



# City of Buellton

## LAND USE EXEMPTION / ZONING CLEARANCE FOR ELECTRIC VEHICLE CHARGING STATIONS (APPLICATION CHECKLIST)

Reference [Buellton Municipal Code](#) Sections 19.02.030, 19.06.280 and 19.08.100

- Items listed on this Checklist must be submitted to the City Planning Department for a complete application. Conformance with the eligibility checklist (#4 below) determines if the project qualifies for expedited permitting. The application package for expedited permitting will be reviewed over-the-counter for a Land Use Exemption and within 5 business days for a Zoning Clearance. After City of Buellton review and approval of the Land Use Exemption or Zoning Clearance, a separate application for a Building Permit will need to be submitted to the Santa Barbara County Building & Safety Division.
- Electronic Submittals – You may choose to submit only a digital copy of the application form, plans and required documents, without providing physical copies. Please submit all plans and documents as PDF. Fully dimensioned plans are required. Electronic submittals may be made via e-mail to [planning@cityofbuellton.com](mailto:planning@cityofbuellton.com).
- Physical Submittals – In addition to the application form and required documents, submit four copies of the physical plans, which must be to scale. The following sizes will be accepted, depending on the complexity of the project: 8 1/2" x 11", 11" x 17" or 24" x 36" (folded to 8 1/2" x 11"). Physical submittals may be dropped off at the Planning Department office at 331 Park Street or mailed to P.O. Box 1819, Buellton, CA 93427.
- Reports/Studies – Submit two copies of each.
- If you have any questions relating to the Planning Application Form or Site Plan requirements, please contact the Planning Department at (805) 688-7474 or [planning@cityofbuellton.com](mailto:planning@cityofbuellton.com) or 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.

For all other questions, please contact the County of Santa Barbara Building & Safety Division at (805) 934-6230 (North County Office) or (805) 568-3030 (South County Office). Please visit <http://countyofsb.org/plndev/permitting/evcs.sbc> for more information.

1. **Planning Application Form** – Completed and signed by the property owner and applicant
2. **Application Fee** - Land Use Exemption (**No Fee**) / Zoning Clearance (**\$45.00**). Please make checks payable to the City of Buellton or complete the **Credit Card Authorization Form**.
3. **Site Plan and Electrical Plan** – Include the following:
  - a) Location, size, and use of all structures;
  - b) Location of electrical panel for the charging system; and
  - c) Type of charging system and mounting.
  - d) Electric load calculation worksheet
  - e) Additional information based on response to questions in the eligibility checklist below
4. **Eligibility Checklist**
  - a) **Eligibility Checklist for Single Family Residential**
  - b) **Eligibility Checklist for Multi-Unit Residential**
  - c) **Eligibility Checklist for Non-Residential**

*EVCS – Updated 1-2021*