

santalarita
APPLICATION PACKET

APPLICATION PACKET



prepared for:

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creating environments people enjoy®

APPLICATION PACKET
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application packet overview

The purpose of this document is to clearly illustrate the application process which is required for all new developments in the communities of Santa Clarita. It is intended to provide all of the pieces necessary to submit the various applications, as well as a convenient checklist to ensure that all application requirements have been met. This document also contains a CD with the entire Santa Clarita Community Character and Design Guidelines (SCCC&DG) document which should be reviewed completely prior to designing a project and submitting an application. The purpose of the SCCC&DG is to guide the creation of new residential, commercial, mixed-use, and industrial developments and give clear direction for the renovation and redevelopment of built areas. This document supersedes the Santa Clarita Architectural Design Guidelines (adopted in 2002) and includes up-to-date planning trends and guidelines written to promote the high quality standards that the City and the community value.

The guidelines describe the design review process, citywide goals and objectives, site planning concepts, and architectural design guidelines and include specific guidelines to ensure that architectural quality and character is preserved within each of the four communities of the City - Canyon Country, Newhall, Saugus, and Valencia. In essence, the purpose of this document is to provide clear and concise direction through a user-friendly document that is easy to administer.

application checklist

In an effort to ensure that projects conform to adopted design and architectural guidelines, the City has created this form that will be used in development review process. The applicant is required to fill out this form completely. If sections are left blank, the associated application file may be deemed incomplete.

general **project** description

1. Master Case No.: _____
2. Project Title: _____
3. Project Type:
 Single Family Residential Multi-family Commercial Mixed-Use Industrial
4. Is the project located in a Specific Plan area or a Planned Development Overlay?
Yes/No If yes, please list: _____

5. Project Location (street address or description): _____
6. Assessor's Parcel Number(s): _____
7. Brief Project Description: _____

general **project** description (*cont.*)

8. Have you provided a legend that includes a summary of project statistics including zoning, type of use, the square footage of each use, overall square footage, lot square footage or acreage, building height, setbacks, floor area ratio, area and percentage of landscaping, area and percentage of open space, parking statistic summaries?

9. Contact Information:

a) Applicant: _____

Phone: _____

Fax: _____

E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

b) Architect: _____

Phone: _____

Fax: _____

E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

application checklist

general **project** description (*cont.*)

