



CITY OF SANTA MARIA PERMIT APPLICATION CHECKLIST

PLANNING DIVISION • 110 SOUTH PINE STREET ROOM 101 • SANTA MARIA, CA 93458 • 805.925.0951 X 2244

PROJECT NAME _____

PERMIT TYPE _____

Please see the Planning Division for which requirements are necessary for your project. A Planner will go through this checklist with you and mark what information must be submitted for your project to be accepted for processing. These are the minimum requirements and additional information and plans may be required to evaluate your application following initial review by staff. Applications not containing the necessary information as marked on the checklist below will extend review times. Check each box to indicate that you have provided the appropriate information.

APPLICATION REQUIREMENTS

REQUIRED	PROVIDED									
		PLANNING APPLICATION (form provided)								
		APPLICATION FEES <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><u>Planning Division</u></td> <td style="width: 50%; border: none;"><u>Public Works Department</u></td> </tr> <tr> <td style="border: none;">\$ _____ Environmental</td> <td style="border: none;">\$ _____ Environmental</td> </tr> <tr> <td style="border: none;">\$ _____ Application</td> <td style="border: none;">\$ _____ Application</td> </tr> <tr> <td colspan="2" style="border: none;">\$ _____ TOTAL DUE at time of filing of application</td> </tr> </table> <p>*Additional fees may be required if the project is not exempt under CEQA.</p>	<u>Planning Division</u>	<u>Public Works Department</u>	\$ _____ Environmental	\$ _____ Environmental	\$ _____ Application	\$ _____ Application	\$ _____ TOTAL DUE at time of filing of application	
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		ENVIRONMENTAL CLEARANCE FORM								
		AFFIDAVIT OF MAILING LIST								
		PROJECT DESCRIPTION A written description of the proposed project and any pertinent information needed for review.								
		PRELIMINARY TITLE REPORT (2 copies)								
		MAILING LABELS/POSTAGE STAMPS								
		PLAN SET (requirements per submittal. Details listed on the back) <ul style="list-style-type: none"> • TEN copies at 11" x 17" size • TWO copy at 24" x 36" size • ONE copy at 8½" x 11" size • PDF copy Note: more copies may be required								

PLAN SET REQUIREMENTS

REQUIRED	PROVIDED	
		<p>PROJECT STATISTICS</p> <p>The plan set shall have a cover sheet which includes the following information:</p> <ul style="list-style-type: none"> • Zoning and current uses of the site and adjacent properties • Total area of the project site • Area calculations for each building footprint, paved surfaces, and landscape • Square footage and uses of commercial and/or industrial floor space • Allowable and proposed residential density, including the number of proposed and existing units (if applicable) • Calculation of the number of required and proposed on-site parking spaces
		<p>SITE PLAN</p> <p>Please include:</p> <ul style="list-style-type: none"> • Graphic Scale and North Arrow • Property Lines • Existing onsite and surrounding uses • Dimensioned building footprints and setbacks • Street(s) adjoining the site • Parking and circulation aisles, driveways, and parking stalls • Sidewalks and pedestrian pathways • Proposed grading and topographic map, if necessary • Landscape areas; size, species, location and disposition of existing trees • Stormwater basin locations and boundaries • Refuse enclosure(s)
		<p>PRELIMINARY LANDSCAPE PLAN</p> <ul style="list-style-type: none"> • Size and species of proposed plant materials • The number and location of proposed trees • Stormwater basin locations and boundaries • Hydrozones
		<p>FLOOR PLAN</p> <p>Please include:</p> <ul style="list-style-type: none"> • Graphic Scale and North Arrow • Uses of each room and/or area identified • For alcohol sales, depict the location and size of alcohol display and sales area • For alcohol service, depict the location and boundaries of the public floor area where the serving of alcohol is proposed
		PRELIMINARY GRADING PLAN
		STORMWATER CONTROL PLAN
		ARCHITECTURAL ELEVATION PLANS (color)
		COLOR/MATERIALS/SAMPLE BOARD
		OTHER PLANS, REPORTS, STUDIES