



## City of Buellton Planning Department

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### Major Conditional Use Permit (APPLICATION CHECKLIST)

Major Conditional Use Permit (**Application Deposit \$3,900**)  
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. A color board shall be submitted with the initial submittal of a project to assist in the review of the project by staff and the Planning Commission. The Planning Commission shall also determine whether story poles are required for projects that are 25 feet in height or less.

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. **Payment Processing Agreement** – Completed and signed.
3. **Statement clearly describing all requested exceptions** to the City's design standards.
4. **A Preliminary Title Report** – Two copies of the report; must be dated within the last 180 days prior to submittal date.
5. **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.
6. **Site Plan** – Six 11" x 17" copies and twelve full size 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 site 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, paved and outdoor use areas (consistent with engineering and landscape plans).
  - 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, and whether Native Tree Protection Ordinance applies per BMC 12.32).
  - n) Location and use of nearest structures on adjacent properties.
  - o) North arrow and scale.
7. **Elevations** – Six 11" x 17" copies and twelve 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.
8. **Schematic Floor Plans** – Six 11" x 17" copies and twelve 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 habitable rooms
  - c) Entrances and windows.
  - d) Relationship of interior spaces to exterior use areas.
9. **Color and Materials Board** – Provide samples of the colors and materials being proposed.

10. **Engineering Plans & Reports – Plans:** six 11” x 17” copies and twelve 24” x 36” size copies folded to 9” x 12”.  
**Reports:** two copies of reports/studies etc. Submit the following
- Grading Plan – include: description of the land; existing and/or proposed structures; quantity and type of material to be graded, excavated, or filled; soils report.
  - Drainage Plan
  - Water, Sewer, Storm Drain, and Utility Plans
  - Stormwater Control Plan
  - Preliminary Drainage (Hydrology/Hydraulics) Report
  - Flood Study (if required)
  - Other, as may be required by City Engineer
11. **Landscape and Lighting Plans** – Six 11” x 17” copies and twelve full size copies folded to 9” x 12”.
- The **Landscape Plan** shall be in color, on same base map and consistent with site plan; include the following:
- Location, square footages and percentages of all landscaped and hardscaped areas.
  - Types and sizes of plants/trees; label applicable replacement trees proposed per Native Tree Protection Ordinance.
  - Design details for landscape architectural features such as walls, fences, screening, lighting, paving types, trellises, arbors, benches, fountains and other applicable features.
- The **Schematic Site Lighting Plan** shall include the following:
- Location of exterior lighting
  - Types of light fixtures; include specs if available. NOTE: all exterior lighting must be dark sky friendly, fully shielded and directed downward.
  - Photometric lighting plan (if required)
12. **Digital Copies** – Site Plan, Elevations, Floor Plan, Landscape Plan, and Grading and Drainage Plan (all digital copies shall be in PDF/JPEG and AutoCAD formats).
13. **Environmental Materials** –
- A calculation of proposed cut and fill quantities
  - Identification of the type, size (diameter at breast height), and location of on-site trees proposed for removal.
  - A geotechnical investigation and/or soils study.
  - For projects within ¼ mile of commercial or industrial uses, a Phase I Environmental Site Assessment (ESA).
  - The square footage of each structure proposed for demolition.
  - 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.).
  - A brief text description of proposed architecture.
  - A description of proposed measures to reduce noise exposure (sound walls, setbacks, double-paned windows, etc.).
- In addition**, the following information should be provided for proposed **non-residential** projects:
- A description of the specific site uses.
  - A description of hazardous substances proposed for use, storage, or transport.
  - A description of facilities and processes that generate substantial odors.
  - Identification of proposed hours of operation, including deliveries and shipping as applicable.
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.)

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 thru Friday, 8 am to 12 noon and 1 pm to 5 pm.

**Please make your check payable to the City of Buellton.**

*CUP - Updated 09-2019*