c) Engineer: _____

Phone: _____

Fax: _____

E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

d) Consultant: _____

Phone: _____

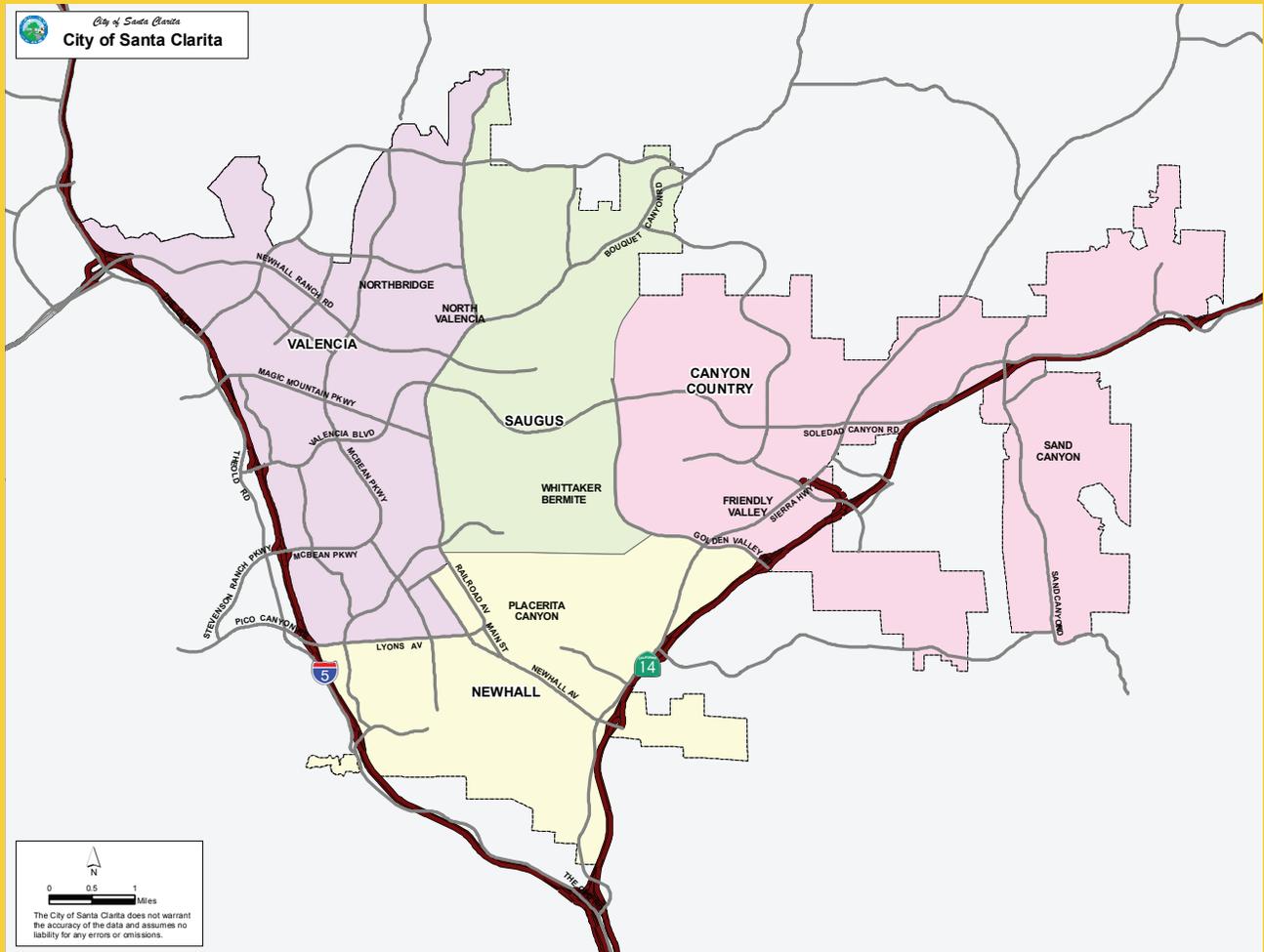
Fax: _____

E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

architectural character



architectural **character** (*cont.*)

The City contains four main communities: Canyon Country, Newhall, Saugus, and Valencia, as well as several smaller communities such as Sand Canyon and Placerita Canyon. Each one of these individual communities has its own identity and character. While it is important to create a “citywide” identity, it is equally important to preserve and enhance the individual community identities. The following is a brief description of the desired architectural character for each community. Chapter 3 of the City of Santa Clarita Community Character and Design Guidelines should be thoroughly reviewed for recommended building and roof forms, materials and articulation.

CANYON COUNTRY: Architectural style is “Rustic Californian”. This is the mix of the architectural elements found in Mission Revival, Arts & Crafts, Craftsman, and Ranch styles. The utilization of successful elements from these architectural styles, coupled with the introduction of natural materials such as stone veneer, exposed timbers, and selective accents typically employed with these styles helps to create a cohesive design with a contemporary twist. Refer to the Santa Clarita Community Character & Design Guidelines for further insight regarding the design intent of this planning area.

NEWHALL: Architectural styles are identified as three distinct styles.

“Contemporary Western” which employs the western style building elements, forms and materials with a new look at how materials and elements are composed to form a contemporary design to meet today’s design challenges.

Mission Revival embodies the historic building elements that have helped to create California’s landscape and history. The use of barreled clay tile roofs that are mortar packed, openings, verandas, accent elements and colors that have been employed over centuries to make this an architectural style that has stood the test of time is desired.

Victorian employs the use of highly decorated wood accents, attention to detailing at all portions of the building, geometric shapes, a mix of hip and gable end roof design all brought together with an array of accent and field color schemes.

Refer to the Santa Clarita Community Character & Design Guidelines for further insight regarding the design intent of this planning area.

architectural **character** (cont.)

SAUGUS: Architectural style is Ranch and Agrarian. These styles utilize the building forms, elements and materials that were employed for constructing most ranch and agrarian buildings. A contemporary composition of the arrangement of these forms, elements and materials is desired. Refer to the Santa Clarita Community Character & Design Guidelines for further insight regarding the design intent of this planning area.

VALENCIA: Architectural style is "Contemporary". This style employs unique forms and timeless building elements mixed with natural materials, new materials, attached accents and cohesive introduction of landscape elements. Refer to the Santa Clarita Community Character & Design Guidelines for further insight regarding the design intent of this planning area.

1. Have you reviewed Chapter 3 of the Santa Clarita Community Character and Design Guidelines?

Yes/No _____

2. Identify which community the project is located within and which architectural style is reflected in the proposed project design. Check the appropriate boxes in the table below.

3. Is the architectural style proposed consistent with a style described in the design guidelines and the table below?

Yes/No If no, why not?

	Community	Architectural Style Proposed
<input type="checkbox"/>	Canyon Country	"Rustic Californian"
<input type="checkbox"/>		
<input type="checkbox"/>	Newhall	"Contemporary Western"
<input type="checkbox"/>		Mission Revival
<input type="checkbox"/>		Victorian
<input type="checkbox"/>		
<input type="checkbox"/>	Saugus	Ranch
<input type="checkbox"/>		Agrarian
<input type="checkbox"/>		
<input type="checkbox"/>	Valencia	"Contemporary"

site design

1. Has the building and parking placement minimized the visual impact of the parking?
Yes / No If no, why not? _____

2. Has an effort been made to preserve natural resources (land forms, native habitat, views, distinctive features, etc.)?
Yes / No If no, why not? _____

3. Are the trash/recycling enclosures located to minimize visibility from public right-of-way and out of the primary view corridors?
Yes / No If no, why not? _____

4. Are loading and service areas provided and have they been located at the rear or side of the buildings and appropriately screened?
Yes / No If no, why not? _____

5. Has the project been designed to minimize grading impacts?
Yes / No If no, why not? _____

site design (cont.)

