



City of Buellton Planning Department

MINOR/MAJOR TEMPORARY USE PERMIT (APPLICATION CHECKLIST)

Minor/Major Temporary Use Permit (Fee Minor \$155/Major \$480)
Reference Buellton Municipal Code Section 19.06.240

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 general description of the proposed land use.
4. **Site Plan** – Four 8 1/2" x 11" copies or four larger copies folded to 9" x 12" maximum, showing 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 that will be retained. Also, indicate any structures that will be removed.
 - f) Show access and circulation of 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, relocated).
 - n) Location and use of nearest structures on adjacent properties.
 - o) North arrow and scale.
5. **Elevations** – Four 8 1/2" x 11" copies or four full-size copies folded to 9" x 12" showing the following:
 - a) All sides of proposed buildings and existing buildings to remain.
 - b) Dimensioned maximum height of buildings(s) from average finish grade.
6. **Schematic Floor Plans** – Four 8 1/2" x 11" copies or four full size copies folded to 9" x 12" showing the following:
 - a) Interior building layouts, existing and proposed rooms or use areas.
 - b) Square footage of all inhabitable rooms
 - c) Entrances and windows.
 - d) Relationship of interior spaces to exterior use areas.
7. **Digital Copies** – Site Plan, elevations, and Floor Plan (PDF/JPEG and AutoCAD compatible formats).
8. **Any** other 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 through Friday between 8 am to 12 noon and 1 pm to 5 pm. **Please make your check payable to the City of Buellton.**