



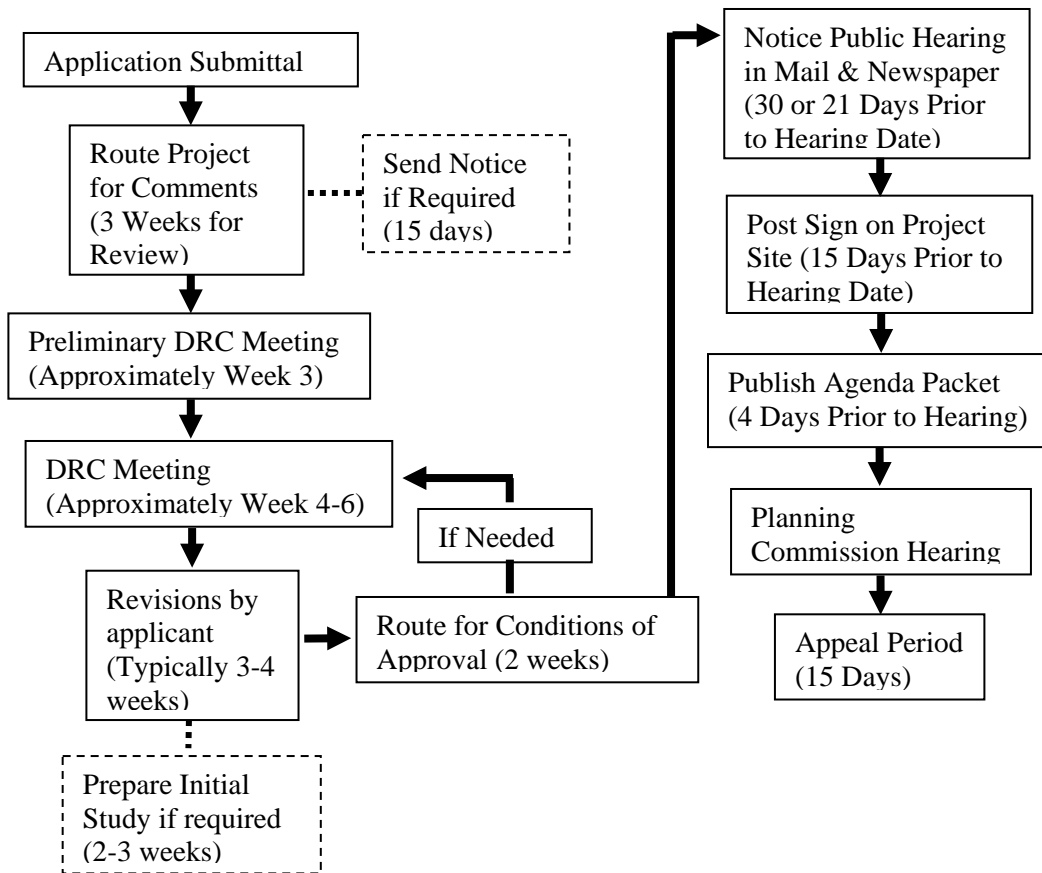
**City of Santa Clarita**  
**Community Development**  
**Planning Division**  
 23920 Valencia Boulevard, Suite 140  
 Santa Clarita, CA 91355

## Class IV Checklist

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 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 [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
- J. \_\_\_ **Public Noticing for Public Hearing:** Refer to the [Public Noticing Type II checklist](#)

**For all Tentative Parcel Maps (TPM) or Tentative Tract Maps (TTM), the following will be required:**

- K. \_\_\_ 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
- L. \_\_\_ Two (2) copies of a recorded Grant Deed for each parcel(s) to be subdivided
- M. \_\_\_ Two (2) copies of the County Assessor’s Map for all parcels involved

**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:

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Staff Initial: \_\_\_\_\_