Class II Application

The Class II application is a discretionary process for reviewing uses that may be appropriate in the applicable underlying zone, but whose effects on a site and surroundings cannot be determined before being proposed for a specific site.   The following Class II applications do not require noticing or a public hearing unless otherwise stated (check all that apply to this project).

- ❑ Administrative Permit
- ❑ Architectural Design Review
- ❑ Development Review
- ❑ Hillside Development Review
- ❑ Home Occupation Permit
- ❑ Landscape Plan Review
- ❑ Lot Line Adjustment
- ❑ Oak Tree Permit
- ❑ Requests for Reasonable Accommodations
- ❑ Sign Review
- ❑ Temporary Use Permit

The above entitlements will be reviewed and approved by the Director.   The following is a flowchart with approximate timelines associated with the review of Class II projects:

Application Submittal

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Route Project for Comments (3 Weeks for Review)

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Preliminary DRC Meeting (Approximately Week 3)

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DRC Meeting (Approximately Week 4-6) ← If Needed

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Revisions by applicant (Typically 3-4 weeks) → Route for Conditions of Approval (2 weeks)

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Prepare Initial Study if Required (2-3 weeks)
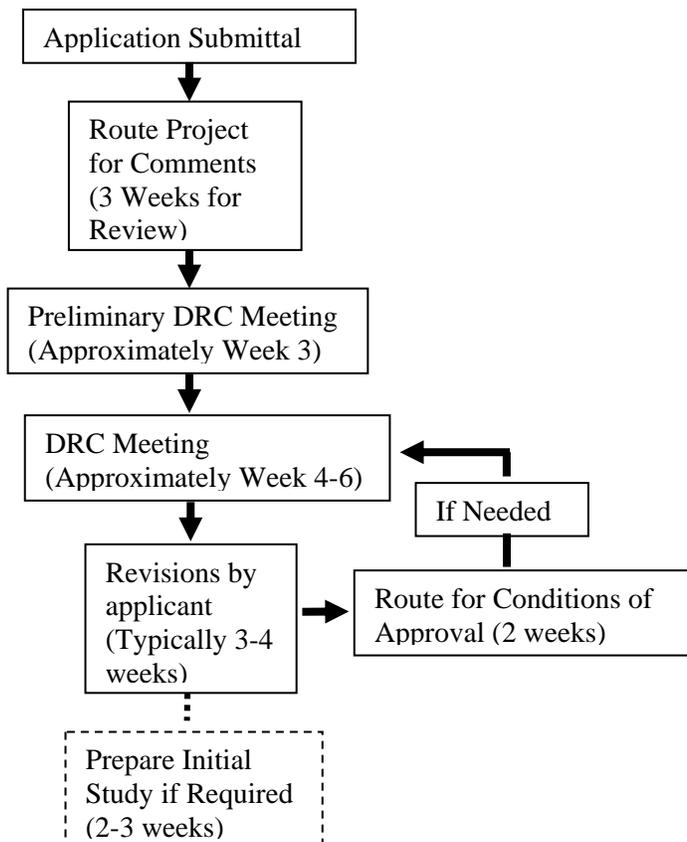
__Application Submittal Requirements__

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 application packet, including:**

- ❑ Application Form
- ❑ Justification Statement
- ❑ Original Notarized Property Owner(s) Statement
- ❑ Financial Interest Disclosure

B. ___ **The required processing fee (see current fee schedule)**

C. ___ **One (1) copy of the completed Environmental Questionnaire**

D. ___ **Community Character and Design Guidelines Checklist (for all construction projects)**

E. ___ **Two (2) copies of a Preliminary Title Report (no more than 60 days old)**

F. ___ **Two (2) copies of a recorded legal description of the subject property**

G. ___ **For all new development applications, the applicant shall submit the required site plan, elevations, grading plans, and other development exhibits required for the proposed project. Please refer to the Site Plan and Exhibit requirements checklist**

H. ___ **Two (2) copies of a Transportation Demand Management (TDM) Program for all uses with more than 50 employees**

The following additional applications, permits, and/or materials may also be required for processing of the project:

- **An Initial Study (IS) and the required processing fee (see fee schedule) for projects subject to the California Environmental Quality Act (CEQA)***
- **A biological study if disturbance in a Significant Ecological Area is to occur**
- **Trail system, bike path system, and/or paseo system plans**

NOTE: All exhibits larger than 8 ½" x 11" must be INDIVIDUALLY FOLDED prior to submittal. Full size color exhibits are not required to be folded.

Other things to keep in mind…..

Please be aware that CC&Rs (Covenants, Conditions, and Restrictions) may apply to the property in question. These CC&Rs could include development standards and additional requirements that may be more restrictive than City requirements. Be sure to contact the property owner or his representative to obtain a copy of any CC&Rs or other requirements in order to determine the suitability of the property for your proposed use.

These submittal requirements, as well as those for other types of entitlement applications, can be found on the City of Santa Clarita website at www.santa-clarita.com. If you have questions regarding these submittal requirements, you can contact the Planning Division at (661) 255-4330, e-mail the Department of Community Development at www.santa-clarita.com/cityhall/cd, or visit the Planning Division at City Hall, 23920 Valencia Blvd., Suite 140, Santa Clarita, CA 91355.

*Applicant is responsible for all Los Angeles County Clerk filing fees