



## LAND USE EXEMPTION / ZONING CLEARANCE FOR BUILDING PERMIT (APPLICATION CHECKLIST)

Reference [Buellton Municipal Code](#) Section 19.08.100

- All applicable items listed on this Checklist must be submitted to the Planning Department for a complete application. Please allow up to 30 days from project submittal for a determination of application completeness.
- **Submittal Format** - You may choose to submit only a digital copy of the plans, without providing physical copies.
  - **Electronic Plans:** Please submit all plans and documents as PDF. Fully dimensioned plans are required for electronic submittals. They may be emailed to [planning@cityofbuellton.com](mailto:planning@cityofbuellton.com)
  - **Physical Plans:** If physical copies are submitted, please submit two copies. Physical plans must be to scale. They may be dropped off at the Planning Department office at 331 Park Street or mailed to P.O. Box 1819, Buellton, CA 93427. The following sizes will be accepted, and depend on the complexity of the project:
    - 8 1/2" x 11"
    - 11" x 17"
    - Or 24" x 36"
  - **Reports/Studies:** Submit a digital copy only. They may be emailed to [planning@cityofbuellton.com](mailto:planning@cityofbuellton.com)
- If you have any questions, please contact us at (805) 688-7474 or at [planning@cityofbuellton.com](mailto:planning@cityofbuellton.com). You may also arrange to meet with us in person Monday thru Friday, 8 am to 12 pm and 1 pm to 5 pm.

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### CHECKLIST

1. **[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 your check payable to the City of Buellton or complete the [Credit Card Authorization Form](#).
3. **[Site Plan](#)** – Include the following (where applicable):
  - a) North arrow and scale
  - b) Dimensioned property lines and all building setbacks
  - c) Location, name and width (including required widening) of adjacent streets
  - d) Existing and proposed private and public easements
  - e) The name, location and width of watercourses and line of top of bank
  - f) Highlight all proposed buildings and improvements, and indicate existing buildings and improvements that will be retained
  - g) Indicate existing buildings and/or structures on adjacent parcels outside of project site
  - h) Indicate any structures proposed for demolition and their square footage
  - i) Access and circulation of pedestrians and vehicles
  - j) Dimensioned parking spaces and aisles with the flow of traffic indicated by arrows

- k) Location of bicycle parking and storage facilities
  - l) Location, dimensions and specifications of walls, fences, gates and exterior lighting structures
  - m) Location, dimensions, and design of all signs
  - n) Location and dimensions of recycling and refuse enclosures
  - o) Planted, paved and outdoor use areas
  - p) Seating capacity or square footage devoted to patrons
  - q) 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)
  - r) Location and use of nearest structures on adjacent properties
4. **Elevations** – Include the following (where applicable):
- a) All sides of proposed buildings and existing buildings to remain.
  - b) Dimensioned maximum height of buildings(s) from average finish grade.
  - c) Types of materials and colors of structures
5. **Schematic Floor Plans** – Include the following (where applicable):
- 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
6. **Landscape Plan** (if applicable)
7. **Schematic Site Lighting Plan** (if applicable)
8. **Conditions of Approval** (for entitled projects only) – All conditions of approval shall be printed in their entirety on applicable pages of final development, grading and construction plans submitted to the City. Applicant must satisfy all conditions of approval before Zoning Clearance will be issued by City.
9. **Fees** – All applicable fees required prior to Zoning Clearance issuance must be paid
10. **Any other information or drawings** that the Planning Director determines are needed based upon the specific use applied for, including but not limited to:
- a) Net Buildable Area - For residential development on AHOZ sites as defined in [Buellton Municipal Code](#) Section 19.16.012
  - b) Architectural Review Deposit – Deposit for review by the City’s architectural consultant
  - c) Design Standard Exceptions - Statement clearly describing all requested exceptions to the City’s design standards
  - d) [Can and Will Serve Letter](#)
  - e) Fats, Oil and Grease (FOG) Permit – Verification of application and plumbing plan submittal for Food Service Establishments
  - f) Industrial Wastewater Discharge Permit – Verification of application submittal for Industrial Facilities
  - g) [Address Application](#) – For establishing or changing an address
  - h) [Road Names Application](#) – For establishing or changing road names
  - i) [Materials Management Plan](#) (Construction Recycling/Reuse Application) – For certain new construction and alterations
  - j) Marborg Approval Letter – Verification of approval of compost, recycling, and refuse area plans submitted to Marborg
  - k) Soils Report
  - l) Density Bonus Request
  - m) Pro Forma – For certain entitled housing development projects
  - n) Relocation Assistance Plan