

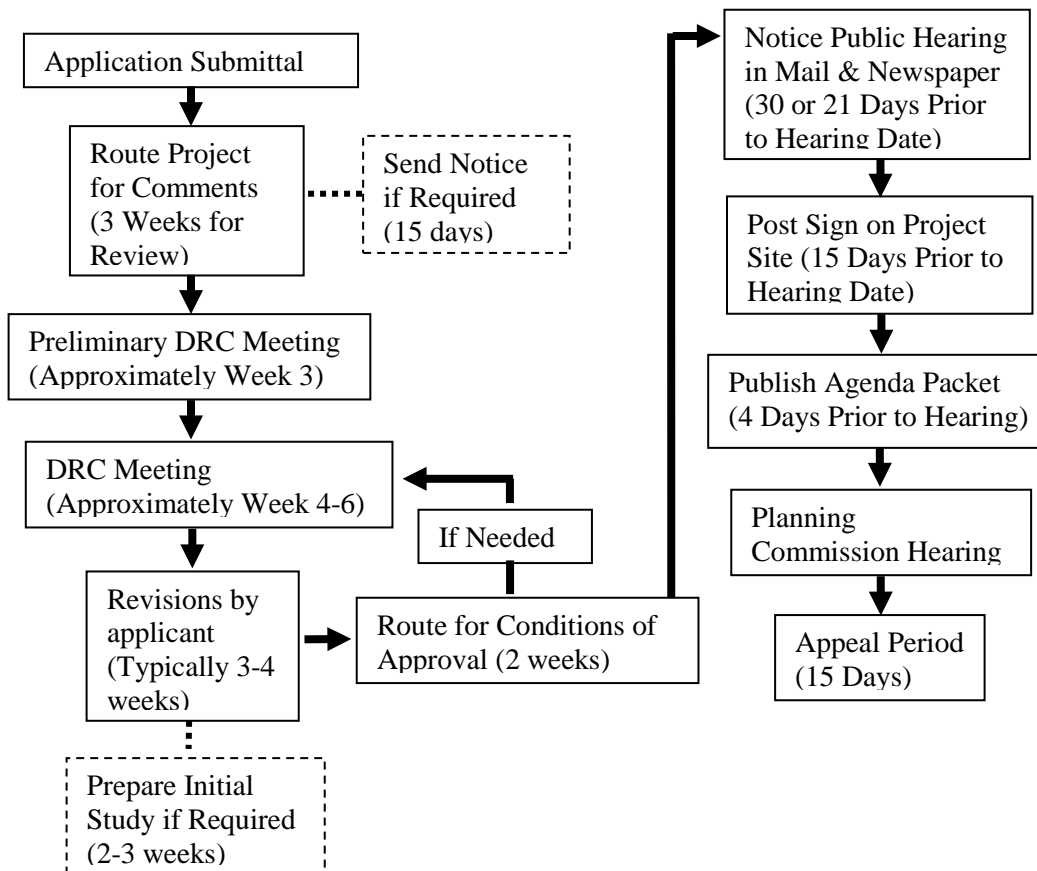


Application Checklist for entitlements that require a  
**Class IV Application**

The Class IV application is a discretionary process for reviewing uses and standards that may be appropriate in the applicable underlying zone, but whose effects on a site and surroundings cannot be determined before being proposed for a specific site. The following Class IV applications require public notification and a public hearing before the Planning Commission: (check all that apply to this project)

- Conditional Use Permit (CUP)
- Hillside Development Review (HR) (Development on parcels >15% Average Cross-Slope)
- Oak Tree Permit (OTP) (Removal of 4 or more oak trees on a single parcel or six (6) or more oak trees when the applicant is the owner of a single-family residence and the trees in question are on the owner's lot, or 1 or more heritage oaks)
- Temporary Use Permit – Long Term (TUP-LT)
- Tentative Parcel Map (TPM)
- Tentative Tract Map (TTM)
- Variance (VAR)

Unless otherwise appealed to the City Council for review and approval, the above entitlements will be reviewed and approved by the Planning Commission through a public hearing. The following is a flowchart with approximate timelines associated with the review of projects through the Planning Commission hearing:



### **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
  - Original Notarized Property Owner(s) Statement
  - Financial Interest Disclosure
- B. \_\_\_ The required processing fee (see current fee schedule)**
- C. \_\_\_ One (1) copy of the completed Environmental Questionnaire**
- D. \_\_\_ Community Character and Design Guidelines Checklist (for all construction projects)**
- E. \_\_\_ Two (2) copies of a Preliminary Title Report (no more than 60 days old)**
- F. \_\_\_ Two (2) copies of a recorded legal description of the subject property**
- G. \_\_\_ Two (2) copies of a Land Use/Property Ownership Map (1000' radius) indicating:**
- A 1" to 100' scale
  - Subject property and dimensions
  - All surrounding properties and current lot lines within the 1000' radius (measured from exterior boundaries of subject property)
  - All streets, highways, alleys, right-of-ways, bike paths, paseos, trails, etc
  - 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)
- H. \_\_\_ For all new development applications, the applicant shall submit the required site plan, elevations, grading plans, and other development exhibits required for the proposed project. Please refer to the Site Plan and Exhibit requirements checklist**
- I. \_\_\_ A parking analysis may be required to be completed. Refer to the parking standards in the Santa Clarita Municipal Code, Sections 17.42 through 17.47 for parking requirements, and the Parking Analysis Form for further information**
- J. \_\_\_ Two (2) copies of a Transportation Demand Management (TDM) Program for all uses with more than 50 employees**
- K. \_\_\_ Three (3) copies of an Oak Tree Report for all projects requesting the removal of an oak tree**
- For all Tentative Tract/Parcel Maps, the following will be required:**
- L. \_\_\_ Two (2) copies of a Parcel Map or Tract Map that created the parcel(s) to be subdivided or two (2) copies of an existing Certificate of Compliance establishing the legality of the parcel(s) to be subdivided**
- M. \_\_\_ Two (2) copies of a recorded Grant Deed for each parcel(s) to be subdivided**
- N. \_\_\_ Two (2) copies of the County Assessor's Map for all parcels involved**

**Prior to the Planning Commission Public Hearing**

**O. \_\_\_ Notarized Certified Property Owner's List Affidavit**

**P. \_\_\_ Property Owners / Tenant 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
- 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 Property Ownership Map discussed above (Section G)

**Q. \_\_\_ 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 from the owner
  - Name and address of the applicant's representative, engineer, architect, and or surveyor
  - Name and address of the occupants of any multi-unit housing complex (including mobile homes) located within the 1000' radius of the property. Such labels shall be addressed to "Occupant"
- If the project is within an existing commercial/industrial center, provide three (3) complete sets of mailing labels of all tenants within the center
- 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.

**R. \_\_\_ Digital copies (jpeg format):** A digital copy of the Site Plan, Grading Plan, Landscape Plan, and Building Elevations

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 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 Community Development at [www.santa-clarita.com/cityhall/cd](http://www.santa-clarita.com/cityhall/cd), or visit the Planning Division at City Hall, 23920 Valencia Blvd., Suite 140, Santa Clarita, CA 91355.