



City of Santa Clarita
Community Development
Planning Division
23920 Valencia Boulevard, Suite 140
Santa Clarita, CA 91355

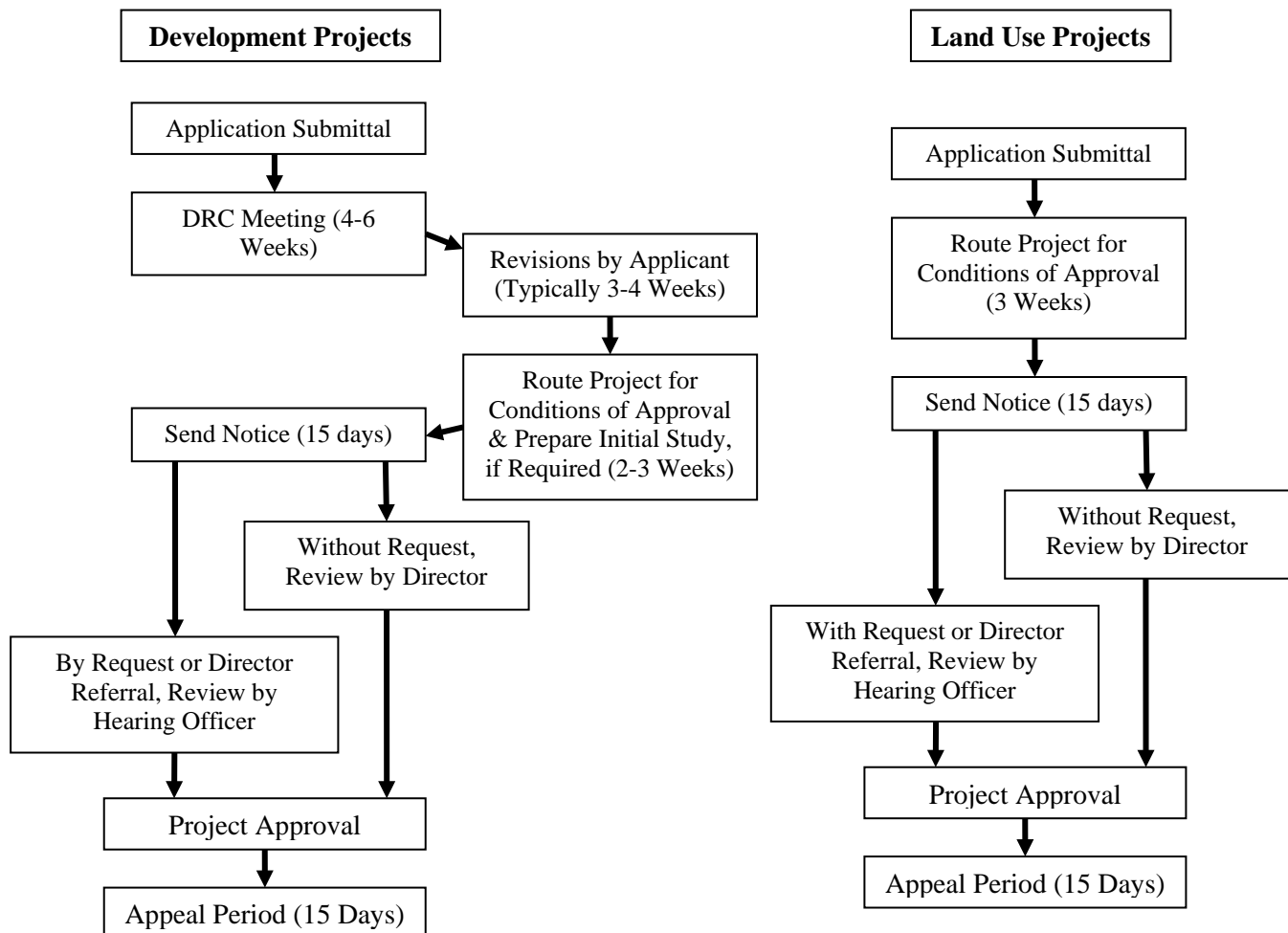
Application Checklist for entitlements that require a

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 [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 (for all construction projects)
- 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.** ___ **Digital PDF files:** A digital copy of the Site Plan, Grading Plan, Landscape Plan, and Building Elevations, etc. on a disc or flash drive
- I.** ___ **Public Noticing materials:** Refer to the [Public Noticing Type I checklist](#)

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(s) (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: _____

Last updated: 10/2023

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