



MINOR CONDITIONAL USE PERMIT (MUP) (APPLICATION CHECKLIST)

Reference [Buellton Municipal Code](#) Section 19.08.110

- All applicable items listed on the 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** - Both electronic and physical plans are required
 - **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 two 24" x 36" copies folded to 9" x 12". Must be to scale.
 - **Reports/Studies:** Submit a digital copy only.
- If you have any questions, please contact us at (805) 688-7474 or at 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.

CHECKLIST

1. **Application Form**
 - a) Completed and signed by the property owner and applicant.
 - b) Project description must indicate any proposed activities, type of goods or services to be offered, number of employees anticipated, hours and days of operation, and any other applicable details of the proposed use that may be relevant to a detailed description of the proposed land use; attach additional sheets if needed.
 - c) An ownership disclosure is required if the project site is owned by an LLC, corporation, partnership, or trust. The disclosure must list the names and addresses of the principal owners (25% or greater) with a copy of the current corporate articles, partnership agreement, or trust document as applicable attached.
2. **Application Deposit** – (\$1,000)
Please make your check payable to the City of Buellton. Mailing address – P.O. Box 1819 Buellton, CA 93427
3. **County Fire Department Review Fees** – Minor Conditional Use Permit (\$103)
Please make your check payable to the Santa Barbara County Fire Department. Mailing address – P.O. Box 1819 Buellton, CA 93427. Include the Project Case Number on the check.
4. **Payment Processing Agreement** – Completed and signed
5. **Preliminary Title Report** – Must be dated within the last 180 days prior to submittal date.
6. **Site Plan** – Include the following (where applicable):
 - a) North arrow and scale
 - b) Dimensioned property lines
 - c) Location, name and width (including required widening) of adjacent streets
 - d) Indicate location and use of the nearest existing buildings and/or structures on adjacent parcels outside of project site, including above-ground power lines within 20 feet of project site property lines
 - e) Existing and proposed private and public easements
 - f) The name, location and width of watercourses and line of top of bank

- g) Highlight all proposed buildings and improvements, and indicate existing buildings and improvements that will be retained
- h) Indicate any structures proposed for demolition and their square footage
- i) Dimensioned setbacks to all proposed and retained buildings and structures
- j) Type of construction
- k) Total square footage of gross floor area of all stories, and percent of total net land area of the site covered by buildings
- l) Access and circulation of pedestrians, bicyclists and vehicles
- m) Dimensioned parking spaces and aisles with the flow of traffic indicated by arrows
- n) Location of bicycle parking and storage facilities
- o) Location and dimensions of walls, fences, and gates
- p) Location and dimensions of all signage
- q) Location and dimensions of recycling and refuse enclosures
- r) Planted, paved and outdoor use areas (consistent with engineering and landscape plans)
- s) Seating capacity and square footage devoted to patrons
- t) General proposed occupant loads and occupancy classifications
- u) 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)
- v) Location of existing above-ground power lines

7. **Elevations** – Must be in color. Include the following (where applicable):

- a) All sides of proposed buildings and existing buildings to remain
- b) Dimensioned maximum height(s) of buildings(s) from average finish grade
- c) Locations, dimensions and design of signage
- d) Types of materials, colors, location, and design intent of structures and architectural details, including:
 - roof eaves, overhangs, and parapets
 - awnings
 - exterior ramps and stairways
 - exterior recycling and refuse enclosures
 - walls/fencing/screening
 - window and door trim
 - balcony/porch railing
 - columns
 - gutter and downspouts

8. **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) Stair and elevator locations
- e) Relationship of interior spaces to exterior use areas
- f) Roof plan including preliminary location of solar panels, HVAC, and any other utilities

9. **Preliminary 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 per Native Tree Protection Ordinance
- c) Location, dimensions and design details for landscape architectural features such as walls, fencing, gates, screening, paving types, trellises, arbors, benches, fountains and other applicable features
- d) Location of lighting, consistent with the site lighting plan
- e) Preliminary compliance with current MWELo or City Requirements (whichever are most stringent)

10. **Schematic Site Lighting Plan** – Include the following (where applicable):

- a) Location of exterior lighting
- b) Types of exterior light fixtures; include dimensions, specifications, and design details
NOTE: all exterior lighting must be dark sky friendly, fully shielded and directed downward
- c) Photometric lighting plan (if required)

11. **Engineering Plans & Reports** – Contact Public Works Director Rose Hess at rose@cityofbuellton.com to determine engineering permits, plans and reports that would be required of your project at this stage.

Submit the following (where applicable):

- a) Topographical Survey – include at least 50' beyond property line
- b) Final 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 - preliminary is acceptable unless there is a known potential geotechnical issue on-site or adjacent
- d) Final Drainage Plan
- e) Preliminary Drainage (Hydrology/Hydraulics) Report
- f) Preliminary Water, Sewer, Storm Drain, and Utility Plans – include estimated water and wastewater demand calculations
- g) Preliminary Irrigation Plans
- h) Final Stormwater Control Plan
- i) Preliminary Public Improvement Plans
- j) Preliminary SWPPP and Erosion Control Report
- k) Verification of top of bank of creeks and/or Santa Ynez River
- l) Preliminary Flood Study (if required)
- m) Other, as may be required by City Engineer

12. **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 and design style
- b) A description of proposed measures to reduce noise exposure (i.e. sound walls, setbacks, double-paned windows, etc.)

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.

13. **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.)

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

15. **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 Director 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 Planning Commission may waive the requirement for story poles, scale models, or graphic presentations upon a written request to the Planning Commission demonstrating that these items would not provide clarification for review of the project.

- 16. Any other information or drawings** that the Planning Director determines are needed based upon the specific 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) 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 Standards Exceptions – Statement clearly describing all requested exceptions to the City’s design standards
 - d) General Access Plan
 - e) Marborg Approval Letter – Verification of approval of compost, recycling, and refuse area plans submitted to Marborg
 - f) Traffic, Access and Circulation Study
 - g) Parking Study
 - h) Biological Resources Study
 - i) Tribal Cultural Resources Study
 - j) Air Quality Study
 - k) Greenhouse Gas Emissions Study
 - l) Noise Study
 - m) Pro Forma - For certain housing development projects and other projects as may be applicable
 - n) Relocation Assistance Plan

MUP Checklist – Updated 10-2021