUIDELINES FOR THE PREPARATION OF SITE PLANS

Planning and Environmental Services
130 Cremona Drive, Suite B, Goleta, CA 93117
Phone: (805) 961-7500 Fax: (805) 685-2635

The following items shall be shown on all site plans, as applicable:

1. **SCALE** - The scale may not be less than 1 inch equals 20 feet. All site plans will be prepared using an engineer scale.
2. **LEGEND** - The legend must include the scale used and a description of all symbols used on the plan.
3. **TITLE BLOCK** - The Title Block shall be located in the lower right-hand corner and include: the name and phone number of applicant; address of project; name, address, and phone number of person preparing plan; and date of latest revision.
4. **VICINITY MAP** - A vicinity map at a scale of 1 inch equals 500 feet depicting the existing major street pattern, major watercourses, and flood control channels within ½ mile of the exterior boundaries of the site.
5. **DESIGNATIONS** – General Plan and Zoning designations for the subject parcel and all abutting parcels.
6. **PROPERTY BOUNDARIES** – Existing and proposed lot lines, dimensions, and acreages including easements.
7. **TOPOGRAPHY** – (Provide when grading or excavation will be required.) Existing and proposed contours at 2 foot intervals if the existing ground slopes is less than 10 percent and at not less than 5 foot intervals for existing ground slopes greater than or equal to 10 percent; spot elevations as needed to indicate slope. Existing contours shall be represented by dashed lines or by screened lines. Indicate the proposed tops and toes of manufactured slopes, including daylight lines. Delineate and label all natural slopes which equal or exceed a 20 percent gradient or more. Estimated quantities of cut and fill material (in cubic yards). Show existing and proposed building pad elevations, including adjacent grades within 100 feet of project boundary.
8. **TREES** – Location, existing grade, circumference, area of dripline, and species of all existing trees on site.
9. **STRUCTURES** – Location, dimensions, and use of existing and proposed structures. Show open stairways and other projections from building walls, including entrances and exits, and handicap ramps. Label structures as existing or proposed both on the site and within 50 feet of the project boundary.

10. **BUILDING ANALYSIS** – Provide square footage of habitable areas (measured from outside of exterior wall to outside of exterior wall), garage square footage (measured from outside of exterior wall to outside of exterior wall), non-habitable square footage (i.e. decks, balconies, loggias, etc), occupancy, height, type of construction, occupant load, and whether or not building is sprinklered.
11. **DENSITY** – Lot area, percent of building coverage, and area devoted to landscaping. For residential projects, include gross and net unit density calculations. Calculate Floor Area Ratio (FAR) both for existing development and with proposed development. Also, indicate maximum FAR and building coverage allowed, if applicable.
12. **YARDS** – Dimensions between exterior walls of structures and property lines.
13. **REQUIRED SETBACKS** – Indicate and dimension all setbacks required by the zoning ordinance. Provide mathematics verifying averaging when utilized.
14. **STREETS** – Completely dimension cross-sections of existing and proposed right-of-ways, both on-site and within 100 feet of the project boundary, including enriched parkways and all improvements (sidewalks, curbs, gutters, driveways and landscaping). Label centerline of all streets.
15. **PARKING AND CIRCULATION** – Label and dimension all required parking spaces. Completely dimension layout (internal driveways, aisles, parking stalls, loading spaces, pedestrian ways, ingress and egress to buildings, and Path of Travel both on-site and from the public right-of-way) and design elements required for compliance with Title 24, California Code of Regulations, State Building Code.
16. **DRAINAGE FACILITIES** – Location, type, and size (on-site and off-site). Show how project will handle storm water and cross drainage to or from adjacent properties.
17. **SPECIAL FLOOD HAZARD AREAS** – Delineate any such areas as shown on Flood Insurance Rate Maps (FIRMs) affecting the project site.
18. **FENCES AND WALLS** – Location, height, and materials of all garden walls, retaining walls, and fences both on the project site and within 100 feet of the project boundary.
19. **LIGHTING** – Location and size of all exterior lighting standards and devices.
20. **TRASH STORAGE/RECYCLING** – Location of refuse and recycling areas and method of screening.
21. **STORAGE** – Location of outside storage areas and indication of screening method.
22. **UTILITIES** – Location, sizes, and dimensions of underground and above ground utilities and equipment (both on-site and within 100 feet of the project boundary). List name, address, and phone number of all affected utilities.
23. **SIGN LOCATION** – Location of all existing and proposed signs.
24. **EASEMENTS** – Location of all proposed easements and existing easements of record both on-site and within 100 feet of the project boundaries.