



City of Grover Beach Planning Division USE PERMIT SUBMITTAL CHECKLIST FOR PROJECTS WITH NO NEW CONSTRUCTION

154 South Eighth Street - Grover Beach, CA 93433 - Phone (805) 473-4520 - www.groverbeach.org

The information on this checklist **must** be submitted with your project to be accepted for review. These are the minimum requirements and additional information and plans may be required to evaluate your application following initial review by staff. A copy of this list will be used to check your application for completeness after it is submitted. **Applications not containing the necessary information as shown on this checklist will not be accepted for review. Check each box under “applicant” to indicate that the information has been provided and sign the Checklist. If you believe an item is not applicable to your application, please indicate.** If you have any questions regarding this form or uncertain if a specific requirement applies to your project, please contact the planning staff at (805) 473-4520 or via email at comdev@groverbeach.org.

- | Applicant | City | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | COMPLETED DEVELOPMENT APPLICATION FORM. Application form can be found here: http://grover.org/DocumentCenter/View/6731/1_DevelopmentApplicationForm?bidId= . <i>Only this application will be accepted.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | COMPLETED ENVIRONMENTAL INFORMATION FORM. This form is required to ensure consistency with the California Environmental Quality Act (CEQA) and provide details of your proposed project. This form can be found here: https://grover.org/DocumentCenter/View/6827 |
| <input type="checkbox"/> | <input type="checkbox"/> | EMAIL COMPLETED APPLICATION & PLANS. Email completed application and request to comdev@groverbeach.org . All electronic plans shall be in PDF format, Please see these instructions: https://www.grover.org/DocumentCenter/View/11473/Electronic-Submittal-Instructions |
| <input type="checkbox"/> | <input type="checkbox"/> | PAYMENT OF APPLICATION FEES. Payment of application fee deposit as established by the Master Fee Schedule. |

Project Statistics must be included on the cover sheet with the following information:

- | Applicant | City | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Project Description – Provide a detailed description of the proposed use. Commercial uses should include: type of proposed activities, goods and services offered, square footage, hours of operation, number of employees, etc. Residential uses should include: number of existing and proposed units, square footage, use of each room, number of parking spaces, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Vicinity map. |
| <input type="checkbox"/> | <input type="checkbox"/> | Address and assessor parcel number of the project site. |
| <input type="checkbox"/> | <input type="checkbox"/> | The date the plans were prepared and/or revised. |
| <input type="checkbox"/> | <input type="checkbox"/> | Name and telephone number of the applicant and persons preparing the plans. |
| <input type="checkbox"/> | <input type="checkbox"/> | Zoning of the site. |
| <input type="checkbox"/> | <input type="checkbox"/> | Total area of the project site in square feet. |

- Existing and proposed interior/exterior uses with area calculations (e.g., Residential – living area, garage, porch/deck; Commercial – office, retail; Industrial – manufacturing, office, warehouse).
- A calculation of the number of parking spaces required and proposed (refer to Development Code Section 3.50 Parking Regulations).

Site Plan including following information:

- | Applicant | City | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | North arrow and scale of the drawings. |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimensioned property lines and adjacent street names. |
| <input type="checkbox"/> | <input type="checkbox"/> | All existing building footprints, sidewalks, parking spaces, driveways, and other site features. |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide a table that indicates building footprint, hardscape (driveways, parking areas, etc.), and landscape coverage areas in square feet and percentage of lot area. This should total the lot size and 100% of the lot area (refer to Development Code Section 9.10.020 for definition of Lot Coverage and Development Code Section 3.30.040.C for Landscape Coverage). |

Floor Plans with the following information:

- | Applicant | City | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | North arrow and scale of the drawings. |
| <input type="checkbox"/> | <input type="checkbox"/> | Size, dimensions, and uses of all rooms. |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate stairways, steps, doorways, windows, closets, patios, porches, decks, built-in appliances, and bathroom fixtures. |
| <input type="checkbox"/> | <input type="checkbox"/> | Clearly indicate existing walls, existing walls to be removed, and proposed walls (Do not include construction details). |

I, the undersigned Applicant/Representative, have verified that all the submittal items required on this Checklist are included in the application materials and/or plans.

Signature

Date

Print Name