



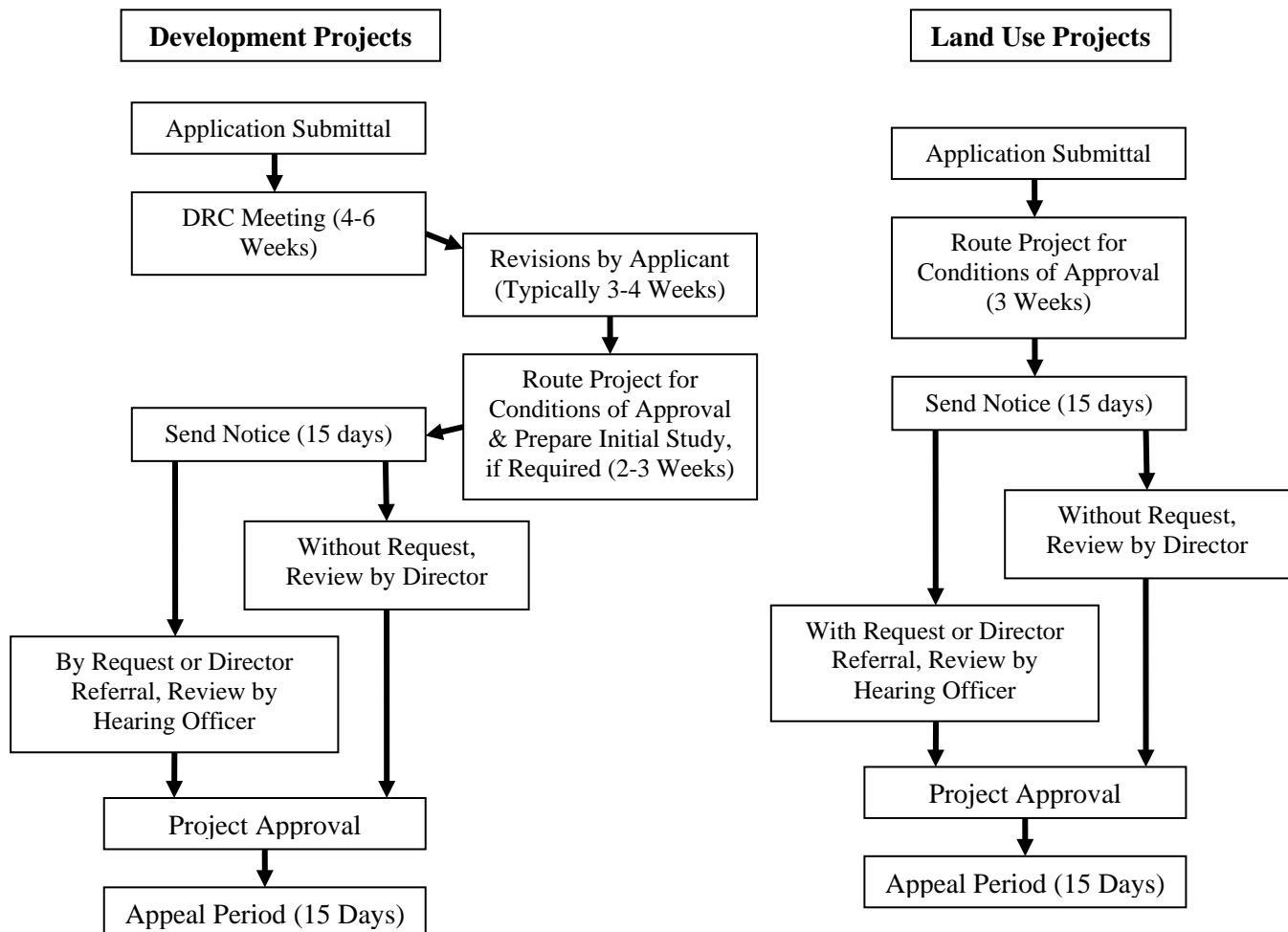
Application Checklist for entitlements that require a

# Class III Application

The Class III application is a discretionary process for reviewing uses 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 III applications require public notification, but do not require a hearing unless one is requested. Check all that apply to this project:

- Adjustment (ADJ)
- Minor Use Permit (MUP)
- Administrative Sign Variance
- Historic Sign Designation

The above entitlements will be reviewed by the Director, unless a request for an administrative hearing is filed. In the case of a request for administrative hearing, the Hearing Officer will review the application. The Director may also separately choose to refer a Class III application to the Hearing Officer. The following is a flowchart with approximate timelines associated with the review of Class III projects:



### **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. \_\_\_ 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, trail, 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.)

**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 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)

**E. \_\_\_ Property Owners Mailing Labels**

- 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 project is located within a commercial, professional, or other type of multi-tenant center
  - Notarized Certified Property Owner's List Affidavit
  - A cost of \$ .52 per envelope\* for public hearing noticing requirements will be required for each tenant or owner to be noticed. Up to 3 sets could be required (depending on the type of entitlement)

\* Cost covers postage and supplies.

**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 1,000' 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-family housing complex (including mobile homes) located within the 1,000' 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
- A cost of \$ .52 per envelope\* for public hearing noticing requirements will be required for each tenant or owner to be noticed. Up to 3 sets could be required (depending on the type of entitlement)

\* Cost covers postage and supplies.

- F. \_\_\_ One (1) copy of the completed Environmental Questionnaire (for all construction projects)**
- G. \_\_\_ Community Character and Design Guidelines Checklist (for all construction projects)**
- H. \_\_\_ Two (2) copies of a Preliminary Title Report (no more than 60 days old) (for all construction projects)**
- I. \_\_\_ Two (2) copies of a recorded legal description of the subject property (for all construction projects)**
- J. \_\_\_ 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**
- K. \_\_\_ 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**
- L. \_\_\_ 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 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.**

Note: 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 <http://www.santa-clarita.com/city-hall/departments/community-development>. If you have questions regarding these submittal requirements, you can contact the Planning Division at (661) 255-4330, or visit the Planning Division at City Hall, 23920 Valencia Blvd., Suite 140, Santa Clarita, CA 91355.