



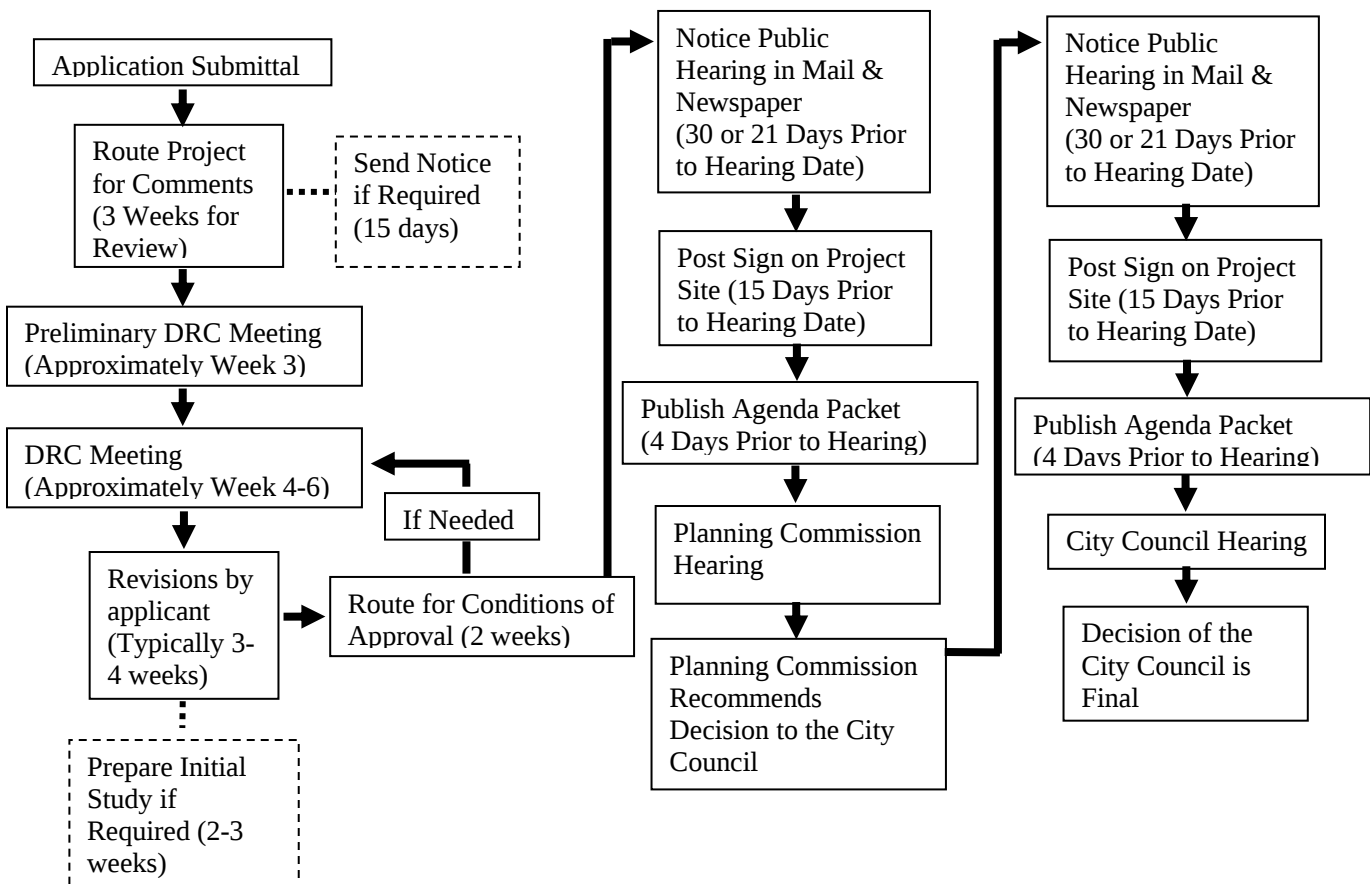
City of Santa Clarita
Community Development
Planning Division
23920 Valencia Boulevard, Suite 140
Santa Clarita, CA 91355

Class V Checklist

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

- ☐ General Plan Amendment (GPA)
- ☐ Master Plan (MP)
- ☐ Ridgeline Alteration Permit (RAP)

The following is a flowchart with approximate timelines associated with the review of Class V projects through Planning Commission and City Council approval:



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.

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.

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
- G. ____ For a **Ridgeline Alteration Permit**, the applicant will be required to submit Topography Maps, Average Cross Slope Calculations and Maps, Ridgeline Location Exhibits, and Preliminary Grading Plans in accordance with the [Site Plan and Exhibits Checklist](#).

ALL PLANS MUST BE INDIVIDUALLY FOLDED PRIOR TO SUBMITTAL

Staff Notes:

Staff Initial: _____

Last updated: 9/2024

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