

**Conditional Use Permit (CUP)
New Construction**



A completed application includes the following:

All City forms available at Planning Division or <https://www.cityoflompoc.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)
- \$55.00 Document Imaging Fee
- Engineering Deposit
- Completed "Agreement for Payment of Application Processing Fee" forms for **Planning & Engineering**
- Completed "Environmental Information Form"
- 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)
- California Military Land Use Compatibility Analyst (CMLUCA) Report, as required by SB 1462. Local governments are now required to notify the Military of potential projects and or actions that meet one of the following criteria:
 - Located within 1,000 feet of a military installation;
 - Beneath a low-level flight path;
 - Within special use airspace.

Please visit <http://cmluca.gis.ca.gov/> to generate your report. The report will advise if your project meets one of the above criteria and if notifying to the Military is required. (Effective 11/05)

- 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)**
 - Current fees may be found at <https://www.wildlife.ca.gov/Conservation/CEQA/Fees> AND
 - **\$50.00 check payable to Santa Barbara County for processing a Notice of Determination (NOD) with DFW fee or a Notice of Exemption (NOE).**
- A construction schedule, if the project is phased
- 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, elevations, and engineering site plan
- Legal description of parcel(s)
- Does your application include a request for a Reasonable Accommodation in accordance with Lompoc Municipal Code Chapter 17.536 ? ___ Yes ___ No

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)

Landscape Plan

- Five (5)** copies of existing and proposed landscape plans (11" x 17") **folded** to a maximum size of (8-1/2" x 11") which include the following information. (Landscape plans for all commercial, industrial, multi-family, and multiple single-family projects must be prepared by a licensed **landscape architect**)
 - Location and dimensions of all building footprints and all planter areas
 - Location and dimensions and materials of hardscape areas
 - Proposed materials for planter area borders
 - Location, container size, and types of plant materials to be used. All trees shall be specified by common name, botanical name, size, and quantity
 - Proposed irrigation where required

All items below (Pages 3-5) are required by the Engineering Division. Plans shall be stapled and folded separately from the architectural site plan, elevations, and landscape plan required by the Planning Division. Please contact the Engineering Division directly at (805) 875-8280 for any questions regarding these submittal requirements.

Engineering Site Plan

- Fifteen (15) copies of the Engineering Site Plan which include the following information:

General

- Plan scale shall be not less than one (1) inch equals one hundred (100) feet or as may be necessary to show all details clearly.
- Sheet size shall be 24" x 36".
- When plan consists of more than two (2) sheets, a key sheet shall be included and the particular number of the sheet and total number of sheets comprising the plan shall be stated on each sheet.
- Engineering Site Plan will be separated into two parts: 1) Grading and Drainage Plan; 2) Street and Utility Plan
- A title which shall contain the development name, project number, type of development, and address and/or Assessor's Parcel No. (s) of the project site.
- Name, address and phone number of firm or person preparing the plan
- The boundaries of the property along with the dimensions
- Date, a north arrow, and the plan scale (both written and graphic)

Grading & Drainage Plan

- The existing topography of the site, with the following contour intervals:
 - One (1) foot when the slope of ground is less than five percent (5%), or
 - Two (2) feet when the slope of ground is greater than five percent (5%).
- Contours shall extend one hundred feet (100') beyond the boundary of the development when necessary to determine the adequacy of the proposed development design.
- Contours shall be supplemented by flowline elevations of existing gutters, storm drains, and channels. In level areas where contours are more than 100 feet apart, the contours shall be supplemented by spot elevations not more than 100 feet apart. The average cross slope(s) of the land shall be indicated on lands with a slope greater than 10 percent (10%).
- Show the proposed grading of the development by contours at two-foot (2') intervals where slope of land is less than five percent (<5%) and not less than five-foot (5') intervals where slopes are greater than five percent (>5%). Extend contours at least 100 feet beyond the boundaries of the development.
- The location, size and type of all existing trees over four inches (4") in diameter located on the site, immediately adjacent to the site or within the public right-of-way and the disposition of said trees along with existing and proposed spot elevation around the trees and their drip lines. (Where stands of trees are located, individual trees need not be shown, but the trees may be shown as a group.)
- The location, size and type of all proposed street trees.
- The location and clear identification of all existing and proposed parking spaces, driveways and access.
- Existing improvements and features including, but not limited to the following:
 - All buildings, fences, tree rows, utility poles, prominent land uses and features with the development, and those within one hundred feet (100') of the proposed development on immediately adjoining land which may affect the design of the proposed development.
 - Existing dams, wells, cesspools, sewers, culverts, drain pipes, underground structures or sand, gravel or other excavations within the development, noting whether they ought to be abandoned or not.
 - The approximate location and direction of flow of all watercourses and natural drainage channels.

