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| City of Lompoc<br>Community Development Department –Planning Division |  |
| <b>Use Permit<br/>Existing Facilities</b>                             |   |

**A completed application includes the following:**

All City forms available at Planning Division or <https://www.cityoflomdoc.com/government/departments/economic-community-development/planning-division/planning-applications-forms-and-submittal-checklists>

- Completed “General Application” form
- Fees paid according to Master Fee Schedule (Planning ♦ Engineering ♦ Fire ♦ Building)
- \$55.00 Document Imaging Fee
- Engineering Deposit
- Completed “Agreement for Payment of Application Processing Fee” forms for **Planning & Engineering**
- Completed “Jobs Creation Questionnaire”
- A written project description which includes type of use proposed, hours of operation and any additional information that will explain proposed use to staff and Commissioners (please use a separate sheet of paper)
- Photographs of site and surrounding area
- Six (6) reduced copies** (11” x 17”) of the architectural site plan and elevations
- One (1) digital copy** (PDF Format) of the architectural site plan and elevations
- Legal description of parcel(s)
- Department of Fish & Wildlife (DFW) Clearance/Fee, as required by SB 1535. The applicant must pay filing fees for a Notice of Determination or Notice of Exemption as determined by City Staff or the DFW under the California Environmental Quality Act (CEQA). **(The applicant should discuss this fee with the project Planner)**
  - o Current fees may be found at <https://www.wildlife.ca.gov/Conservation/CEQA/Fees> AND
  - o **\$50.00 check payable to Santa Barbara County for processing a Notice of Determination (NOD) with DFW fee or a Notice of Exemption (NOE).**
- Does your application include a request for a Reasonable Accommodation in accordance with Lompoc Municipal Code Chapter 17.536 ? \_\_ Yes \_\_ No

**No Exterior Modifications:**

- Fifteen (15) copies** of an architectural site plan (**folded** to a maximum size of 8 ½” x 14”) showing the interior layout of the building and the required parking for the use:
  - Sheet size shall not be smaller than 11” x 17”, nor larger than 24” x 36”
  - All dimensions shall be drawn to scale. The scale and north arrow shall be shown on all drawings. A vicinity map shall also be provided.
  - Assessor Parcel Numbers(s)
  - Parking layout showing sizes and location of each stall, back-up areas and drives, driveway approaches, curb cuts, pedestrian access, utility vehicle access, and handicapped parking.

## **Exterior Modifications:**

### **Architectural Site Plan:**

- Fifteen (15)** copies of an architectural site plan (24" x 36") **folded** to a maximum size of (8-1/2" x 14") which includes the following:

#### **Property Lines, Setbacks, Streets, & Easements**

- Property lines and dimensions, setback distances
- Assessor Parcel Numbers
- Dimensions of yards, of spaces between buildings, and of spaces between property lines and buildings
- Dimensions and nature of easements
- Names of adjacent streets as well as location, width, and distances from their centerlines

#### **Uses and Structures**

- Existing uses of adjacent properties
- Existing buildings and structures
- Proposed buildings and structures, differentiated from existing buildings and structures
- Number of stories in proposed structure(s)
- Building Occupancy Classifications for existing and proposed structures
- Floor plan of existing/proposed structures and square footage
- Location and composition of existing and proposed walls and fences
- Street furniture (e.g. benches, bollards, playground equipment, shopping cart corrals, vending machines, newspaper racks)

#### **Parking and Loading**

- Parking calculations showing square footage of each use and required parking
- Parking layout showing location of each stall, number of stalls, dimensions of typical stalls, back-up areas and drives, driveway approaches, curb cuts, pedestrian access, utility vehicle access, and handicapped parking
- Loading zones
- Location, height, and intensity of light standards
- Location of existing utility poles, existing fire hydrants, and existing water, sewer, electric, gas, and communication lines
- Location of refuse areas, show heights and type of materials for screening walls

### **Building Elevations**

- Fifteen (15)** copies of building elevation drawings (24" x 36") **folded** to a maximum size of (8-1/2" x 14") which includes the following:

- All sides of each existing and proposed structure, with height dimensions
- Roof-mounted equipment (e.g., satellite antennas, heating/air conditioning units)
- One color rendering of each elevation drawing (four sides of building)
- One color board with samples of all external building materials (8-1/2 x 11)

**Items below are storm water requirements. Please contact staff directly at (805) 875-8275 for any questions regarding these submittal requirements.**

### **Storm Water Requirements**

As a result of requirements imposed by the Central Coast Regional Water Quality Control Board, the following storm water information must be submitted with your application if your project will create or replace 5,000 square feet or more of impervious space. Impervious space includes, but is not limited to: structures - including eaves, porches and overhangs; walkways, paved and parking areas (on private property and public right-of-way); and any other area which does not infiltrate water. Engineered pervious pavement or walkways, including pavers in sand over gravel, and landscaped areas are not counted as impervious area.

**Concept Storm Water Infiltration Design**

Describe in writing and show the location and type of Storm Water Control Measures (SCMs) proposed, the estimated volume of each and the Watershed Drainage Areas (WDAs) and method by which drainage will be collected for infiltration in each SCM. This information should be incorporated into the Engineering Site Plan. For Example:

Method(s) proposed to infiltrate 95% of the 85th percentile, 24-hour Storm Event (.75 inch over 95% of the new and replaced impervious area proposed) for projects that will cumulatively result in 5,000 square feet, or more, of new or replaced impervious surface.

- Infiltration basin
- Vault
- Bio-swale
- Rain barrels
- Engineered permeable pavement / pavers
- Other \_\_\_\_\_

See the Storm Water Control Plan at

<http://www1.cityoflompc.com/departments/comdev/StormWater/StormWaterControlPlan.pdf> for detailed instructions on how planned compliance with the storm water infiltration requirements can be calculated.