- 6. Has the project been designed to promote on-site surface water quality and water run-off retention?
Yes / No If no, why not? _____

- 7. Has pervious paving been used to allow for water retention and percolation on-site?
Yes / No If no, why not? _____

- 8. Has decorative paving been used to accentuate project entries, plazas, and pedestrian circulation?
Yes / No If no, why not? _____

- 9. Have plaza/ public open spaces been purposefully designed to have clear, recognizable shapes that reflect careful planning rather than the result of "left-over" areas between structures?
Yes / No If no, why not? _____

- 10. Describe plaza / public open spaces, i.e. location, what types of amenities are proposed, connections provided to other project elements, etc. _____

application checklist

circulation/**parking**

1. Do landscape strips and planters separate all buildings from sidewalks, parking or paved areas, and other structures?

Yes / No If no, why not? _____

2. Is the parking field well landscaped and screened from public view?

Yes / No If no, why not? _____

3. For large projects, has the number of parking spaces been divided into smaller parking fields rather than one large field?

Yes / No If no, why not? _____

bicycle and pedestrian connections, trails and pathways

- 1. Are pedestrian connections provided to connect to adjacent sites or neighboring uses?
Yes / No If no, why not? _____

- 2. Is there a pedestrian path connecting to the street edge and adjacent public paths or right-of-way?
Yes / No If no, why not? _____

- 3. Are the pedestrian/bicycle connections located in the most convenient and logical places within the site?
Yes / No If no, why not? _____

- 4. Do the plans include a path of travel indicator from right-of-way to buildings and from building to building?
Yes / No If no, why not? _____

- 5. Have pedestrian/bicycle connections or trails been provided to access usable open space?
Yes / No If no, why not? _____

- 6. Have connections been provided to existing bicycle/multi-use trails or paths?
Yes / No If no, why not? _____

application checklist

landscaping/**walls/fences**

1. Have you provided a landscape plan, prepared by a licensed landscape architect?

Yes / No If no, why not? _____

2. Does the proposed landscape plan utilizes drought-tolerant and native species of plants:

Yes / No If no, why not? _____

List plants that are proposed that are not compatible with Sunset Western Garden Book's climate zone 18 and describe where these plants are used. _____

3. Has landscaping been used to screen parking fields and utilitarian aspects of the project?

Yes / No If no, why not? _____

4. Do the plans identify the type and location of all oak trees over 2" in diameter and specify any that are to be removed?

Yes / No

landscaping/walls/fences (cont.)

5. Do the plans identify the location of all proposed and existing fencing?

Yes / No If no, why not? _____

6. Have site walls and fences been designed with architectural treatments on both sides and does the design complement the building architecture with the use of similar colors and materials?

Yes / No If no, why not? _____

7. Have you provided a fence / wall detail?

Yes / No If no, why not? _____

building design and massing

1. Have elevations for all sides of the building(s) been provided?

Yes / No If no, why not? _____

2. Does the project incorporate 360 degree architectural articulation (i.e have the building surfaces been articulated with recessed or projecting elements, canopies, trellises, arcades, colonnades, etc. appropriate to the architectural style and are there variations in the roof and wall planes on all four sides?)?

Yes / No If not, why not? _____

3. Does the overall building design include variation in the wall plane and height as well as in the roof plane and elements?

Yes / No If no, why not? _____

4. Is the building unique to the project site and community so as not to appear to be designed as though it is part of a commercial "chain"?

Yes/No If no, why not? _____

5. Are the building(s) entries easily identifiable?

Yes / No If no, why not? _____

building **design** and **massing** (cont.)

6. Do building materials wrap round the building and terminate at inside corners?

Yes / No If no, why not? _____

7. Do the building forms relate to the desired architectural style?

Yes / No If no, why not? _____

8. Do the window type and treatment reflect the selected architectural style?

Yes / No If no, why not? _____

9. Do plans indicate all locations of freestanding signs?

Yes / No If no, why not? _____

10. Does the building signage relate to the building architectural style?

Yes / No If no, why not? _____

application checklist

utilitarian aspects

1. Do plans indicate method of screening ground and roof mounted equipment, fences, trash enclosures, etc?

Yes/No If no, describe any areas where mechanical or electrical equipment is not fully screened and explain why. _____

2. Have the trash enclosures been designed to complement the building architecture with similar materials and details?

Yes / No If no, why not? _____

3. Do the plans indicate the type, location, height, and method of shielding exterior lighting? Has a lighting detail been included?

Yes / No If no, why not? _____



application process

All applications for development reviews, minor use permits, variances, conditional use permits, tentative tract maps, grading permits, or other entitlements that include physical alteration or construction, shall be reviewed to ensure consistency with these guidelines. The Director of Community Development and/or the Planning Commission/City Council will decide if a proposed project is consistent with the overall intent of this document. The adjacent diagram depicts the application and approval process.

permitsubmittalrequirements

permitsubmittalrequirements

The following are the permit submittal requirements. Please review each list of requirements carefully, and use the checklists provided to ensure that each requirement is fulfilled. Applications shall be reviewed for compliance with these submittal requirements. Applications submitted without the required information may not be accepted for processing or may be deemed incomplete and processing suspended.