- The widths, location, and identity of all existing easements.
- The dripline of existing trees with a trunk diameter of six (6) inches or more. Proposed tree removal shall be so indicated.
- The location and spot elevations for all existing utility poles, vaults and transformers or pads along with their proposed disposition.
- The location and spot elevations of all proposed utility vaults, transformers and pads.
- The location of all existing structures and buildings located on the site and their proposed disposition.
- The height, type and location of all existing fences-walls and the disposition of said fences-walls.
- The location and depth below finish grade of the wellheads of any abandoned water wells.
- Proposed improvements and features including, but not limited to, the following:
 - The location of proposed sewers, water lines and underground storm drains.
 - The location, grade, and travel ways and right-of-way widths for all proposed roads and streets (both private and public). The road standard plate(s) shall be provided.
 - The location and radius of all curb returns and cul-de-sacs.
 - The widths, locations, and purpose of all proposed easements.
 - Individual lot lines and the number of each lot.
 - The location, pipe size and approximate grades of proposed storm drains, including drainage inlet locations and sizes and storm drain maintenance holes.
 - The height, type and location of all proposed fences-walls. All retaining walls shall be highlighted.
 - The location of the overland drainage escape path and the inlet-outlet elevations of the basin shall be shown.
 - The location of all proposed drainage swales.
 - The location of proposed parking areas/lots.
 - The location and inlet elevations of any existing drainage facilities located in close proximity of the project site.
 - The approximate locations of areas subject to inundation by storm waters, and the location, with direction of flow, of water courses existing and proposed prominently displayed by graphic means.
- The finished pad and floor elevations for all proposed buildings and structures along with the distances between building structures and property lines shall be shown.
- The top and bottom elevation of any proposed retardation basins along with their capacity.
- The approximate number of cubic yards of earthwork (cut and fill).
- The surfacing material to be used in the parking areas/lots along with spot elevations.
- The top of curb and gutter flowline elevations of the streets and alleys located adjacent to the site.
- The back of sidewalk grades.
- The maximum height of any cut banks.
- The maximum heights of any fill banks.
- If the site is to be graded in phases clearly show the location of the phase lines on the preliminary grading plan and sections to show phased grading.
- All lots shall be sloped to provide for adequate drainage to public street, private street or drainage way. This sloping shall be shown by typical cross-section or elevation on the plan and by indicating spot elevations on existing and proposed lot corners and surrounding lands.
- Flood zone designation as indicated on the latest Flood Insurance Rate Map.

Street & Utility Plan

- The names of all operators of proposed utility systems (water, sewer, electrical, gas, telephone, and cable TV).
- Existing improvements and features including, but not limited to the following:
 - The location, pavement width, right-of-way width, grade and name of all roads and streets (public and private) within, adjacent to, or affected by the development.
 - The widths, location, and identity of all existing easements.

- The location and size of all existing sanitary sewers, fire hydrants, water mains and streetlights. The approximate slope of sanitary sewers and storm drains shall be indicated.
- The location of existing driveways and access.
- Proposed improvements and features including, but not limited to, the following:
 - The location, pipe size and approximate grades of proposed sewers, water lines and underground storm drains, including the proposed location of fire hydrants and street lights.
 - The proposed locations of all underground utilities, including how they relate to each individual lot service.
 - The location, grade, and centerline radius, and travel ways and right-of-way widths for all proposed roads and streets (both private and public). The road standard plate(s) shall be provided.
 - The location of proposed driveways and access.
 - The location and radius of all curb returns and cul-de-sacs.
 - The widths, locations, and purpose of all proposed easements.
 - Individual lot lines and the number of each lot.
 - Proposed improvements required to be constructed beyond the boundaries of the development.

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