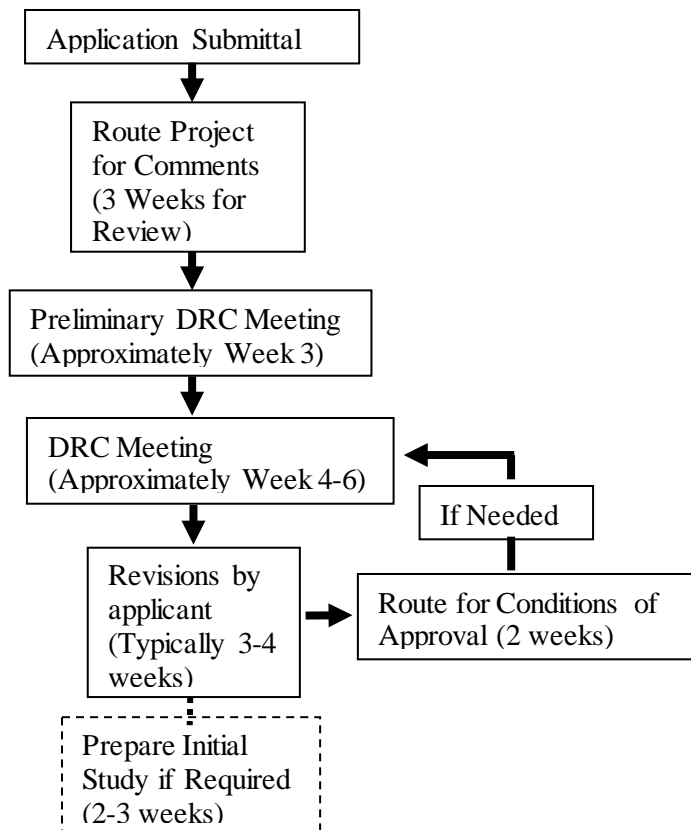Application Checklist for entitlements that require a

Class II Application

The Class II 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 II applications do not require noticing or a public hearing unless otherwise stated. Check all that apply to this project:

- ❑ Administrative Permit
- ❑ Architectural Design Review
- ❑ Development Review
- ❑ Hillside Development Review
- ❑ Landscape Plan Review
- ❑ Lot Line Adjustment
- ❑ Oak Tree Permit
- ❑ Requests for Reasonable Accommodations
- ❑ Sign Review
- ❑ Temporary Use Permit

The above entitlements will be reviewed and approved by the Director. The following is a flowchart with approximate timelines associated with the review of Class II projects:

```
┌─────────────────────────┐
│  Application Submittal   │
└─────────────────────────┘
             │
             ▼
┌─────────────────────────┐
│  Route Project          │
│  for Comments           │
│  (3 Weeks for           │
│  Review)                │
└─────────────────────────┘
             │
             ▼
┌─────────────────────────┐
│ Preliminary DRC Meeting │
│ (Approximately Week 3)  │
└─────────────────────────┘
             │
             ▼
┌─────────────────────────┐         ┌──────────────┐
│ DRC Meeting             │◄────────│  If Needed   │
│ (Approximately Week 4-6)│         └──────────────┘
└─────────────────────────┘                ▲
             │                              │
             ▼                              │
┌──────────────────┐     ┌──────────────────────────┐
│ Revisions by     │────►│ Route for Conditions of  │
│ applicant        │     │ Approval (2 weeks)       │
│ (Typically 3-4   │     └──────────────────────────┘
│ weeks)           │
└──────────────────┘
             │
             ▼
┌ ─ ─ ─ ─ ─ ─ ─ ─ ─┐
│ Prepare Initial  │
│ Study if Required│
│ (2-3 weeks)      │
└ ─ ─ ─ ─ ─ ─ ─ ─ ─┘
```

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 **Entitlement Application** packet, including:

- ❑ Application Form (Page 1 of 4)
- ❑ Justification Statement (Page 2 of 4)
- ❑ Original Notarized Property Owner(s) Statement (Page 3 of 4)
- ❑ Financial Interest Disclosure (Page 4 of 4)

B.   ___ **Entitlement fee(s)** (see current Fee Schedule)

C.   ___ One (1) copy of the completed **Environmental Questionnaire** (for all construction projects)

D.   ___ One (1) copy **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) and **recorded legal description** of the subject property

F.   ___ For all new development applications, **site plan, elevations, grading plans, and other development exhibits** are required for the proposed project. Refer to the Site Plan and Exhibits requirements checklist

G.   ___ **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. A parking demand study must be provided where required by the Santa Clarita Municipal Code and any applicable City policies.

H.   ___ Three (3) copies of an **Oak Tree Report** for all projects requesting the removal of an oak tree

I.   ___ **Digital PDF files:** A digital copy of the Site Plan, Grading Plan, Landscape Plan, and Building Elevations, etc. on a disc or flash drive

Please be advised that projects requiring approval from the Los Angeles County Fire Department may be required to submit electronically through EPIC-LA, and may be subject to additional fees.

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 current Fee Schedule) for projects subject to the California Environmental Quality Act (CEQA)
- Two (2) copies of a Transportation Demand Management (TDM) Program for all uses with more than 50 employees
- A biological study, for projects that include potential disturbance in a Significant Ecological Area (SEA)
- Trail system, bike path system, and/or paseo system plans for Subdivision projects

ALL PLANS MUST BE INDIVIDUALLY FOLDED PRIOR TO SUBMITTAL

Additional Notes: CC&Rs (Covenants, Conditions, and Restrictions) may apply to the subject property. These CC&Rs may include development standards and additional requirements that may be more restrictive than City requirements. Contact the property owner or their 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.

Staff Notes:

_____

_____

Staff Initial: _____