All exhibits larger than 8 1/2" x 11" must be INDIVIDUALLY FOLDED prior to submittal. Full size color exhibits are not required to be folded.

Other things to keep in mind...

Please be aware that CC&R's (Covenants, Conditions, and Restrictions) may apply to the property in question. These CC&R's could include development standards and additional requirements that may be more restrictive than City requirements. Be sure to contact the property owner or his representative to obtain a copy of any CC&R's or other requirements in order to determine the suitability of the property for your proposed use.

These submittal requirements, as well as those for other types of entitlement applications, can be found on the City of Santa Clarita website at www.santa-clarita.com. If you have questions regarding these submittal requirements, you can contact the Planning Division at (661) 255-4330, email the Department of Community Development at www.santa-clarita.com/cityhall/cd, or visit the Planning Division at City Hall, 23920 Valencia Blvd., Suite 302, Santa Clarita, CA 91355.

Last updated 01/01/07

application checklist for

ADJUSTMENT (ADJ)

(allows a maximum change of 20% of a development standard)

A request for a Adjustment requires approval by the Director of Community Development unless City staff receives a written complaint or concern regarding the project, in which case a public hearing before the Planning Commission is required. Should a public hearing be required, additional public noticing information will be requested as indicated below in section E.

Application Submittal Requirements:

- A. ___ One (1) copy of the completed application packet, including:**
- B. ___ The required processing fee (see fee schedule)**
- C. ___ Two (2) copies of a Land Use/ Property Ownership Map indicating:**
- D. ___ Property Owners List with the following information:**
- E. ___ Property Owners Mailing Labels and Envelopes.**
- F. ___ Adjustment Exhibit - Ten (10) copies of a fully dimensional exhibit drawn to scale indicating:**
- G. ___ A written response that adequately demonstrates each of the following:**
 - 1. That, because of special circumstances applicable to the property, (including size, shape, topography, location or surroundings) or the intended use of the property, the strict application of the Development Code deprives the property of privileges enjoyed by other properties in the vicinity under identical zoning classification.
 - 2. That the granting of adjustment is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity and zone and denied to the to the property for which the Variance is sought.
 - 3. That the granting of the adjustment will not be materially detrimental to the public health, safety or welfare, or be injurious to the property or improvements in such vicinity and zone in which the property is located.

adjustment (*cont.*)

4. That the granting of the adjustment does not constitute a special privilege inconsistent with the limitation upon other properties in the vicinity and zone in which the property is located.
5. That the granting of the adjustment will not allow a use or activity that is prohibited by the zoning regulation governing the parcel of property.
6. That the granting of adjustment will not inconsistent with the City of Santa Clarita General Plan.

If the Adjustment relates to off street parking, include responses to the following:

7. That neither present nor anticipated future traffic volumes generated by the use of the site or the uses of the sites in the vicinity reasonably require strict or literal interpretation and enforcement of the specified regulation.
8. That the granting of the adjustment will not result in the parking or loading of vehicles on public streets in such a manner as to interfere with the free flow of traffic on streets.

VARIANCE (VAR)

A request for a Variance requires a public hearing before the Planning Commission.

Application Submittal Requirements:

- A. ___ One (1) copy of the completed application packet, including:**
- Application Form
 - Justification Statement
 - Notarized Property Owner(s) Statement
 - Financial Interest Disclosure
 - Notarized Certified Property Owner’s List Affidavit
- B. ___ The required processing fee (see fee schedule)**
- C. ___ Two (2) copies of a Property Ownership Map (1000’ radius) indicating:**
- A 1” to 100’ scale
 - Subject property and dimensions
 - All surrounding properties within the 1000’ radius (measured from exterior boundaries of subject property)
 - All streets, highways, alleys, right-of-ways, and current lot lines
 - All tract, lot and house numbers.
 - Existing uses on all lots, parcels, properties within radius (house, apartments, store, etc.)
 - Ownership of all properties within a 1000’ radius (number the lots to correspond to the property owners list described below).

variance (*cont.*)

D. ___ Property Owners List with the following information:

- Names and mailing addresses of current owners as they appear on the latest available assessment roll of the Los Angeles County Assessor of each property or portion of property within a 1000' radius of the subject property
- Assign a number to each name on the list and indicate the corresponding numbers on the lots or parcels on the Property Ownership Map discussed above (section C)
- One copy of a recorded legal description of the subject property

E. ___ Property Owners Mailing Labels and Envelopes.

- Three (3) complete sets of mailing labels for all property owners within a 1000' radius from the exterior boundaries of the subject property. Labels shall also be provided indicating the following:
 - Name and address of the property owners of the proposed project
 - Name and address of the applicant if different from the owner
 - Name and address of the applicant's representative, engineer, architect, and or surveyor
 - Name and address of the manager of any mobile home parks located within the 1000' radius of the property. Such labels shall contain the letter "MHP" apart from the address.
- Envelopes will be provided at a cost of \$.50 per envelope* for public hearing noticing requirements. Up to 3 sets could be required (depending on the type of entitlement).

