

City of Santa Paula Planning Department

INSTRUCTIONS FOR SUBMITTING APPLICATIONS DESIGN REVIEW, PLANNED DEVELOPMENT PERMITS, CONDITIONAL USE PERMITS AND VARIANCES

A. ITEMS/DOCUMENTS REQUIRED FOR SUBMITTAL:

1. **APPLICATION - Original** (no facsimiles) filled out and signed by the property owner or by a representative with owner's affidavit (permission).
2. **PROOF OF OWNERSHIP**, e.g. Copy of recent Title Report or Deed, which includes a legal description of the property.
3. **FEES** - Payable upon submittal of the application, and calculated from the City's current Fee Schedule.
4. **PROJECT DESIGN PLANS:-**
 - a. Preliminary or Design Review
five (5) sets, standard size drawn to scale, such scale not to be less than 1" = 20' (not to exceed 30" x 42" or be less than 22" x 34" in size unless approved by Planning Dept) **AND**
one (1) reduced size set 11" x 17" (must be legible, ok not-to-scale)
 - b. Planning Commission Hearing
Two (2) standard size sets drawn to scale per 4a. Above **AND**
Ten (10) reduced size sets 11" x 17" (appropriate to project)
Very large projects may require **Ten (10)** standard sets.
 - c. City Council Hearings (include any revisions required by Planning Commission)
Ten (10) standard size sets drawn to scale per 4a. Above **AND**
Two (2) reduced size sets 11" x 17" (appropriate to project).
 - d. Folded - all plan sets are to be folded together to 8 1/2" x 11" or 9" x 12", file size, with title block to the outside. If modifications are made to the plans at a later date, ten (10) additional copies of each sheet modified (with revision date) must be provided and folded into the plan sets 15 days prior to the Planning Commission (PC) or City Council (CC) meeting at which the project will be discussed.
Submitted plans are the property of the City of Santa Paula and **are not returnable**.

All projects for Commercial, Industrial, Multi-Family Residential and clustered single-family projects (5 or more dwelling units), and discretionary project proposal plans must be prepared by a licensed architect or engineer certified in appropriate specialty (Assembly Bill 1005;1990).

Note: Upon approval of plans by the appropriate governing body (PC or CC), plans will require the stamp and signature of a licensed architect or engineer to validate the permit.

5. **CEQA & CITY ENVIRONMENTAL REVIEW** - Fill out an Initial Study, Part I for all projects not exempt from CEQA. A negative declaration or environmental impact report will be necessary for non-exempt projects. In addition, the State Department of Fish & Game requires a fee for some projects of \$1250 for a negative declaration and \$850 for an environmental impact report plus \$50 handling fee if the project is approved (check made out to the Ventura County Clerk to be forwarded by the City within five days of approval).

A. ITEMS/DOCUMENTS REQUIRED FOR SUBMITTAL *Continued*

6. **FLOOD HAZARD DETERMINATION FORM (attached)** – Signed by the Public Works/ Engineering Department. The design of a structure can be dramatically affected by the need to mitigate flood hazards. Consider this carefully in building design.
7. **PUBLIC NOTICING REQUIREMENTS** - For entitlement permits subject to a public hearing; all of the following must be provided or accomplished:
 - a. A project site sign on the subject property, in accordance with the **PROJECT SITE SIGN POSTING STANDARDS & PROCEDURES** (attached)
 - b. **PUBLIC HEARING NOTIFICATION INFORMATION** – During the application process, at a time to be determined by the Planner, the applicant shall obtain from the County of Ventura Planning Department the following:
 - 1) **Mailing List** containing Assessor's parcel numbers and mailing addresses for all property owners within a **300' radius** of the perimeter of the project site; **Note:** to consider any project involving the use of hazardous materials, the handling of solid waste, and alcoholic beverage sales, a **1000' radius** must be used to create the mailing list for notification.
 - 2) **Mailing Labels** - Two (2) individual typed sets prepared from the property owner's list as required above, on 8 1/2" x 11" three column, gummed sheet labels
 - 3) **Affidavit of Certification**, signed by the person who prepared the property owner's list.
 - 4) **Assessor's Parcel Map Pages** - Copies of all pages used to prepare the property owners list or County prepared map page indicating the 300' or 1000' radius.
8. **EVIDENCE** that the proposal meets all Code requirements, either shown on the plans or submitted in writing. (Such as: Lot coverage, open space and landscape calculations, setbacks and lot dimensions.)
9. **HOME OWNER'S ASSOCIATION** - Letter of approval (where there are CC&Rs or an association).
10. **PHOTOGRAPHS** of the property from the East, West, North, and South, including any existing structures on the property; and photographs showing views from the property looking East, West, North, and South. Mount and label photos on 8 1/2" x 11" or 8 1/2" x 14" card stock or bond paper (**NO foam board**). For Public Hearing items, submit 10 sets of colored photos.
11. **MATERIALS/COLORS:** Fully **describe** exterior materials and paint colors. Mount and label paint samples with materials description on 8 1/2" x 11" or 8 1/2" x 14" card stock or bond paper (**NO foam board**). Larger displays are not acceptable for the file submittal but may be submitted to the Planning Commission meeting by the applicant.
12. **OTHER WRITTEN INFORMATION** which would support the request.

