



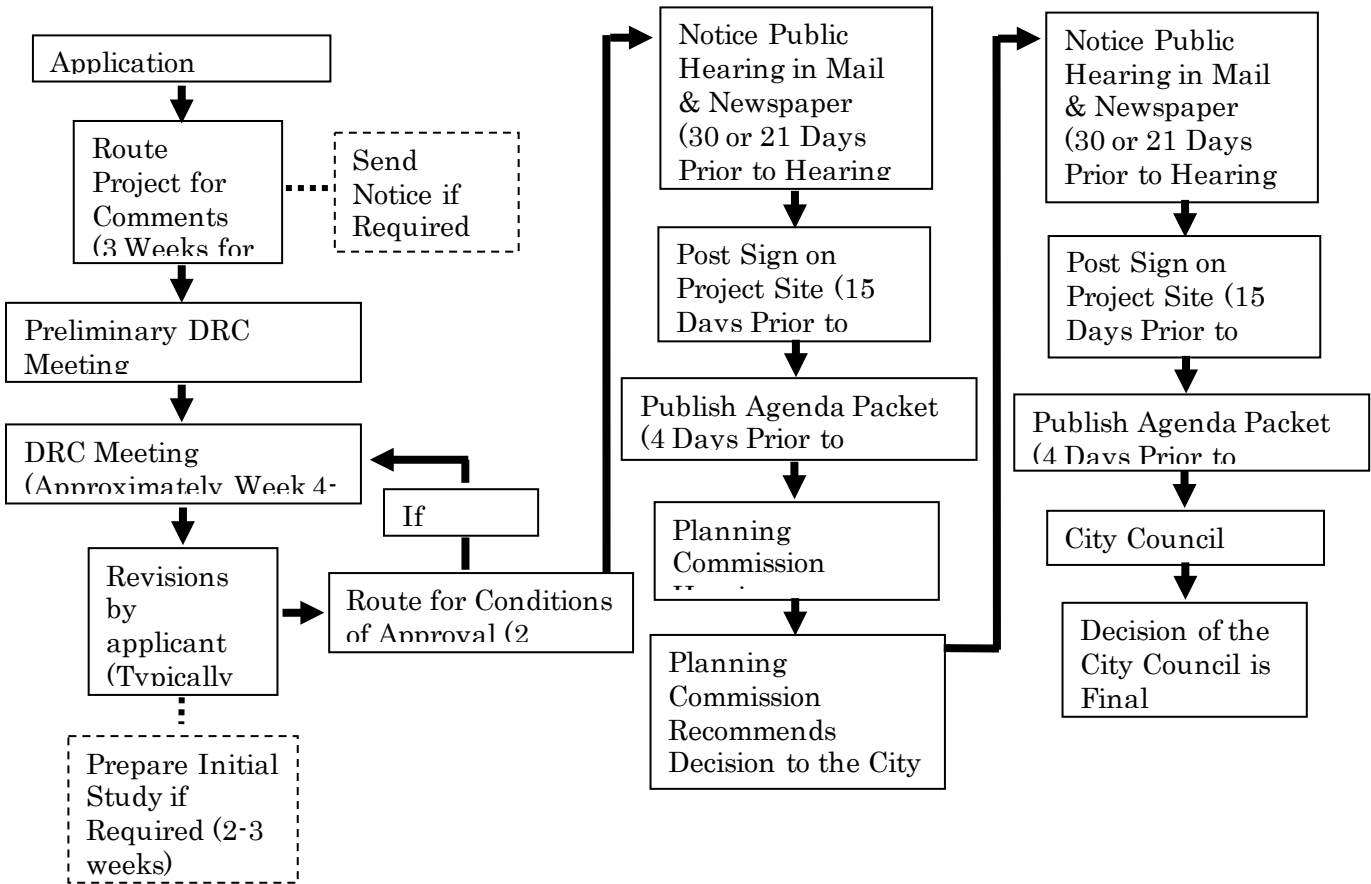
City of Santa Clarita
Community Development
Planning Division
 23920 Valencia Boulevard, Suite 140
 Santa Clarita, CA 91355

Class VII Checklist

The [Class VII application](#) is a discretionary process for reviewing uses that are legislative and require City Council approval. The following Class VII applications require [public notification and public hearings](#) before both the Planning Commission and the City Council. Check all that apply to this project:

- Development Agreement
- Specific Plan
- Zone Change

Please be advised that a request for a Zone Change and/or a Specific Plan will require a minimum of two (2) public hearings before the City Council to allow for the adoption of an ordinance by the City Council. These entitlements will become effective thirty (30) days after approval by the City Council at the second public hearing. Processing time is typically between 4 to 6 months for the above entitlements, but may be longer depending on the number of applications before the City or the complexity of the project.



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. ___ **Digital PDF files:** A digital copy of all the exhibits below on a disc or flash drive
- D. ___ **Public Noticing for Public Hearing:** Refer to the [Public Noticing Type II checklist](#)
- E. ___ **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.

For amendments the Zoning and/or General Plan Maps, the following will be required:

- F. ___ One (1) **Zone Change Exhibit** and/or one (1) **General Plan Exhibit** – Fifteen (15) copies of fully dimensional exhibits drawn to scale indicating:
- Project name and description, north arrow, and scale (must be engineer's scale - no smaller than 1" = 40')
 - Name and address of owner and person(s) preparing the plan
 - Vicinity map and the address and Assessor's Parcel Number(s) (APN) of the project site
 - Date of preparation. Date of revisions (if applicable)
 - Property lines and dimensions and all easements of record
 - Property square footage or acreage
 - Streets and names of streets
 - Indicate existing and proposed zone designation
 - Zoning information on abutting properties and properties across any rights-of-way

For amendments to text of the Unified Development Code, the following will be required:

- G. ___ **Text Amendment** – Fifteen (15) copies of the proposed text amendment in an underline/strikeout format
- H. ___ **Digital Copy (Word document)** – One (1) copy of an electronic version of the amendment

ALL PLANS MUST BE INDIVIDUALLY FOLDED PRIOR TO SUBMITTAL

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.

Staff Notes:

Staff Initial: _____

Last updated: 10/2023

<S:\CD\PLANNING DIVISION\PLANNING FORMS AND TEMPLATES\Counter\Checklists\New Checklists\Class VII Application Checklist.doc>