



# City of Buellton

## **MINOR CONDITIONAL USE PERMIT (MUP)** (APPLICATION CHECKLIST)

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.
- Items listed on this Checklist must be submitted to the City Planning Department for a complete application. Please allow up to 30 days for a determination of application completeness.
- Electronic Plans – Submit a digital copy as PDF. Fully dimensioned plans are required for electronic submittals.
- Physical Plans - Submit one 11” x 17” copy and eight 24” x 36” copies folded to 9” x 12”. Must be to scale.
- Reports/Studies - Submit two copies of each.
- 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.

1. [Application Form](#) – Completed and signed by the property owner and applicant
2. [Application Deposit](#) - **\$1,000**. Please make your check payable to the City of Buellton.
3. [Payment Processing Agreement](#) – Completed and signed
4. [A Preliminary Title Report](#) – Must be dated within the last 180 days prior to submittal date.
5. [Site Plan](#) – Include the following (where applicable):
  - 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 and line of top of bank
  - e) Highlight all proposed buildings and improvements, and indicate existing buildings and improvements that will be retained
  - f) Indicate existing buildings and/or structures on adjacent parcels outside of project site
  - g) Indicate any structures proposed for demolition and their square footage
  - h) Access and circulation of pedestrians, bicyclists and vehicles
  - i) Dimensioned parking spaces and aisles with the flow of traffic indicated by arrows
  - j) Location of bicycle parking and storage facilities
  - k) Location, dimensions and specifications of walls, fences, gates and exterior lighting structures
  - l) Location, dimensions, and design of all signs
  - m) Location and dimensions of recycling and refuse enclosures
  - n) Planted, paved and outdoor use areas (consistent with engineering and landscape plans)
  - o) Seating capacity or square footage devoted to patrons
  - p) 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)
  - q) Location and use of nearest structures on adjacent properties
  - r) North arrow and scale



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6. **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
7. **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
8. **Landscape Plan** – Must be in color, on same base map and consistent with the site plan; include the following (where applicable):
  - a) Location, square footages and percentages based on net buildable area of all landscaped and hardscaped areas
  - b) Types and sizes of plants/trees; label applicable replacement trees proposed per Native Tree Protection Ordinance
  - c) Location, dimensions and design details for landscape architectural features such as walls, fences, screening, lighting, paving types, trellises, arbors, benches, fountains and other applicable features
  - d) Compliance with current MWELo or City Requirements (whichever are most stringent)
9. **Schematic Site Lighting Plan** – Include the following (where applicable):
  - a) Location of exterior lighting
  - b) Types of exterior light fixtures; include dimensions and specifications  
NOTE: all exterior lighting must be dark sky friendly, fully shielded and directed downward
  - c) Photometric lighting plan (if required)
10. **Engineering Plans & Reports** – Submit the following (where applicable):
  - a) Topographical Survey – include at least 50' beyond property line
  - b) Grading Plan – include: description of the land; existing and/or proposed structures; quantity and type of material to be graded, excavated, or filled.
  - c) Soils Report
  - d) Drainage Plan
  - e) Water, Sewer, Storm Drain, and Utility Plans
  - f) Irrigation Plans
  - g) Stormwater Control Plan
  - h) Public Improvement Plans
  - i) Preliminary Drainage (Hydrology/Hydraulics) Report
  - j) SWPPP and Erosion Control Report
  - k) Verification of top of bank of creeks and/or Santa Ynez River
  - l) Flood Study (if required)
  - m) Other, as may be required by City Engineer
11. **Environmental Project Description** – May be included in or separate from the project description on the Project Application Form:
  - a) A brief text description of proposed architecture
  - b) A description of proposed measures to reduce noise exposure (i.e. sound walls, setbacks, double-paned windows, etc.)



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**In addition**, the following information should be provided for proposed **non-residential** projects:

- c) A description of the specific site uses
- d) A description of hazardous substances proposed for use, storage, or transport
- e) A description of facilities and processes that generate substantial odors
- f) Identification of proposed hours of operation, including deliveries and shipping as applicable

12. **Environmental Documents**

- a) For projects within ¼ mile of commercial or industrial uses, a Phase I Environmental Site Assessment (ESA)
- b) A copy of permits and relevant correspondence with any permitting agency for the project (e.g., California Department of Fish and Game, Regional Water Quality Control Board, etc.)

13. **Color and Materials Board** – Provide samples of the colors and materials being proposed.

14. **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.

15. **Any other information or drawings** that the Planning Director determines are needed based upon the specific conditional use applied for or the location of the project (such as within the Avenue of Flags Specific Plan area), including but not limited to:

- a) Design Standards Exceptions – Statement clearly describing all requested exceptions to the City’s design standards
- b) Marborg Approval Letter – Verification of approval of compost, recycling, and refuse area plans submitted to Marborg
- c) Traffic, Access and Circulation Study
- d) Parking Study
- e) Noise Study
- f) Biological Resources Study
- g) Tribal Cultural Resources Study
- h) Air Quality Study
- i) Greenhouse Gas Emissions Study
- j) Pro Forma – For certain housing development projects
- k) Relocation Assistance Plan