



## Plan Submission Requirements Checklist

The following list is intended as a guide to help you understand the components of your project that will be reviewed by the Montecito Fire Department (MFD). Adhering to this list will help ensure that all required elements are provided for a complete review. Additional guidance can be found in our Development Standards found at our website, [montecitofire.com](http://montecitofire.com) under Fire Prevention, or at the following link: <https://montecitofire1.specialdistrict.org/standards-guidelines>.

### VIVA

A Fire Protection Certificate application must be submitted through [VIVA](https://www.montecitofire.com/submit-plans-applications) in order for MFD to complete a plan review. The link can be found at <https://www.montecitofire.com/submit-plans-applications>

### Required Plan Sheets & Information

1. Submissions shall provide a Fire Access & Water Supply Site Plan that includes all of the following information on a **SINGLE SHEET**:
  - a. Access dimensions & slope
  - b. Surface paving material
  - c. Turnouts & turnarounds
  - d. Gate setback and width
  - e. Hydrant location
  - f. Utility shut off locations (gas, electricity, water)
  - g. Distance to furthest part of the structure
2. Residential Landscape Plan (if applicable). See required information on page 4 & 5.
3. Demo Floor plan indicating square footage that will be remodeled (if applicable).
4. Code Compliance Section includes: "2025 CFC, amended by MFD Ordinance 2025-02".

### Fire Access

#### General Access

1. All access shall comply with [MFD Development Standard 3: Fire Apparatus Access](#).
2. Projects that require Fire Department access, shall show access from the public right-of-way to the location of the project and project structures.
3. All fire apparatus access must provide 13.5' of unobstructed vertical clearance.
4. Designated fire lanes (when required) shall be indicated on the plans.
5. Any obstructions located in the access such as gates or traffic calming devices shall be indicated on the plans.



6. Distance to furthest part of a structure measured from the engine spotting location along an approved route around the exterior of the structure (Representing Hose Pull) shall extend to within 150' of the furthest point of the structure. The distance for a sprinklered structure may be increased to 200'. The fire code official is authorized to increase the 150' dimension on a case-by-case basis.
7. Four feet (4') of unobstructed pedestrian access must be indicated around all structures.

### **Fire Access Roadway/Driveway Access**

1. Fire Access Roadway/Driveway Width
  - a. Single parcel or dwelling unit – 14'
  - b. Two to Four parcels or dwelling units – 16'
  - c. Four or more parcels or dwelling units in the SRA or VHFSZ LRA – 20'
  - d. Five or more parcels or dwelling units and Non-Residential – 20'
2. Fire Access Roadway/Driveway Slope
  - a. Fire Access Roadway/Driveway slopes in excess of 15% require approval by the Fire Code Official.
  - b. Slope shall not exceed 20%. Exceptions for very short distances may be provided on a case-by-case basis
3. Surface paving material
  - a. Alternate surface acceptable on grades up to 10% if certified by a registered civil engineer as an "All-Weather Access Road"
  - b. Asphalt up to 15% Slope
  - c. Broom finish/exposed aggregate concrete 15%-20% Slope
4. Turnarounds
  - a. Max slope of 5%
  - b. Required every 400'
  - c. Required on driveways/fire access roadways greater than 150' that end at a gate/dead-end, or when deemed necessary by MFD
5. Turnouts
  - a. Turnouts are required every 200' and must meet required dimensions
  - b. An exception allowing widening of the roadway/driveway to 20' may be provided as an alternative when unable to achieve required dimensions.
6. Gates/Delayed Access
  - a. Any gated access points or other obstructions (speed humps, traffic spikes, etc.) to the fire apparatus access way shall be indicated on the plans.
  - b. Gate set-back from edge of pavement/right-of-way is 30'
  - c. Gate width – Min open clearance equal to width of roadway
7. Bridges
  - a. Any bridge and/or cattle guard on the fire apparatus access way, shall be indicated on the plans. Such items shall conform to MFD standards. Weight limits shall be provided on the plans.



### Aerial Apparatus Access

1. Where the vertical distance between the grade plane and the highest roof surface exceeds 30 feet, aerial fire apparatus access is required. For the purpose of this requirement, the highest roof surface shall be determined by measurement to the eave of a pitched roof, the intersection of the roof to the exterior wall, or the top of parapet walls, whichever is greater.
2. Aerial fire apparatus access roads shall have a minimum width of 26 feet exclusive of shoulders, in the immediate vicinity of the building or portion thereof, and be located not less than 15 feet, not greater than 30 feet from the building and be parallel to one entire side of the building.