* Cost covers postage and supplies.

variance (*cont.*)

- F.** ___ **Variance Exhibit** - Ten (10) copies of a fully dimensional exhibit drawn to scale indicating:
- Identify the standards for which the adjustment is requested
 - Project name and description, north arrow, and scale (must be engineer's scale – no smaller than 1" = 40')
 - Name and address of owner and person(s) preparing the plan
 - Vicinity map and the address and assessor parcel number(s) (APN) of the project site
 - Date of preparation. Date of revisions (if applicable)
 - Property lines and dimensions and all easements of record
 - Proposed buildings and structures and the dimensions, square footage, and number of stories of each
 - Distance of buildings to property lines and centerline of all abutting streets and rights-of-way
 - Existing buildings and other structures on-site and on adjacent properties.
 - Pedestrian and vehicular circulation, driveways and parking spaces
 - All planted/landscaped areas and areas to be planted (include location of existing trees)

variance (*cont.*)

G. ___ A written response that adequately demonstrates each of the following:

1. That, because of special circumstances applicable to the property, (including size, shape, topography, location or surroundings) or the intended use of the property, the strict application of the Development Code deprives the property of privileges enjoyed by other properties in the vicinity under identical zoning classification.
2. That the granting of the variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity and zone and denied to the property for which the Variance is sought.
3. That the granting of the variance will not be materially detrimental to the public health, safety or welfare, or be injurious to the property or improvements in such vicinity and zone in which the property is located.
4. That the granting of the variance does not constitute a special privilege inconsistent with the limitation upon other properties in the vicinity and zone in which the property is located.
5. That the granting of the variance will not allow a use or activity that is prohibited by the zoning regulation governing the parcel of property.
6. That the granting of the variance will not be inconsistent with the City of Santa Clarita General Plan.

If the variance relates to off street parking, include responses to the following:

7. That neither present nor anticipated future traffic volumes generated by the use of the site or the uses of the sites in the vicinity reasonably require strict or literal interpretation and enforcement of the specified regulation.
8. That the granting of the variance will not result in the parking or loading of vehicles on public streets in such a manner as to interfere with the free flow of traffic on streets.

application checklist for

ADMINISTRATIVE PERMIT (AP)

second unit

A request for an Administrative Permit - Second Unit requires approval by the Director of Community Development.

Application Submittal Requirements

- A. ___ **One (1) copy of the completed application packet, including:**
- B. ___ **The required processing fee (see fee schedule)**
- C. ___ **Two (2) copies of a Preliminary Title Report or title policy (no more than 60 days old)**
- D. ___ **Two (2) copies of a recorded legal description of the subject property**
- E. ___ **Two (2) copies of a “will serve” letter from the providers of both water and sewer service.** If a septic system is to serve the unit, two (2) copies of a feasibility study, prepared pursuant to L.A. County Department of Health Services, shall be provided.
- F. ___ **If any portion of the second unit is located over 150 feet from the front property line, approval from the County Fire Department is required and shall be submitted with the application.**
- G. ___ **Site Plan - Five (5) copies of a fully dimensional site plan drawn to scale indicating:**

Note: Pursuant to Unified Development Code Section 17.15.020.N. regarding Second Units, the following minimum lot sizes are required for all lots on which a second unit is proposed:

RE	RVL	RL	RS	RM	RMH	RH
20,000 sq. ft.	20,000 sq. ft.	20,000 sq. ft.	10,000 sq. ft.	10,000 sq. ft.	10,000 sq. ft.	10,000 sq. ft.

administrative permit *(cont.)*

- H. ___ **Floor Plan** – Three (3) copies of a fully dimensional floor plan of the second residential unit drawn to scale.
- I. ___ **Elevations** – Three (3) copies of a fully dimensional elevation plan of the second residential unit drawn to scale indicating:
- J. ___ **Either three (3) copies of a fully dimensional elevation plan of the primary dwelling unit, indicating height, color, and exterior construction materials; or, color photographs of the front, side, and rear of the primary dwelling which indicate color, exterior construction materials, and architecture.**

application checklist for
CONDITIONAL USE PERMIT (CUP)

(and Development Review Permit over 100,000 square feet)

A request for a Conditional Use Permit or a commercial Development Review Permit with over 100,000 square feet requires a public hearing before the Planning Commission.

Application Submittal Requirements

- A. ___ **One (1) copy of the completed application packet, including:**
- B. ___ **The required processing fee (see current fee schedule)**
- C. ___ **One (1) copy of the completed Environmental Questionnaire**
- D. ___ **Two (2) copies of a Preliminary Title Report (no more than 60 days old)**
- E. ___ **Two (2) copies of a recorded legal description of the subject property**
- F. ___ **Two (2) copies of a Land Use/Property Ownership Map (1000' radius) indicating:**
- G. ___ **Preliminary Site Plan** - Twenty-five (25) copies of a fully dimensional site plan (minimum size 24" x 36") drawn to scale indicating:
- H. ___ **Preliminary Grading Plan** – fifteen (15) copies of a grading and drainage plan (minimum size 24" x 36") indicating:
- I. ___ **Preliminary Landscape Plan** – Fifteen (15) copies of a landscape plan (minimum size 24" x 36") drawn to scale indicating:
- J. ___ **Preliminary Floor Plans** – Ten (10) copies of a fully dimensional floor plan(s) drawn to scale indicating:
- K. ___ **Preliminary Elevations** – Ten (10) copies of a fully dimensional elevation plan drawn to scale indicating:
- L. ___ **Two (2) copies of a Transportation Demand Management (TDM) Program for all uses with more than 50 employees.**

conditional use permit (*cont.*)

