



FILE REVIEW GUIDELINES

FROM: Fire Prevention Division

SUBJECT: File Review Requests for the Site Mitigation Unit;
the Leaking Underground Fuel Tank Program and
the Certified Unified Program Agency

DATE: As of January 1st, 2008

Beginning January 1st, 2008 the Fire Prevention Division put into effect the following File Review Request Guidelines:

- Please fill out a separate File Review Application for each requested address. This form can be downloaded from our web site.
- The File Review Application(s) will need to be received in our Buellton Office located at 195 W. Hwy 246, Buellton, CA 93427 in order to begin the File Review Process.
- You may either mail the application(s) to the above address or fax them to us at 805-686-8183.
- Once you have been notified that your requested files are ready to be reviewed, you will have 10 working days to schedule an appointment. After such time, a new file review request will have to be re-submitted.
- The entire review process needs to be completed within a two-week period including any copier service requirements.

FILE REVIEW APPLICATION

Please fill out a separate File Review Application for each address requested. The File Review Application(s) will need to be received in our Buellton Office in order to begin the File Review Process. You may either mail the application(s) to the below address or fax them to Paul at 805-686-8183.

Santa Barbara County Fire Department
Paul Bailey, File Review Coordinator
195 West Highway 246
Buellton, CA 93427

REQUESTOR INFORMATION:

Requestor's Name: _____

Agency / Affiliation: _____

Address: _____

City, State and Zip: _____

Phone #: _____

REQUESTED ADDRESS:

Please fill out all known information with regards to this File Review Application so we can better assist you.

Site Address: _____

Site Name: _____

APN: _____

Site ID: _____

Files Requested: GEN UST LUFT SMU Other

Business Plan information requires a submittal of a Community-Right-to-Know form.