



Application Checklist for  
**MINOR USE PERMIT (MUP)**

A request for a Minor Use Permit requires approval by the Director of Planning and Economic Development unless City staff receives a written complaint or concern regarding the project, in which case a public hearing before the Planning Commission is required. Should a public hearing be required, additional public noticing information will be requested as indicated below in section H.

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
- 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. \_\_\_ One (1) copy of the completed Environmental Questionnaire**

**D. \_\_\_ Two (2) copies of a Preliminary Title Report or title policy (no more than 60 days old)**

**E. \_\_\_ Two (2) copies of a recorded legal description of the subject property**

**F. \_\_\_ Two (2) copies of a Land Use/ Property Ownership Map indicating:**

- A 1" to 100' scale
- Subject property and dimensions
- All surrounding properties that abut or are located directly across a street or right-of-way from the subject property
- All abutting streets, highways, alleys, right-of-ways, bike paths, paseos, trails, etc
- All tract, lot and house numbers.
- Existing uses on all lots, parcels, and properties abutting or across a street or right-of-way from the subject property (house, apartments, store, etc.)

**G. \_\_\_ 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 which abuts the subject property and is located directly across any street or right-of-way from the subject property.

- If the project is located within an commercial or industrial center, provide the name and address of each tenant within the center
- Assign a number to each name on the list and indicate the corresponding numbers on the lots or parcels on the Land Use/Property Ownership Map discussed above (section F)

**H. \_\_\_\_\_ Property Owners Mailing Labels and Envelopes**

- Two (2) complete sets of mailing labels for all property owners whose property or portion of property abuts the subject property or is located directly across a street or right-of-way from 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 from the owner
  - Name and address of the applicant's representative, engineer, architect, and or surveyor
  - Name and address of each business and/or tenant if the MUP is located within a commercial, professional, or other type of multi-tenant center
- If the project is within an existing commercial/industrial center, provide two (2) complete sets of mailing labels of all tenants within the center.
- Two (2) sets of blank envelopes with the correct amount of postage on each envelope sufficient to complete one mailing of a public notice.

Public Hearing: If a public hearing before the Planning Commission is required, the following information will be requested prior to a public hearing being scheduled:

- Notarized Certified Property Owner's List Affidavit
- Three (3) complete sets of mailing labels for all property owners within a 500' 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 from 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 500' radius of the property. Such labels shall contain the letter "MHP" apart from the address.
- If the project is within an existing commercial/industrial center, provide three (3) complete sets of mailing labels of all tenants within the center.
- Two (2) sets of blank envelopes with the correct amount of postage on each envelope sufficient to complete two mailings of public hearing notices.
- Digital copies (jpeg format): A digital copy of the Site Plan, Grading Plan, Landscape Plan, and Building Elevations

**I. \_\_\_\_\_ Preliminary Site Plan - Twenty-five (25) copies of a fully dimensional site plan (minimum size 24" x 36') drawn to scale indicating:**

