



SUBMITTAL CHECKSHEET

APPLICANT / STAFF REVIEW

PROJECT # _____ INCODE # _____ DATE _____

LOCATION _____

APPLICANT _____

CITY OF SANTA PAULA COMMUNITY DEVELOPMENT DEPT. • P.O. BOX 569 • SANTA PAULA, CA 93061 • (805) 933-4214 • www.ci.santa-paula.ca.us

APPLICATION MATERIALS

8.5" x 11"
1 COPY

1	Application - filled out, signed by property owner or representative, address/APN.	
2	Proof of Ownership - title report or deed, legal description.	
3	Fees - refer to Master Fee Schedule.	
4	Digital File - all submittal documents.	
5	Project Narrative - statement of proposed work, design review findings, zoning consistency.	

ENVIRONMENTAL REVIEW (CEQA)

8.5" x 11"
1 COPY

6	Exempt: Y / N - if not exempt, Planning Staff will assist you with CEQA review process.	YES NO
7	Initial Study	
8	Negative Declaration	
9	EIR	

STUDIES & REPORTS

8.5" x 11"
1 COPY

10	Geotechnical / Stormwater Report - prepared in compliance with the Ventura County Storm Water Quality Management Program. [vcstormwater.org - (805) 654-2001]	
11	Flood Hazard Determination Form - signed by the City of Santa Paula Public Works / Engineering department. [FEMA Standard Flood Hazard Determination Form - (805) 933-4212]	
12	Water Rights or Water Needs Assessment - proof must be submitted that the property has provided the City rights to meet demand resulting from the development.	
13	Public Notice Verification - Planning Staff will inform you whether or not your proposal requires a public hearing and/or noticing.	
14	Zoning Compliance - provide a brief summary of the proposal's compliance with all applicable sections of the Santa Paula Development Code. [SPMC Title XVI Development Code]	
15	Other -	

ARCHITECTURAL DRAWINGS [SCALED (1/4"=1', 1"=20', ETC.), NORTH ARROW & PLAN PREPARER NAME]

30" x 42"
5 SETS

16	Site Plan - property lines, buildings & structures, setbacks, parking & circulation, walls & fences. Indicate % lot coverage of all impervious surfaces - buildings, storage, driveways, parking, etc.	
17	Floor Plans - accurate dimensions for all interior spaces including garages & out buildings. Indicate location for all power and water supply and fixtures.	
18	Elevations - all exterior faces of all buildings in color with material call-outs. Indicate building height from finished floor and ground level.	
19	Exterior Building Materials - manufacturer's specifications and colors. Provide materials samples for unusual materials as required by Planning Staff.	
20	Exterior Building System Details - cross section details for all exterior building systems - windows, doors, storefront, cladding material assembly, horizontal mechanical venting/intake, etc.	
21	Lighting - comprehensive site lighting plan – manufacturer's cutsheets, fixture details and photometrics. Provide fixture and/or element samples as required by staff.	
22	Signage - full signage program indicating location, sign size, illumination, section details. Provide mock-up as required by Planning Staff.	
23	Accessibility - meets California state accessibility guidelines per Chapter 11 of the CA Building Code.	
24	Design Review - compliance with applicable design guidelines [COSP Design Review Guidelines]	
25	Other - PD (16.31) Subdivision (16.80) Condominium (16.85) Variance (16.220) TDM (16.108) etc.	

CIVIL / STRUCTURAL / MECHANICAL / ELECTRICAL / PLUMBING DRAWINGS

30" x 42"
5 SETS

26	Topographic Map - by licensed land surveyor: property lines, existing grades, physical features and structures. Data including site and 10' beyond property lines.	
27	Grading - proposed grade including spot elevations and slopes. Show all site improvements, and grading plan sections & details as necessary.	
28	Stormwater - show conceptual drainage design to mitigate increased volume of surface runoff per the Ventura County Drainage Manual.	
29	Utilities - preliminary existing and proposed water and sewer utility services including pipe sizes, elevations and slopes. Provide sizing calculations per the latest edition of the CA Plumbing Code.	
30	Structural - foundation and framing for all structures including notes, specifications and details for all construction types and materials. Include 2 sets of calculation packages.	
31	Mechanical, Electrical, Plumbing - plans, notes and details for all wet and dry systems. Include Title 24 energy calculations (2016 Ca Energy Code) and all CALGreen measures as applicable.	
32	Other - traffic impacts; right-of-way dedication/improvements; demolition permit; etc.	

LANDSCAPE DRAWINGS

30" x 42"
5 SETS

33	Existing and Proposed Landscaping Areas	
34	Planting Plan	
35	Common and Private Open Space	
36	Trash Enclosures and Screening	
37	Outdoor Lighting	
38	Other -	