

MOUNTAIN DRIVE COMMUNITY ASSOCIATION
Think you are ready to meet with an architect to rebuild? Do
yourself a favor. Get this information first.

PROJECT CHECKLIST

November 19, 2008

Please provide the following information to create a project file.

1. Owner's Name & Mailing Address
2. Project Address
3. Assessor's Parcel Number (A.P.N.)
4. Lot Size. Gross SF and Net SF
5. Parcel Map. Find this at the Planning Counter.
6. Zone
7. Location (City or County)
8. Utility Information
 - a) Electrical b) Gas or Propane c) Sewer Type d) Water Source
9. Topographic map (\$) Hold until requested by agency
10. Map showing boundaries, easements etc. (\$) Hold until requested by agency
11. Mark property corners (\$) Hold until requested by agency.
12. Copies of approved building plans. These can be found at the Planning Department. Copy at Coast Reprographics.
13. Copy of Grant Deed
14. Drafted plan of existing foundation.
15. Clean Site with foundation in place. Do not clean site until cleared by your Insurance Co. City and County will require Demolition permits
16. Copy of street file showing all previous permits and action on site. Street files can be found at the Planning Department.
17. Staked site showing property corners.
18. List known violations and encroachments (if any exist)
19. Site photos from existing house site and to existing house site in all directions.
20. Obtain any available Soils Reports.
21. List adjacent neighbors names and addresses.
22. Aerial Photos. Go to www.zillow.com and print photos a.s.a.p. as the photos will change every few weeks.
23. Provide latest Environmental Health Permits. Contact your Plumbing contractor in charge of system maintenance.
24. Size & Condition of water tank for fire suppression.

Santa Barbara County
Planning Department
123 Anapamu Street

City of Santa Barbara
630 Garden Street