General

- Project name and description
- Name and address of owner and person(s) preparing the plan
- Address and assessor parcel number(s) (APN) of the project site
- Scale (must be engineer's scale - no smaller than 1" = 40')
- North arrow and vicinity map (both oriented so north is toward top of each sheet)
- Date of preparation. Date of revisions (if applicable)
- Property lines and dimensions
- Lot number and tract number (if applicable)
- All existing and proposed easements and the owners of each
- Proposed buildings and the dimensions, square footage, number of stories, and pad elevations of each
- Proposed structures (including trash enclosures, carports, shade structures, canopies, cart returns, bus shelters, walls, sheds, etc.)
- Distance of buildings to property lines and centerline of all abutting streets and rights-of-way
- Existing buildings and other structures on-site and on adjacent properties. Identify those buildings to be removed and those to remain
- Entrances and exits of buildings
- Pedestrian and vehicular circulation. Indicate path of travel from right-of-way to buildings and from building to building
- All planted/landscaped areas and areas to be planted (include location of existing trees)
- Accessibility requirements (as required by the Uniform Building Code and American Disabilities Act)
- A legend that includes a summary of project statistics including zoning, type of use, the square footage of each use, overall square footage, lot square footage or acreage, building height, setbacks, floor area ratio, area and percentage of landscaping, area and percentage of open space, etc.
- Driveways and parking spaces (indicate typical dimensions of each). All parking spaces shall be individually numbered. Handicapped, van/carpool, and compact spaces shall be designated
- A legend that summarizes parking requirements, including applicable parking ratios, required number of spaces, proposed number of spaces, number of compact spaces, number of handicapped spaces, number of covered spaces (if applicable), number of loading/unloading spaces (if applicable)
- Identify delivery truck maneuvering/turning radii, if applicable
- All existing utility structures (i.e. electric, water, sewer, telephone, etc.)
- Location of existing and proposed fire hydrants
- All existing and proposed bus stops
- Method of screening of ground mounted equipment, walls, fences, trash enclosures, etc.
- Existing and proposed fencing location and detail
- Retaining walls. Indicate heights of retaining walls at various points, including tallest point, and provide a cross section
- Exterior lighting including type, location, height, and method of shielding light. Provide a detail of all light fixtures
- Project phasing and sequence of construction, if applicable
- Proposed grades and direction of drainage
- Public and private storm drain improvements, both existing and proposed
- Location of sanitary sewer lines and water lines
- Location of freestanding signs, if applicable
- Type and location of all oak trees over 2" in diameter. Indicate any oak trees proposed to be removed
- Restricted use areas, such as floodplain limits, floodway limits, fault zones, open space, etc.

- Area justification for building size based on occupancy group and type of construction

#### Streets

- Typical street sections with dimensions of all streets (curb-to-curb and right-of-way) within and abutting the project site
- Proposed landscape medians on the typical street sections
- Proposed and existing medians on all streets
- Existing street improvement in public right-of-way
- Private and future street
- Identify all “private driveways” and “private driveways and fire lanes”
- Landing at all intersections and end of cul-de-sacs (100’ at 3%)
- Existing and proposed drive approaches with centerline station, width and distance between approaches
- Call out standard drive approach APWA 110-1 type C
- All existing and proposed curb ramps
- List all streets with the appropriate typical street section
- Horizontal curve with radius and length of curve
- Radius of all curb return and cul-de-sacs
- Grade of existing and proposed streets

- J. \_\_\_ Preliminary Grading Plan** – Fifteen (15) copies of a grading and drainage plan (minimum size 24” x 36’) indicating:

#### General

- Project name, north arrow, and scale (scale to match site plan)
- Project boundaries and dimensions
- 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
- Lot number and tract number (if applicable)
- All easements of record
- Location of all structures and other improvements
- All existing oak trees with elevations, protected zones, and numbers that correspond to the arborist report, both on-site and within 200’

#### Grading

- All existing and proposed grades (both on-site and on adjacent property as it affects proposed grading)
- Grades and slopes for all accessible paths of travel (as required by the Uniform Building Code)
- Surrounding street grades and pad elevations of proposed buildings and existing/approved buildings on adjacent properties
- All cut/fill slopes. Indicate top and toe of slopes
- Location of terrace drains with grades
- Grading quantities (excavation, fill, site balance, import, export)
- Average cross slope calculations of the lot (show formula and data used)
- All existing utility structures (i.e. electric, water, sewer, telephone, etc.)
- Location and elevations of retaining walls

- All true elevations including: contours, spot, existing and proposed project elevations (contour interval on slopes exceeding 10% should be no more than 2'. Use 5' intervals on maximum contours)
- A minimum of three cross sections of the project, including areas of maximum cuts/fills
- Indicate who will maintain graded slopes

Drainage

- All on-site and off-site storm drain systems
- Method of drainage with grades and drainage pattern arrows
- Proposed and existing private and public storm drain systems
- Identify and label all drainage easements and who owns each
- Flood hazard lines, floodway limit lines, floodplain limit lines
- Flood zone information
- A water and sewer plan indicating the point of connection to the water and sewer systems and a preliminary design of the pipe locations and sizes
- Any natural features including wetlands, streams, slopes, floodways, etc.

