



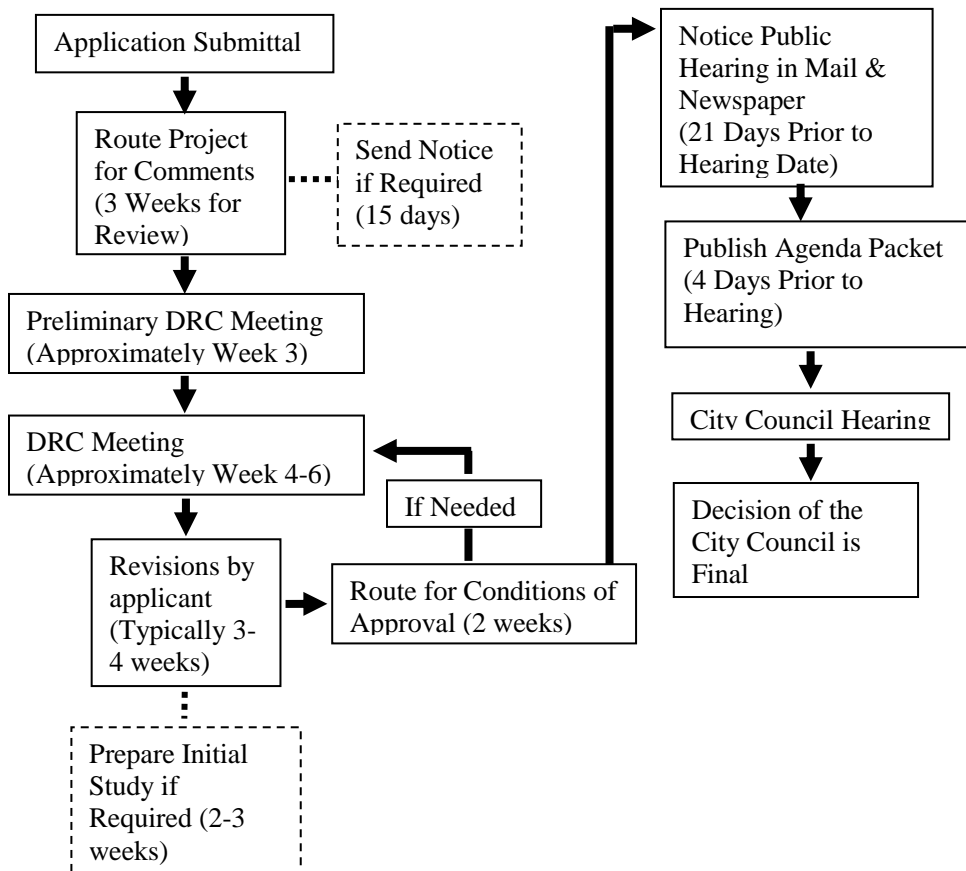
City of Santa Clarita  
Community Development  
Planning Division  
23920 Valencia Boulevard, Suite 140  
Santa Clarita, CA 91355

## Class VI Checklist

The [Class VI application](#) is a discretionary process for reviewing uses that are non-legislative but require City Council approval. The following Class VI applications require [public notification and public hearings](#) before the City Council only:

### ☐ Pre-Annexation Agreement

Please be advised that a request for a Pre-Annexation Agreement 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. \_\_\_\_ **Maps, exhibits, project description, and other relevant information for the proposed annexation area**
- F. \_\_\_\_ **Conditions of Approval for Los Angeles County approved project**
- 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.

**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.**

**ALL PLANS MUST BE INDIVIDUALLY FOLDED PRIOR TO SUBMITTAL**

Staff Notes:

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

Last updated: 9/2024

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