B. SUBMITTAL PROCEDURE

1. **Make an appointment** with a Planner to submit the project application. This meeting is intended to speed the processing of your application and will help determine if your application is complete. No application will be accepted without an appointment unless prior approval is given by the Planning Department.
2. Within 30 days from the date the application is filed, staff will determine whether or not the application is complete. You will be notified when the status of the project changes.

C. ITEMS THAT MUST BE INCLUDED IN DESIGN PLANS

1. **ASSESSOR'S PARCEL NUMBER** (shown on plot plan)
2. **RIGHTS-OF-WAY** (fully dimensioned and shown on plot plan)
 - a. All existing and proposed streets and alleys
 - b. Existing intersections close to the property
 - c. Proposed streets (from approved City list of names)
 - d. Proposed street widenings and/or extensions
 - e. Existing and proposed sidewalks
 - f. Existing and proposed curb cuts
 - g. Existing and proposed easements, and type
3. **SITE and BUILDINGS** (fully dimensioned, including garage doors, pool equipment, etc., shown to scale on plot plan)
 - a. Property lines
 - b. Setbacks - Special setbacks from certain streets are required and should be determined before designing plans. Contact Planning Dept. for more information.
 - c. Square footage of each floor and total square footage
 - d. Location of buildings to be removed drawn in dotted lines (demolition permit is required)
 - e. Type and use of all buildings and structures, whether proposed or existing
 - f. All facilities and accessory structures related to underground utilities and street lighting, and all mechanical equipment on the building(s) or on the site such as utility boxes, sprinkler gang valves and backflow devices, and indicate appropriate screening method, i.e. landscaping, fencing, etc., and materials used.
 - g. Walls and fences, whether existing or proposed, with materials and colors designated
 - h. Location and design of gang mail boxes, etc. (acceptable to the Post Office)
 - i. Existing and proposed fire hydrants within 300' of the project perimeter (per Fire Dept. requirements)
 - j. Existing and proposed utility poles
 - k. Percent of site covered by roofs and driveways
 - l. Base flood and finished floor elevations as determined by the City's Public Works/Engineering Department
4. **PARKING and CIRCULATION** (fully dimensioned, shown on plot plan)
 - a. All parking spaces numbered, with calculations showing total spaces required by Code and total spaces provided on plans.
 - b. Wheel stops or curb substitutes (where applicable)
 - c. Parking space striping
 - d. Handicapped parking
 - e. Ingress and egress to include all private drives
 - f. Pedestrian walkways and trails
 - g. Loading space facilities, i.e. docks
 - h. Indicate type of paving, asphalt or concrete
5. **LANDSCAPING** (see City's Guidelines for Preparation of Landscape & Irrigation Plans, Submittal Requirements, Section IV, Pg. 9)
 - a. Planting plan on separate sheet per City Guidelines Section IV, 2. Identifying all existing trees and proposed plants by species, planted and mature size, spacing and number
 - b. Existing and proposed landscaped areas, with calculations showing percentage of landscaping required by City Guidelines and total percentage provided on plan
 - c. Square footage of common usable and private open space, e.g. patio areas (R-2, R-3 & R-4 zones only)
 - d. Screening of adjacent property or storage, if required or appropriate
 - e. Outdoor lighting, placement and type
 - f. Outdoor trash enclosures screened - Standards are available from the Building Department.

