



Plan Set Checklist

The following information is required for site plan sets. Please utilize as many pages as necessary to accurately and legibly show all required information. All plans shall be drawn to scale using standard architectural or engineering scales (e.g., 1 inch = 40 feet, 1/4 inch = 1 foot).

I. COVER SHEET

- ☐ Project Data/Legend. All of the information noted in the Figure 1 below must be included on the Site Plan or Cover Sheet. Please include additional information, as appropriate.

PROJECT DATA/LEGEND			
Owner(s): _____			
Address: _____			
APN(s): _____			
Lot size: _____		Slope Percentage: _____	
Gross	Net	Site	Development Area
Floor Area Existing Structures: _____			
Gross	Net		
Proposed Floor Area: _____			
Gross	Net		
Proposed Grading: _____			
CY Cut	CY Fill	Net Import/Export	
Parking: _____			
Existing	Proposed		
Area (square feet) of landscaping: _____			
New	Removed	Rehabilitated	
Impermeable surfaces (driveways, sidewalks, structures): _____			
New	Removed	Replaced	
Scope of Work:			

Figure 1. Project Data/Legend Example

- ☐ Floor Area Ratio calculation worksheet (Montecito only)
- ☐ Floor area calculations (Summerland only)

II. SITE PLAN – Please label and/or depict the following items:

GENERAL

- ☐ Exterior legal boundaries of the parcel
- ☐ Location, name and width of all existing and proposed roads, streets, access driveways, alleys, walkways and bikeways within and along the boundaries of the parcel
- ☐ Recorded building/development envelope or development exclusion areas (if applicable)
- ☐ Location, nature and status of all existing and proposed easements, reservations of easements, and rights-of-way
- ☐ North arrow
- ☐ Drawn to scale vicinity map orienting the project site (indicate major roads/landmarks)
- ☐ Date when the plan set was prepared/modified

DEVELOPMENT

- ☐ Footprint of all "Existing" and "Proposed" structures. Please note that as defined under Chapter 35, structures include anything constructed or erected, the use of which requires location on the ground or attachment to something located on the ground
- ☐ Use and square footage of all structures
- ☐ Any structures or portions of structures to be demolished
- ☐ Existing and proposed fences or walls (indicate height and material)
- ☐ Retaining walls including height (as measured from bottom of footing to top of wall)
- ☐ Location and number of existing and proposed on-site parking spaces, loading areas, and ADA accessible spaces
- ☐ Location of existing and proposed septic tanks and leach fields, dry wells and water wells (if applicable)
- ☐ Location of proposed exterior lighting