**K. \_\_\_ Preliminary Landscape Plan** – Fifteen (15) copies of a landscape plan (minimum size 24" x 36') drawn to scale indicating:

- Project name and location, north arrow and scale (scale to match site plan)
- Name and contact information of the plan's designer
- Project boundaries
- Location of buildings, parking areas, vehicular/pedestrian circulation, etc.
- Location of all existing and proposed trees and plants
- Location of all existing and proposed oak trees
- Location of all exterior light standards
- A Tree Legend in table form indicating: botanical name, common name, size, quantity, and water usage (Low, Medium, High)
- A Plant Legend in table form for all shrubs and ground cover. Include the following in the Plant Legend: botanical name, common name, size, quantity, water usage (L,M,H), height and width for mature shrubs. Replace height and width with typical spacing for ground cover.
- Location of turf area
- Landscape notes that indicate shrub/groundcover design intent at key locations (e.g. screening intent, entry treatment intent, streetscape intent, property line treatment, etc.)
- Calculations verifying that 50% of parking areas will be shaded within 5 years. Indicate type and number of shade trees, shade coverage at 5 years, and length of time to achieve maturity
- Detail pedestrian plazas/site furniture and enhanced paving if not shown on the plans.
- The height and design of all fencing, walls, or other screening, including adjacent developments that would influence the on-site landscaping.
- All existing utility structures (i.e. electric, water, sewer, telephone, etc.)
- Irrigation system point of connection

**L. \_\_\_ Preliminary Floor Plans** – Ten (10) copies of a fully dimensional floor plan(s) drawn to scale indicating:

- Project name and scale
- Floor plans of each building and/or each floor of buildings with multiple stories

- Building dimensions, total building square footage, square footage of each floor
- Type of building construction
- Label the type of use, square footage, occupancy group, and occupancy load of each room or space
- Identify whether rooms/spaces are new or existing
- Label previous use type if there is a change in use type
- Restroom facilities
- Exit doors
- Identify fixed seating, if applicable

**M. \_\_\_ Preliminary Elevations** – Ten (10) copies of a fully dimensional elevation plan drawn to scale indicating:

- Project name and scale (no smaller than 1/8" = 1')
- Building elevations from all sides of each building (indicating direction as north, east, south, west)
- Trash enclosure and bus stop shelter elevations
- Building heights
- All building materials and colors – labeled on plans
- All building accoutrements, including wall-mounted lights, downspouts, access ladders, etc. – labeled on plans
- Roof plan with cross section indicating any roof-mounted equipment and proposed screening
- One (1) set of color elevations – FULL SIZE (minimum 30" x 42")
- Sample board of materials and colors (label manufacturer, type of material, and color name)

**N. \_\_\_ Two (2) copies of a Transportation Demand Management (TDM) Program for all uses with more than 50 employees.**

The following additional applications, permits, and/or materials may also be required for processing of the project:

- **An Initial Study (IS) and the required processing fee (see fee schedule) for projects subject to the California Environmental Quality Act (CEQA)**
- **A Hillside Review Permit (HR) and the required processing fee (see fee schedule) for projects located on parcels with an average cross slope of 10% or greater**
- **An Oak Tree Permit if any oak trees, including scrub oaks, located on or within 200 feet of the site are either directly or indirectly impacted due to development activities, including removal, trimming, grading, trenching, or any other activities that will result in encroachments into the protected zone, such as diversion of drainage.**
- **A biological study if disturbance in a Significant Ecological Area is to occur**
- **Trail system, bike path system, and/or paseo system plans**

***NOTE: All exhibits larger than 8 1/2" x 11" must be INDIVIDUALLY FOLDED prior to submittal. Full size color exhibits are not required to be folded.***

Other things to keep in mind.....

Please be aware that CC&Rs (Covenants, Conditions, and Restrictions) may apply to the property in question. These CC&Rs could include development standards and additional requirements that may be more restrictive than City requirements. Be sure to contact the property owner or his representative to obtain a copy of any CC&Rs or other requirements in order to determine the suitability of the property for your proposed use.

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.

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