### Easements

1. All access and water easements shall be indicated on the plans with dimensions.
2. Any access that passes onto or through another parcel shall be indicated. Width of easements shall be wide enough to allow for the proposed access requirements, which is generally 20'.

## Fire Protection

### Fire Water

1. Indication of the fire water source (public or private) shall be provided.
2. A flow report indicating that the water system can accommodate the fire flow requirements for the project must be submitted. This is required for either private or public water systems.

### Stored Water

1. Stored water may only be used if a municipal water source is unavailable. When stored water will be utilized, the location, elevation, and size of the tanks shall be included on the plans.
2. The size of stored fire water tanks shall be determined as per Appendix B of the California Fire Code and the MFD Development Standards. The determined amount shall be above that required for domestic usage and be reserved for fire protection purposes exclusively.

### Fire Hydrants

1. All existing and proposed fire hydrants shall be indicated on the plans.
2. The location and size of water lines feeding fire hydrants shall be indicated on plans.
3. Distance to closest hydrant
  - a. 150' max for non-residential
  - b. 250' max for unsprinklered residential structure
  - c. 350' max for sprinklered residential structure

### Defensible Space

1. All projects within MFD boundaries must comply with Development Standard #2 – Vegetation Management and Residential Landscape Plan requirements.



## Residential Landscape Plan Requirements

### Plants and Shrubs

1. The following items must be shown or noted on the plans:
  - a. Clearly show and label with dimensions the three defensible space zones.
  - b. Indicate all existing and proposed vegetation and irrigated areas.
  - c. Include a plant legend with both botanical and common names for all plant materials. Include keyed identification as required on plan.
  - d. Avoid planting woody plants species larger than 2-feet at maturity directly beneath any tree canopy.
  - e. Vines and climbing plants are not permitted on any structures.
  - f. Confirm via notes and dimensions that shrubs are grouped in 10-foot diameter clusters and groupings are maintained 10 feet apart.
  - g. Proposed plant selections must exclude any species listed in the Undesirable Plant List (available online [HERE](#)).

### Trees

2. The following tree-related details are required on the plans:
  - a. Identify all tree species and confirm that the mature drip line is at least 10 feet from any structure and tree crowns are spaced at least 10 feet apart horizontally.
  - b. Identify tree species and provide dimensions related to their location near access roads, driveways, and turnabouts.
  - c. To prevent ground fires from spreading into tree canopies trees must be trimmed at least 6 feet above ground and no plantings should be placed under a tree's drip line.

### Required Verbatim Notes for Plan Inclusion

2. The following tree-related details are required on the plans:
  - a. All tree species must be planted so that at maturity, all portions of the tree are at least 10 feet from the structure's roof, eaves, chimney, or siding.
  - b. The horizontal distance between the crowns of trees and adjacent trees must be no less than 10 feet.
  - c. Shrubs must be grouped in clusters no larger than 10 feet in diameter and be spaced at least 10 feet from other groupings.



- d. Property owners are responsible for vegetation maintenance along private roadways/driveways and, in most cases, along public roads fronting their property.
- e. A minimum vertical clearance of 13.5 feet must be maintained above the full width of required roadways and driveways to always ensure emergency vehicle access.
- f. Horizontal vegetation clearance must extend at least to the road right-of-way or edge of pavement to preserve maximum emergency traffic circulation.
- g. Research shows that maintaining adequate defensible space greatly increases a structure's chances of surviving a fire. For this standard, defensible space is divided into the following zones:
  - Zone 0: 0–5 feet from structures (Ember-Resistant Zone)
  - Zone 1: 5–30 feet from structures (Lean, Clean, and Green Zone)
  - Zone 2: 30–100 feet from structures (Extended Zone)
- h. Zone 0 (0–5 feet from structures): Recent legislation requires this zone to be free of all combustible material. This mandate is being phased into local ordinances over the coming years. Currently this is a recommended no planting zone. However, any permitted plantings must be low-growing (under 2 feet) and have high water content.

Prohibited materials include:

- Grass
- Ornamental or native plants prone to ignition
- Shrubs
- Vegetation litter
- Combustible mulches such as bark or wood chips