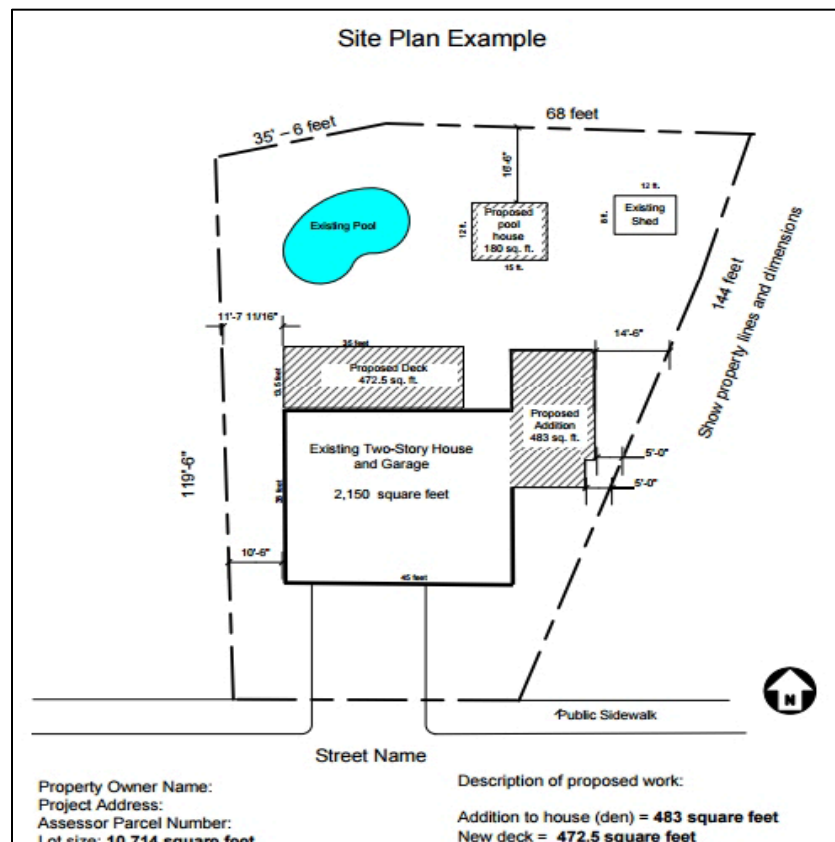


Figure 2. Site Plan Example

SITE RESOURCES

- ☐ All trees within 25 feet of ground disturbance
 - Identify species and tree size (diameter at breast height)
 - For native trees, depict dripline plus six feet
- ☐ All tree(s) to be removed
- ☐ Area(s) of vegetation disturbance and area(s) of new or rehabilitated landscaping
- ☐ Creeks, streams, drainage courses, ponds or other water bodies within or adjacent to project parcel
 - Include formal creek/stream name, if applicable
 - Include creek/stream/drainage center of channel and tops of bank
- ☐ Environmentally Sensitive Habitat area (e.g., oak woodland, riparian corridor, dense chaparral, wetland) located within or adjacent to project parcel
- ☐ Areas of agricultural activities (e.g., orchard, grazing pasture, row crops) on agriculturally zoned parcels

GRADING AND DRAINAGE PLAN (applicable to projects proposing 50 cubic yards or more of cut or fill, and/or the creation of cut or fill slopes in excess of three feet)

- ☐ Estimated totals for cut, fill, import/export (itemize grading totals by buildings, road/driveway, pools, etc.)
- ☐ Existing and proposed contour lines
- ☐ Excavation limits showing extent of areas of cut versus fill
- ☐ Square footage of existing and proposed impervious surfaces
- ☐ Existing and proposed retaining walls
- ☐ All trees within 25 feet of ground disturbance and indicate if tree is proposed for removal
- ☐ Drainage plan, including method of conveying water off-site, and proposed discharge location

TOPOGRAPHIC MAP (applicable to projects proposing grading or where there is a 16 foot drop in elevation within 100 feet of proposed development)

- ☐ Datum for elevations
- ☐ Parcels with gentle slopes (**less than 10%**)
 - No elevation contours required unless necessary to demonstrate structure height
- ☐ Parcels with moderate slopes (**10% to 20%**)
 - One-foot contour intervals within 100 feet of structural development
 - Five-foot contour intervals on remainder of parcel where no structural development is proposed
 - Sites that are 20+ acres in size may depict 25 contour intervals
- ☐ Parcels with steep slopes (**over 20%**)
 - One-foot contour intervals within 100 feet of structural development
 - Five-foot contour intervals on remainder of parcel where no structural development is proposed
 - Sites that are 20+ acres in size may depict 25 contour intervals
 - Shade all slopes over 20% using color gradient indicating slope percentage

TRACT MAP, TENTATIVE PARCEL MAP, OR LOT LINE ADJUSTMENT

- ☐ Proposed lot layout with lot dimensions and numbers (not letters) on each lot
- ☐ Gross and net area of each proposed lot (for Lot Line Adjustments, include percent change in lot size for each lot)
- ☐ Number and average size of proposed lots
- ☐ Name and contact information for applicant/property owner and the registered engineer or licensed surveyor
- ☐ Map must be signed by a licensed professional authorized to practice surveying in the State of California responsible for preparing the map.

- ☐ A certificate signed by all legal owners of the property to read as follows:

I hereby apply for approval of the division of real property shown on this map and certify that I am the legal owner or the authorized agent of the legal owner and that the information shown hereon is true and correct to the best of my knowledge and belief.

DATE:

SIGNED: (by all legal owners, or authorized agents)

PRINTED NAME: (of all legal owners, or authorized agents)

ADDRESS: (of all legal owners, or authorized agents)

TELEPHONE NUMBER: (of all legal owners, or authorized agents)

III. FLOOR PLAN – Please label and/or depict the following items:

- ☐ Interior layout of structure (as viewed from above)
 - interior walls and hallways
 - bathrooms (with fixture layout)
 - windows and doors
 - appliances (refrigerators, water heater, etc.)
- ☐ Existing and proposed use of all rooms/areas (e.g., bedroom, bathroom, office, etc.)
- ☐ Dimensions of all rooms
- ☐ Dimensions of exterior footprint
- ☐ All levels of multi-story structures
- ☐ Provide demolition plan (if applicable)
- ☐ Layout of existing and proposed floor plan (if applicable)

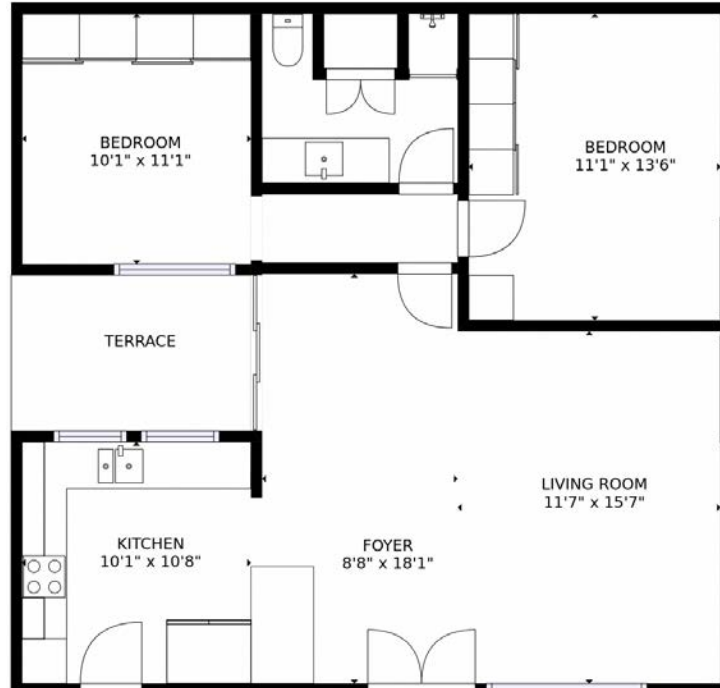


Figure 3. Floor Plan Example

IV. ELEVATIONS – Please label and/or depict the following items:

- ☐ All elevations (north, south, east and west) of structure
- ☐ Existing and proposed elevations (if applicable)
- ☐ Existing and proposed grade on all elevations
- ☐ Roof pitch on all elevations
- ☐ Height of structure measured from existing grade to highest roof ridge on all elevations (see [Height Calculation Methodology](#))
- ☐ For steeply sloped lots or structures with multiple finished floor elevations:
 - Submit a roof plan superimposed over contours of existing grade and show spot elevations along roof ridges
 - Submit a minimum of two building sections through the highest roof point showing the existing grade (natural or permitted grade) beneath all of the proposed structures



V. ADDITIONAL BAR REQUIREMENTS

Please depict the following items for all applicable BAR projects:

- ☐ Approximate footprints of neighboring structures within 50 feet of the project site
- ☐ Natural topographic contour lines at intervals sufficient to show site detail within 100 feet from proposed development
- ☐ Site Sections drawn through each axis of the site where a slope of 1:10 or greater occurs. Include sufficient distance beyond the property to accurately depict the character of the grading and building mass of the project in its surroundings. The BAR may waive this requirement at conceptual review if sufficient information regarding the character of the site is provided.
- ☐ Supplemental Information such as study models or photographic simulations may be required by the BAR where the complexity of the proposal or the site necessitates additional graphic explanation.

- ☐ Building Elevations drawn to a scale appropriate to indicate the complete view of each side of the proposed structure(s) shall include graphic representation of materials, textures, window details and color. Where a proposed building abuts existing adjacent structures, those structures shall be included in the elevation drawings.
- ☐ Building Floor Plans drawn to a scale of not less than one inch equals eight feet and must indicate locations of all walls, windows and doors. All rooms shall be identified as to function.
- ☐ Preliminary Landscape Plan shall indicate all trees, shrubs and groundcover areas. A list of proposed plant materials shall be included. Final Landscape Plan shall list plant sizes, quantity, and location. List irrigation type.
- ☐ Photographs showing the site of the proposed development, all adjoining properties, and the general character of the neighborhood (panoramic view). A plan showing locations of photo viewpoints is recommended.



Development Plan Submittal Checklist

A Development Plan (DVP) is required to provide specific consideration for projects that are allowed uses within their respective zones which, because of the location, scale, or type of the development, require comprehensive review. DVP applications are subject to a 10-day local appeal period. DVP applications within the Coastal Zone may also be subject to a 15-day Coastal Commission appeal period.

REQUIRED APPLICATION FORMS

- ☐ [Owner/Applicant Consent](#)
- ☐ [Agreement to Pay](#)
- ☐ [Authorization of Applicant](#) – required if applicant is not the property owner
- ☐ [Authorization of Agent](#) – required if applicant is represented by an agent
- ☐ [Indemnification Agreement](#)

REQUIRED DOCUMENTS

- ☐ Plan Set (see [Plan Set Checklist](#))
 - Site Plan/Topographic Map
 - Floor Plans and Elevations
 - Preliminary Grading and Drainage Plans (if applicable)
 - Compressed Digital Plan Set (will be made available to public upon request)
- ☐ Legal Description of project site (Title Report is not required at submittal but may be required for processing)
- ☐ Site Photos (near and mid-field photographs of the project parcel, the neighboring area and the project/development areas - Google Earth photos are not sufficient)
- ☐ Intent to Serve/Service Availability letter from the water and sanitary service provider(s), as applicable
- ☐ For projects subject to Board of Architectural Review, provide the [BAR checklist](#)
- ☐ For properties under an Agricultural Preserve contract, provide the [APAC checklist](#)

REQUIRED FEES

A case number for the application will be assigned upon submittal of all required application forms and documents. An invoice for the required submittal fees will be provided to the applicant and/or agent with payment instructions. Applications are not accepted for processing until all intake fees are paid. Acceptance of an application package at intake is not a determination of application completeness. Additional information (e.g., special studies, updates to plans, etc.) may be required once assigned to a planner before final application processing.



Tentative Tract Map Submittal Checklist

A Tentative Tract Map (TRM) is required for land divisions that create five or more lots and for the conversion to condominiums of five or more multiple dwelling units. TRM applications are subject to a 10-day appeal period.

REQUIRED APPLICATION FORMS

- ☐ [Owner/Applicant Consent](#)
- ☐ [Agreement to Pay](#)
- ☐ [Authorization of Applicant](#) – required if applicant is not the property owner
- ☐ [Authorization of Agent](#) – required if applicant is represented by an agent
- ☐ [Indemnification Agreement](#)

REQUIRED DOCUMENTS

- ☐ Plan Set (see [Plan Set Checklist](#))
 - The Site Plan must be prepared by a licensed land surveyor or a registered civil engineer licensed to practice land surveying
 - Compressed Digital Plan Set (will be made available to public upon request)
- ☐ Title Report (not more than 60 days old)
- ☐ Copy of the letter sent to each utility company requesting submission of utility easement requirements to Planning and Development
- ☐ Copy of letter(s) to the water and/or sanitary company or district requesting approval for connection (if applicable)
- ☐ Site Photos (near and mid-field photographs of the project parcel, the neighboring area and the project/development areas - Google Earth photos are not sufficient)
- ☐ For properties under an Agricultural Preserve contract, provide the [APAC checklist](#)

REQUIRED FEES

A case number for the application will be assigned upon submittal of all required application forms and documents. An invoice for the required submittal fees will be provided to the applicant and/or agent with payment instructions. Applications are not accepted for processing until all intake fees are paid. Acceptance of an application package at intake is not a determination of application completeness. Additional information (e.g., special studies, updates to plans, etc.) may be required once assigned to a planner before final application processing.



Conditional Use Permit Submittal Checklist

A Conditional Use Permit (CUP) is required for uses that are essential or desirable but cannot be readily classified as allowed uses in individual zones by reason of their special character, uniqueness of size or scope, or possible effect on public facilities or surrounding uses. CUP applications are subject to a 10-day local appeal period. CUP applications within the Coastal Zone are subject to an additional 15-day Coastal Commission appeal period.

REQUIRED APPLICATION FORMS

- ☐ [Owner/Applicant Consent](#)
- ☐ [Agreement to Pay](#)
- ☐ [Authorization of Applicant](#) – required if applicant is not the property owner
- ☐ [Authorization of Agent](#) – required if applicant is represented by an agent
- ☐ [Indemnification Agreement](#)

REQUIRED DOCUMENTS

- ☐ Plan Set (see [Plan Set Checklist](#))
 - Site Plan/Topographic Map
 - Floor Plans and Elevations
 - Preliminary Grading and Drainage Plans (if applicable)
 - Compressed Digital Plan Set (will be made available to public upon request)
- ☐ Legal Description of project site (Title Report is not required at submittal but may be required for processing)
- ☐ Site Photos (near and mid-field photographs of the project parcel, the neighboring area and the project/development areas - Google Earth photos are not sufficient)
- ☐ Intent to Serve/Service Availability letter from the water and sanitary service provider(s), as applicable
- ☐ For projects subject to Board of Architectural Review, provide the [BAR checklist](#)
- ☐ For properties under an Agricultural Preserve contract, provide the [APAC checklist](#)

REQUIRED FEES

A case number for the application will be assigned upon submittal of all required application forms and documents. An invoice for the required submittal fees will be provided to the applicant and/or agent with payment instructions. Applications are not accepted for processing until all intake fees are paid. Acceptance of an application package at intake is not a determination of application completeness. Additional information (e.g., special studies, updates to plans, etc.) may be required once assigned to a planner before final application processing.