Prior to the Planning Commission Public Hearing

- M.** ___ **Notarized Certified Property Owner's List Affidavit**
- N.** ___ **Property Owners / Tenant List with the following information:**
- O.** ___ **Property Owners Mailing Labels and Envelopes:**
- P.** ___ **Digital copies (jpeg format):** A digital copy of the Site Plan, Grading Plan, Landscape Plan, and Building Elevations

The following additional applications, permits, and/or materials may also be required for processing of the project:

- **An Initial Study (IS) and the required processing fee (see fee schedule) for projects subject to the California Environmental Quality Act (CEQA)**
- **A Hillside Review Permit (HR) and the required processing fee (see fee schedule) for projects located on parcels with an average cross slope of 10% or greater**
- **An Oak Tree Permit if any oak trees, including scrub oaks, located on or within 200 feet of the site are either directly or indirectly impacted due to development activities, including removal, trimming, grading, trenching, or any other activities that will result in encroachments into the protected zone, such as diversion of drainage.**
- **A biological study if disturbance in a Significant Ecological Area is to occur**
- **Trail system, bike path system, and/or paseo system plans**

application checklist for

DEVELOPMENT REVIEW PERMIT (DR)

A request for a Development Review Permit with less than 100,000 square feet requires approval by the Director of Community Development.

Application Submittal Requirements

- A. ___ **One (1) copy of the completed application packet, including:**
- B. ___ **The required processing fee (see fee schedule)**
- C. ___ **One (1) copy of the completed Environmental Questionnaire**
- D. ___ **Two (2) copies of a Preliminary Title Report (no more than 60 days old)**
- E. ___ **Two (2) copies of a recorded legal description of the subject property**
- F. ___ **Preliminary Site Plan** - Twenty-five (25) copies of a fully dimensional site plan (minimum size 24' x 36") drawn to scale indicating:
- G. ___ **Preliminary Grading Plan** – Fifteen (15) copies of a grading and drainage plan (minimum size 24' x 36") indicating:
- H. ___ **Preliminary Landscape Plan** – Fifteen (15) copies of a landscape plan drawn to scale (minimum size 24' x 36") indicating:
- I. ___ **Preliminary Floor Plans** – Ten (10) copies of a fully dimensional floor plan(s) drawn to scale indicating:
- J. ___ **Preliminary Elevations** – Ten (10) copies of a fully dimensional elevation plan drawn to scale indicating:
- K. ___ **Two (2) copies of a Transportation Demand Management (TDM) Program for all uses with more than 50 employees.**

development review permit (*cont.*)

The following additional applications, permits, and/or materials may also be required for processing of the project:

- **An Initial Study (IS) and the required processing fee (see fee schedule) for projects subject to the California Environmental Quality Act (CEQA)**
- **A Hillside Review Permit (HR) and the required processing fee (see fee schedule) for projects located on parcels with an average cross slope of 10% or greater**
- **An Oak Tree Permit if any oak trees, including scrub oaks, located on or within 200 feet of the site are either directly or indirectly impacted due to development activities, including removal, trimming, grading, trenching, or any other activities that will result in encroachments into the protected zone, such as diversion of drainage.**
- **A biological study if disturbance in a Significant Ecological Area is to occur**
- **Trail system, bike path system, and/or paseo system plans**

application checklist for

HILLSIDE DEVELOPMENT REVIEW (HR)

A request for a Hillside Development Review requires approval by the Director of Community Development if a development project is proposed on hillside areas with an average natural slope of 10% - 15%. Development projects on hillside areas that exceed a natural average slope of 15% require a public hearing before the Planning Commission.

Application Submittal Requirements

- A. ___ One (1) copy of the completed application packet, including:**
- B. ___ The required processing fee (See Fee Schedule)**
- C. ___ One (1) copy of the completed Environmental Questionnaire**
- D. ___ Two (2) copies of a Preliminary Title Report (no more than 60 days old)**
- E. ___ Two (2) copies of a recorded legal description of the subject property**
- F. ___ Topography Map – Five (5) copies of the base topography map of the entire property. Scale shall be: 1" = 40' up to 50 acres; 1" = 100' for 50 to 500 acres; 1" = 200' greater than 500 acres**
- G. ___ Average Slope Calculations and Map – Five (5) copies of the average slope calculations and map including:**
- H. ___ Preliminary Grading Plan – Ten (10) copies of a grading and drainage plan indicating:**

hillside development review (cont.)

