



## City of Buellton Planning Department

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### Minor Conditional Use Permit (APPLICATION CHECKLIST)

Minor Conditional Use Permit (Application Deposit \$1,000)  
Reference Buellton Municipal Code Section 19.08.110

**NOTE:** All projects shall be reviewed by the Planning Commission within the first 30 days of an initial project submittal to review and provide preliminary comments on the site design and architectural elevations. A color board shall be submitted with the initial submittal of a project to assist in the review of the project by staff and the Planning Commission. The Planning Commission shall also determine whether story poles are required for projects that are 25 feet in height or less.

Items listed on the Checklist must be submitted to the City Planning Department for a complete application package. If there is an item you feel is not germane to your project, please submit explanation.

1. **Application Form** – Completed and signed by the property owner and applicant.
2. **Statement clearly describing all requested exceptions** to the City's design standards.
3. **Description of the Proposed Use** – Indicate any proposed activities, type of goods or services to be offered, number of employees anticipated, hours and days of operation, and any other details of the proposed use that may be relevant to a good description of the proposed land use.
4. **Site Plan** – One 8 ½" X 11" copy and eight full-sized copies folded to 9" X 12" maximum. Site Plan shall include the following:
  - a) Dimensioned property lines and all building setbacks.
  - b) Location, name and width (including required widening) of adjacent streets.
  - c) Existing and proposed private and public easements.
  - d) The name, location and width of watercourses.
  - e) Highlight all proposed buildings and improvements, and indicate existing buildings and improvements which will be retained. Also, indicate any structures that will be removed.
  - f) Show access and circulation for pedestrians and vehicles.
  - g) Dimensioned parking spaces and aisles with the flow of traffic indicated by arrows.
  - h) Location of bicycle parking and storage facilities.
  - i) Walls, fences, gates and exterior lighting structures.
  - j) Location and dimensions of all signs.
  - k) Location of recycling and refuse enclosures.
  - l) Planted areas and outdoor use areas.
  - m) Location of all existing trees with trunk diameters over 3" with type, trunk and canopy diameter, and status indicated e.g., to be removed, saved, or relocated.
  - n) Location and use of nearest structures on adjacent properties.
  - o) North arrow and scale.
5. **Elevations** – One 8 ½" X 11" copy and eight larger copies folded to 9" X 12" maximum, showing the following:
  - p) All sides of proposed buildings and existing building to remain.
  - q) Dimensioned maximum height of buildings(s) from average finish grade.
6. **Color and Materials Board** – Provide samples of the colors and materials being proposed.
7. **Schematic Floor Plans** – One 8 ½" X 11" copy and eight full-sized copies folded to 9" X 12" showing the following:
  - i. Interior building layouts, existing and proposed rooms or use areas.
  - ii. Square footage of all inhabitable rooms.
  - iii. Entrances and windows.
  - iv. Relationship of interior spaces to exterior use areas.
8. **Digital Copies** – Site Plan, Elevations, and Floor Plan (PDF/JPEG and AutoCAD versions).

9. **Story Poles and Modeling** – For all projects that exceed 25 feet in height, story poles shall be erected on the project site no later than 30 days before the first public hearing on the project and shall remain in place until a final decision is made on the project. A surveyor or registered civil engineer may be required to certify in writing to the City that the story poles are properly located and reflect proposed heights. Story poles may also be required for projects less than 25 feet in height as determined by the Planning Commission during the preliminary site and design review process. A scale model, a three dimensional computer graphic presentation, or a three dimensional graphic rendering shall be provided at the public hearings for the project. Said model or graphic presentations shall include structures on all surrounding properties. The City Council may waive the requirement for story poles, scale models, or graphic presentations upon a written request to the City Council demonstrating that these items would not provide clarification for review of the project.
8. **Any** additional information or drawings that the Planning Director determines are needed based upon the specific conditional use applied for.

If you have any questions, please contact us at (805) 688-7474. If your questions relate to required plans, please arrange to meet with us in person during working hours, Monday thru Friday, 8 am to 12 noon and 1 pm to 5 pm. **Please make your check payable to the City of Buellton.**

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