



Application Checklist for  
**ADMINISTRATIVE PERMIT (AP) -  
Guesthouse**

A request for an Administrative Permit - Guesthouse requires approval by the Director of Planning and Economic Development.

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

**Application Submittal Requirements:**

- A. \_\_\_ **One (1) copy of the completed application packet, including:**
- Application Form
  - Notarized Property Owner(s) Statement
- B. \_\_\_ **The required processing fee (see fee schedule)**
- C. \_\_\_ **Two (2) copies of a Preliminary Title Report or title policy (no more than 60 days old)**
- D. \_\_\_ **Two (2) copies of a recorded legal description of the subject property**
- E. \_\_\_ **If any portion of the guesthouse is located over 150 feet from the front property line, approval from the County Fire Department is required and shall be submitted with the application.**
- F. \_\_\_ **Site Plan - Five (5) copies of a fully dimensional site plan 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 lot dimensions
  - All existing easements and the owners of each
  - Location of proposed guesthouse, dimensions, gross square footage and number of stories.
  - Distance of the guesthouse to property lines and all other structures (including pools)
  - All existing buildings and structures and the dimensions, square footage, and number of stories
  - Distance of buildings to property line
  - Entrances and exits of buildings
  - Location and dimensions of the parking spaces(s) for the primary dwelling unit
  - Location of the sewer, water, and electrical service and where said services connect to the primary dwelling
  - Any and all oak trees
  - Location of septic tank, leach fields and expansion area (if applicable)

- G.** \_\_\_ **Floor Plan** – **Three (3)** copies of a fully dimensional floor plan of the guesthouse drawn to scale.
- H.** \_\_\_ **Elevations** – Three (3) copies of a fully dimensional elevation plan of the guesthouse drawn to scale indicating:
- Project name and scale (no smaller than 1/8" = 1')
  - Building elevations from all sides (indicating direction)
  - Building heights
  - All building materials and colors – labeled on plans
- I.** \_\_\_ **Either three (3) copies of a fully dimensional elevation plan of the primary dwelling unit, indicating height, color, and exterior construction materials; or, color photographs of the front, side, and rear of the primary dwelling which indicate color, exterior construction materials, and architecture.**

***NOTE: All exhibits larger than 8 ½" x 11" must be INDIVIDUALLY FOLDED prior to submittal.***

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](http://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 Planning and Economic Development at [ped@santa-clarita.com](mailto:ped@santa-clarita.com), or visit the Planning Division at City Hall, 23920 Valencia Blvd., Suite 302, Santa Clarita, CA 91355.

Last updated 09/24/04

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