Prior to the Planning Commission Public Hearing (if applicable)

- I. ___ Notarized Certified Property Owner's List Affidavit
- J. ___ Two (2) copies of a Property Ownership Map (1000' radius) indicating:
- K. ___ Property Owners List with the following information:
- L. ___ Property Owners Mailing Labels and Envelopes: * Cost covers postage and supplies.
- M. ___ Digital copies (jpeg format): A digital copy of the Grading Plan

The following additional applications, permits, and/or materials may also be required for processing of the project:

- **An Initial Study (IS) and the required processing fee (see fee schedule) for projects subject to the California Environmental Quality Act (CEQA)**
- **An Oak Tree Permit if any oak trees, including scrub oaks, located on or within 200 feet of the site are either directly or indirectly impacted due to development activities, including removal, trimming, grading, trenching, or any other activities that will result in encroachments into the protected zone, such as diversion of drainage**
- **A biological study if disturbance in a Significant Ecological Area is to occur**

application checklist for
MINOR USE PERMIT (MUP)

A request for a Minor Use Permit requires approval by the Director of Community Development unless City staff receives a written complaint or concern regarding the project, in which case a public hearing before the Planning Commission is required. Should a public hearing be required, additional public noticing information will be requested as indicated below in Section H.

Application Submittal Requirements

- A. ___ **One (1) copy of the completed application packet, including:**
- B. ___ **The required processing fee (See Fee Schedule)**
- C. ___ **One (1) copy of the completed Environmental Questionnaire**
- D. ___ **Two (2) copies of a Preliminary Title Report or title policy (no more than 60 days old)**
- E. ___ **Two (2) copies of a recorded legal description of the subject property**
- F. ___ **Two (2) copies of a Land Use/ Property Ownership Map indicating:**
- G. ___ **Property Owners List with the following information:**
- H. ___ **Property Owners Mailing Labels and Envelopes**
- I. ___ **Preliminary Site Plan** - Twenty-five (25) copies of a fully dimensional site plan (minimum size 24" x 36') drawn to scale indicating:
- J. ___ **Preliminary Grading Plan** – Fifteen (15) copies of a grading and drainage plan (minimum size 24" x 36') indicating:
- K. ___ **Preliminary Landscape Plan** – Fifteen (15) copies of a landscape plan (minimum size 24" x 36') drawn to scale indicating:
- L. ___ **Preliminary Floor Plans** – Ten (10) copies of a fully dimensional floor plan(s) drawn to scale indicating:

minor use permit (cont.)

- M.** ___ **Preliminary Elevations** – Ten (10) copies of a fully dimensional elevation plan drawn to scale indicating:
- N.** ___ **Two (2) copies of a Transportation Demand Management (TDM) Program for all uses with more than 50 employees.**

The following additional applications, permits, and/or materials may also be required for processing of the project:

- **An Initial Study (IS) and the required processing fee (see fee schedule) for projects subject to the California Environmental Quality Act (CEQA)**
- **A Hillside Review Permit (HR) and the required processing fee (see fee schedule) for projects located on parcels with an average cross slope of 10% or greater**
- **An Oak Tree Permit if any oak trees, including scrub oaks, located on or within 200 feet of the site are either directly or indirectly impacted due to development activities, including removal, trimming, grading, trenching, or any other activities that will result in encroachments into the protected zone, such as diversion of drainage.**
- **A biological study if disturbance in a Significant Ecological Area is to occur**
- **Trail system, bike path system, and/or paseo system plans**

application checklist for

OAK TREE PERMIT

administrative

(Removal of up to 3 trees, encroachment, and trimming)

A request for an administrative Oak Tree Permit requires approval by the Director of Community Development.

Application Submittal Requirements:

- A. One (1) copy of the completed application packet, including:**
- B. The required processing fee (see fee schedule)**
- C. Two (2) copies of an Oak Tree Report** prepared pursuant to the City of Santa Clarita Oak Tree Preservation and Protection Guidelines. A qualified Oak Tree Consultant shall prepare said report.
- D. Preliminary Site Plan** - Five (5) copies of a fully dimensional site plan drawn to scale indicating:

permit submittal requirements

application checklist for

OAK TREE PERMIT

planning commission

(Removal of 4 or more oak trees or 1 or more Heritage Oak Trees)

A request for an Oak Tree Permit to remove four (4) or more oak trees or one (1) or more Heritage Oak Trees requires a public hearing before the Planning Commission.

Application Submittal Requirements

A. ___ One (1) copy of the completed application packet, including:

- Application Form
- Justification Statement
- Notarized Property Owner(s) Statement
- Financial Interest Disclosure
- Notarized Certified Property Owner's List Affidavit

B. ___ The required processing fee (see fee schedule)

C. ___ Two (2) copies of a Property Ownership Map (500' radius) indicating:

- A 1" to 100' scale
- Subject property and dimensions
- All surrounding properties within the 1000' radius (measured from exterior boundaries of subject property)
- All streets, highways, alleys, right-of-ways, and current lot lines
- All tract, lot and house numbers.
- Existing uses on all lots, parcels, properties within radius (house, apartments, store, etc.)
- Ownership of all properties within a 1000' radius (number the lots to correspond to the property owners list described below).

oak tree permit (cont.)

planning commission

D. ___ Property Owners List with the following information:

- Names and mailing addresses of current owners as they appear on the latest available assessment roll of the Los Angeles County Assessor of each property or portion of property within a 1000' radius of the subject property
- Assign a number to each name on the list and indicate the corresponding numbers on the lots or parcels on the Land Use map discussed above (section C)
- One copy of a recorded legal description of the subject property