C. ITEMS THAT MUST BE INCLUDED IN DESIGN PLANS *Continued*

6. **FLOORPLANS** (separate sheet or with elevations)
 - a. Fully dimensioned and to scale
 - b. Designate each room with its proposed use
 - c. Label floor levels, ground floor, second floor, etc.
 - d. Indicate square footage for all units

7. **ELEVATIONS** (separate sheet or with floorplans)
 - a. Designate each building by a building number
 - b. Show 2 cross-section lines that clearly portray buildings and grading concept
 - c. Projects in a PD Zone, such as a lot in a hillside subdivision, must include a line-of-site analysis of the project's impact upon views of surrounding properties. The analysis shall establish the elevation of the finished floor and highest point of the roof of the project and the elevation of primary view of adjacent properties (5 to 6 feet above finished floor of all levels). The **line-of-site drawing** must be prepared by a licensed civil engineer or land surveyor.
 - d. Indicate natural grade (dotted lines) and finished grade (solid lines). Show all steps & stairways necessary to provide access to an elevated structure.
 - e. Provide front, right side, left side, and rear elevations of all buildings, showing roof, walls and foundations if elevated.
 - f. Indicate height in feet and stories
 - g. Indicate materials and colors of all buildings

8. **GRADING** (separate sheet) stamped and signed by a licensed engineer for grading of 50 cubic yards of material or more; if grading is less, may be signed by an architect)
 - a. All hillside project sites and any site that requires grading, requires a preliminary grading/drainage plan be included in the plan set. On this sheet the location of existing & proposed water/sewer connections must also be shown.
 - b. Grade elevations of major design aspects must be labeled.
 - c. Show amount of cut/fill material.

D. DRAFTING INSTRUCTIONS

1. All information is to be printed legibly
2. **All aspects of the plan related to Code requirements, must be fully dimensioned**, e.g. parking spaces, garage doors, setbacks, etc.
3. Each sheet shall be labeled with the applicant/owner's name, project location/address and architect/designer or other professional's name, address, and phone number, shown on a title block
4. Each sheet in the set numbered
5. Appropriate scale so that plans are easily read. Not less than 1" = 20'.
6. North arrow
7. Location map which indicates boundary of site, relationships to adjacent properties, and access roads printed on page 1 of the plan set
8. Notes that are not readily delineated on the plans shall be placed in a "Note Section"
9. Revision dates shown on title block
10. A utility clearance stamp from Southern California Edison Company (683-5211) for new service, relocation, upgrading or undergrounding.
11. **All designs and plans must meet the criteria of all applicable State laws and regulations on architecture and engineering, i.e., signed by a registered professional (See A.4).**
12. All lettering size **minimum** .10" font.
13. Show one foot contour intervals for all existing and proposed contours. Two foot contour intervals required for hillside sites.

E. PUBLIC HEARING PROCEDURE:

1. **The applicant or his/her representative must appear at the hearing(s)** scheduled before the Planning Commission and/or City Council. Failure to appear may result in a continuance, which requires an additional fee or possible denial of the project.
2. Following public notification of a hearing, an additional fee will be required for a request for continuance by the applicant. Hearing dates may be coordinated with staff prior to scheduling without a continuance fee.

F. SPECIAL REQUIREMENTS:

1. **Industrial/Commercial** projects with a shower included in the plans must have a conditional use permit if not covered by a planned development permit, e.g. if the project is in a planned development zone.
2. **Industrial/Commercial projects** must describe in detail the process employed by the business, products produced, if any, and any toxic, hazardous or polluting materials used, stored or generated by the business.
3. **Industrial/Commercial projects** must list the number of employees, the square footage of the buildings(s) devoted to each use and the number of shifts. This information is necessary to establish the parking requirements of the project.
4. **Industrial, Lemonwood Park** It is the Planning Commission's policy to require a 20' setback for all development within the Lemonwood Park including both street frontages on corner lots.
5. **Historic Buildings, City/County Landmarks, and projects adjacent to landmarks** require Historic Preservation Review as part of the approval. Does your project fit into this category?
6. **A final certificate of occupancy** will be issued by the City only if the applicant has met or is meeting air quality standards applicable to Sections 25505, 25533, and 25534 of the Health and Safety Code. Permit applications are available from the Planning Department. Proof of compliance or exemption can be obtained from the Ventura County Air Pollution Control District (VCAPCD).
7. The **Project Number** issued by the City **Planning Department**, shall be referenced on **all** correspondence and plan revisions submitted to the City regarding the project.
8. The **Project number**, the **Resolution number**, and the **Conditions of Approval** adopted for the project shall be printed on plans submitted for plan check with the Building & Safety Department.
9. **Annexations / General Plan Amendments:** A fiscal impact analysis must be prepared for any project which involves either an annexation application or a General Plan amendment. Such an analysis will enable an evaluation by staff and by the decision making bodies as to whether the proposed development or project will be able to pay for itself (e.g. tax revenues and other benefits will out weight all costs including infrastructure and community services).

G. SPECIAL INSTRUCTIONS:
