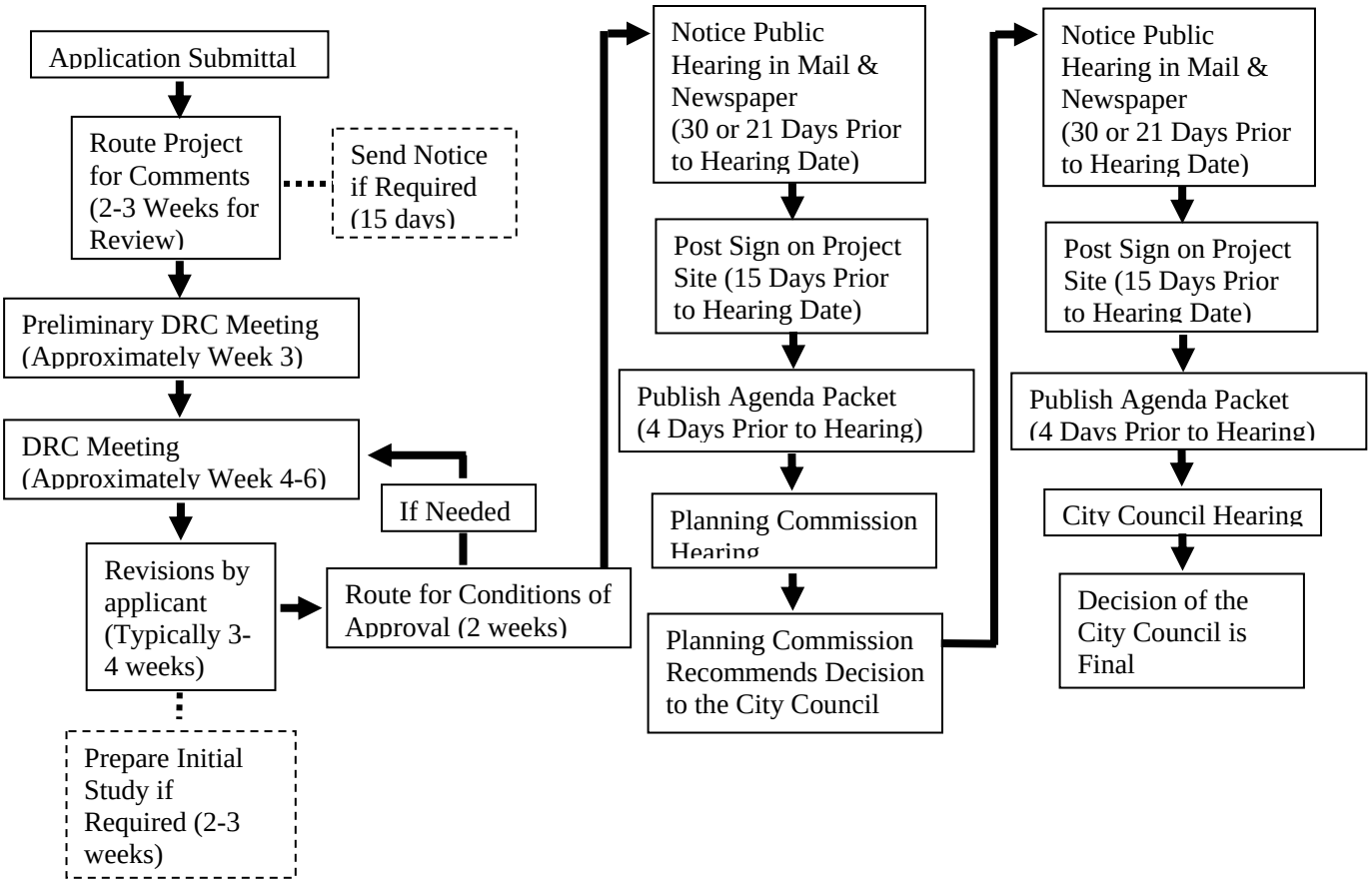
Application Checklist for entitlements that require approval of the

City Council

This checklist is to be used for all Planning Entitlements that require the approval of the City Council of the City of Santa Clarita. Each of these entitlements will require the Planning Commission to hold a public hearing and the City Council to approve each of the following entitlements: (check all that apply to this project)

- ❑ Annexation (ANX)
- ❑ Development Agreement (DA)
- ❑ General Plan Amendment (GPA)
- ❑ Master Plan (MP)
- ❑ Ridgeline Alteration Permit (RAP)
- ❑ Specific Plan (SP)
- ❑ Zone Change (ZC)

Please be advised that a request for a Zone Change and/or a Specific Plan will require a minimum of two (2) public hearings before the City Council to allow for the adoption of an ordinance by the City Council. These entitlements will become effective thirty (30) days after approval by the City Council at the second public hearing. Processing time is typically between 4-6 months for the above entitlements, but may be longer depending on the number of applications before the City or the complexity of the project.



Application Submittal Requirements:

Applications shall be reviewed for compliance with these submittal requirements. ***Applications submitted without the required information may not be accepted for processing or may be deemed incomplete and processing suspended.***

A. ___ One (1) copy of the completed application packet, including:

- ❑ Application Form
- ❑ Justification Statement
- ❑ Notarized Property Owner(s) Statement
- ❑ Financial Interest Disclosure
- ❑ Notarized Certified Property Owner's List Affidavit

B. ___ The required processing fee (see fee schedule)

C. ___ Two (2) copies of a Property Ownership Map (1000' radius) indicating:

- ❑ A 1" to 100' scale
- ❑ Subject property and dimensions
- ❑ All surrounding properties within the 1000' radius (measured from exterior boundaries of subject property)
- ❑ All streets, highways, alleys, right-of-ways, and current lot lines
- ❑ All tract, lot and house numbers
- ❑ Existing uses on all lots, parcels, properties within radius (house, apartments, store, etc.)
- ❑ Ownership of all properties within a 1000' radius (number the lots to correspond to the property owners list described below)

D. ___ Property Owners List with the following information:

- ❑ Names and mailing addresses of current owners as they appear on the latest available assessment roll of the Los Angeles County Assessor of each property or portion of property within a 1000' radius of the subject property
- ❑ Assign a number to each name on the list and indicate the corresponding numbers on the lots or parcels on the Property Ownership Map discussed above (section C)
- ❑ One copy of a recorded legal description of the subject property

E. ___ Property Owners Mailing Labels

- ❑ Three (3) complete sets of mailing labels for all property owners within a 1000' radius from the exterior boundaries of the subject property. Labels shall also be provided indicating the following:

  - ❑ Name and address of the property owners of the proposed project
  - ❑ Name and address of the applicant if different form the owner
  - ❑ Name and address of the applicant's representative, engineer, architect, and or surveyor
  - ❑ Name and address of the manager of any mobile home parks located within the 1000' radius of the property. Such labels shall contain the letter "MHP" apart from the address

- ❑ Envelopes will be provided at a cost of $ .52 per envelope* for public hearing noticing requirements. Up to 3 sets could be required (depending on the type of entitlement).

  * Cost covers postage and supplies.

If the request is to amend the Zoning and/or General Plan Maps, the following will be required:

F. ___ **One (1) Zone Change Exhibit and/or One (1) General Plan Exhibit –** Twenty-five (25) copies of fully dimensional exhibits drawn to scale indicating:

- ❑ Project name and description, north arrow, and scale (must be engineer's scale - no smaller than 1" = 40')
- ❑ Name and address of owner and person(s) preparing the plan
- ❑ Vicinity map and the address and assessor parcel number(s) (APN) of the project site
- ❑ Date of preparation. Date of revisions (if applicable)
- ❑ Property lines and dimensions and all easements of record
- ❑ Property square footage or acreage
- ❑ Streets and names of streets
- ❑ Indicate existing and proposed zone designation
- ❑ Zoning information on abutting properties and properties across any rights-of-way

G. ___ **Digital copy (jpeg format) –** One (1) digital copy of the Exhibit

If the request is to amend text of the Unified Development Code, the following will be required:

H. ___ **Text Amendment –** Fifteen (15) copies of the proposed text amendment in an underline/strikeout format

I. ___ **Electronic Copy (Word format) –** One (1) copy of an electronic version of the Amendment

J. ___ **If the request if for a Ridgeline Alteration Permit, the applicant will be required to submit Topography Maps, Average Cross Slope Calculations and Maps, Ridgeline Location Exhibits, and Preliminary Grading Plans in accordance with the Site Plan and Exhibits Checklist.**

NOTE: All exhibits larger than 8 ½" x 11" must be INDIVIDUALLY FOLDED prior to submittal. Full size color exhibits are not required to be folded.

These submittal requirements, as well as those for other types of entitlement applications, can be found on the City of Santa Clarita website at www.santa-clarita.com. If you have questions regarding these submittal requirements, you can contact the Planning Division at (661) 255-4330, e-mail the Department of Community Development at www.santa-clarita.com/cityhall/cd, or visit the Planning Division at City Hall, 23920 Valencia Blvd., Suite 302, Santa Clarita, CA 91355.

(Please duplicate on pink paper)