E. ___ Property Owners Mailing Labels and Envelopes

- Three (3) complete sets of mailing labels for all property owners within a 1000' radius from the exterior boundaries of the subject property. Labels shall also be provided indicating the following:
 - Name and address of the property owners of the proposed project
 - Name and address of the applicant if different from the owner
 - Name and address of the applicant's representative, engineer, architect, and or surveyor
 - Name and address of the manager of any mobile home parks located within the 1000' radius of the property. Such labels shall contain the letter "MHP" apart from the address.
- Envelopes will be provided at a cost of \$.50 per envelope* for public hearing noticing requirements. Up to 3 sets could be required (depending on the type of entitlement).

* Cost covers postage and supplies.

F. ___ Two (2) copies of an Oak Tree Report prepared pursuant to the City of Santa Clarita Oak Tree Preservation and Protection Guidelines. A qualified Oak Tree Consultant shall prepare said report.

oak tree permit (*cont.*)

planning commission

G. ___ Preliminary Site Plan - Fifteen (15) copies of a fully dimensional site plan drawn to scale indicating:

- Project name and description, north arrow, and scale (must be engineer's scale – no smaller than 1" = 40')
- Name, address, and phone number of owner and all person(s) preparing the plan
- Vicinity map and the address and assessor parcel number(s) (APN) of the project site
- Date of preparation. Date of revisions (if applicable)
- Property lines and dimensions, streets, and all easements of record
- Proposed and existing buildings and structures and their dimensions, and number of stories of each
- Distance of buildings and structures to property lines.
- Parking areas, vehicular circulation areas, and all other paved areas
- All planted/landscaped areas and areas to be planted (include location of existing trees)
- A legend that includes a summary of project statistics including zoning and existing and proposed type of use
- Proposed grading and all construction activities, including utilities, drains, septic areas, etc.
- The exact location and drip line of all oak trees on the subject parcel and within 200' of the parcel, as established by a registered engineer or land surveyor. Each tree shall be identified by the number that corresponds with the Oak Tree Report. Indicate the species type (can be abbreviated) and the diameter of each tree, in inches, measured at 4' 6" from grade.
- Identify those trees that are to be removed, those to be retained, and those to be encroached upon.
- Identify all heritage oak trees.
- The signature of a professional engineer or land surveyor who established the location of each tree
- Location of all protective fencing

application checklist for

TENTATIVE TRACT MAP (TTM) & TENTATIVE PARCEL MAP (TPM)

A request for a Tentative Tract Map (5 or more lots) or a Tentative Parcel Map (4 or fewer lots) requires a public hearing before the Planning Commission.

Application Submittal Requirements

- A. ___ **One (1) copy of the completed application packet, including:**
- B. ___ **The required processing fee (see fee schedule)**
- C. ___ **One (1) copy of the completed Environmental Questionnaire**
- D. ___ **Two (2) copies of a Parcel Map or Tract Map that created the parcel(s) to be subdivided or two (2) copies of an existing Certificate of Compliance establishing the legality of the parcel(s) to be subdivided.**
- E. ___ **Two (2) copies of a Preliminary Title Report (no more than 60 days old) for each parcel(s) to be subdivided**
- F. ___ **Two (2) copies of a recorded Grant Deed for each parcel(s) to be subdivided**
- G. ___ **Two (2) copies of a recorded legal description each parcel(s) to be subdivided**
- H. ___ **Two (2) copies of the County Assessor's Map for all parcels involved**
- I. ___ **Two (2) copies of a Land Use/ Property Ownership Map (1000' radius) indicating:**
- J. ___ **Tentative Tract/Parcel Map** - Twenty-five (25) copies of a fully dimensional Tentative Map prepared by a registered civil engineer or licensed land surveyor drawn to scale indicating:
- K. ___ **Preliminary Building Elevations (for residential subdivisions)** – Ten (10) copies of a fully dimensional elevation plan drawn to scale indicating:

tentative tract map & tentative parcel map (cont.)

Prior to the Planning Commission Public Hearing

- L. ___ Notarized Certified Property Owner's List Affidavit
- M. ___ One (1) Property Proximity Map (8 ½ x 11) indicating:
- N. ___ Property Owners List with the following information:
- O. ___ Property Owners Mailing Labels and Envelopes
- P. ___ Digital copies (jpeg format): A digital copy of the Tentative Map

The following additional applications, permits, and/or materials may also be required for processing of the project:

- **An Initial Study (IS) for projects subject to the California Environmental Quality Act (CEQA)**
- **A Hillside Review Permit (HR) for projects located on parcels with an average cross slope of 10% or greater**
- **An Oak Tree Permit if any oak trees, including scrub oaks, located on or within 200 feet of the site are either directly or indirectly impacted due to development activities, including removal, trimming, grading, trenching, or any other activities that will result in encroachments into the protected zone, such as diversion of drainage.**
- **A biological study if disturbance in a Significant Ecological Area is to occur**
- **Trail system, bike path system, and/or paseo system plans**

