



# City of Santa Barbara

## COASTAL EXCLUSION SUBMITTAL PACKET

- Coastal Exclusion Submittal Requirements
- Notice of Exclusion
- Coastal Development Permit Application
- Sample of a letter addressed to Planning Staff

### *Notes:*

- Please obtain a [Master Application](#).
- **Questions** regarding application submittal content and process can be answered at the Planning and Zoning counter at 630 Garden Street, or (805) 564-5578.
- **Research:** It is important that you research the project site prior to submitting an application. Resources such as the Santa Barbara Municipal Code (SBMC), handouts, guidelines, Street and Planning Files (a.k.a. LDT Record Archives), parcel and case information can be found online via links on our “Planning Central” page at <http://www.santabarbaraca.gov/Resident/planning>.
  - **Zoning Ordinance:** When developing your proposal, **ALWAYS** refer to the Zoning Ordinance (Title 28 of the SBMC) for the most complete information. As a rule of thumb we recommend that the following sections be reviewed carefully for additional information: Definitions (SBMC §28.04), General Provisions (SBMC §28.87), and the Automobile Parking Requirements (SBMC §28.90). The Zoning Ordinance may be purchased at the City Clerk’s Office at City Hall (735 Anacapa Street, or (805) 564-5309).
  - **Records:** The history of the property needs to be researched. Street and Planning files, and archived plans are located at the Records and Archives counter (630 Garden Street or (805) 564-5554). Please note that requests to view archived plans are on an appointment basis. Street and Planning files can be viewed online via the [“Planning Central”](#) webpage.
  - **Unpermitted Work:** Please note that outstanding violations identified in pending enforcement cases and Zoning Information Reports must be addressed as part of your application.
- **Please be advised** that all submittal materials (including plans) are subject to the **Public Records Act** and may be reproduced for the public without agent/owner authorization.

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# City of Santa Barbara

## COASTAL EXCLUSION SUBMITTAL REQUIREMENTS

The following information is required to determine whether a project qualifies for a coastal exclusion:

**1. Completed Master Application Form:**

- Project Address - give a numbered address [not “the corner of...”]
- Assessor’s Parcel Number(s) and Land Use Zone(s)
- Existing use(s)
- Complete Project Description (detailed description in letter)
- Approval(s) requested
- Proposed use(s)
- Owner and Agent - Name, Address (include Zip Code) & Phone Number
- Square footage, number of existing and proposed structures, number of existing and proposed units
- Lot size
- Signature of Property Owner **and** Applicant/Agent

**2. Letter from Homeowner’s Association (if applicable)** – For projects that have a Homeowner’s Association, a letter from the Homeowner’s Association is required to be submitted with the application.

**3. Letter from Applicant:** (*See attached sample letter*)

- Must include a statement describing the request
- Complete project description

**4. Additional Forms to be Completed and Filed:**

- Notice of Exclusion form, **with** required signatures
- Coastal Development Permit Application form

**5. Photographs:** (*Photographs must remain with this submittal. The applicant must provide duplicates for each separate submittal if photographs are also required for other discretionary applications (i.e. Design Review, Modifications, etc.).*)

- Current color photographs of the site, each elevation of the building(s), adjacent properties, surrounding neighborhood area and streetscape, to provide an accurate depiction of the location of the subject parcel(s). (*Please note that a map showing the locations where photographs were taken may be required on a case-by-case basis.*)
- Composition panoramic view of the site. (*Please refer to sample boards available at the Planning Counter.*)
- Photographs **must** be clear, visually legible, in color **AND** a **minimum** of 3”x5” size. Dark and/or discolored photographs are not acceptable. Polaroid or instamatic photographs are also not acceptable. Digital photographs are acceptable if they are of the same quality of development as color photographs.
- Mount and **label** each photograph for submittal on foldable 8½” x 11” heavy paper (loose photographs are NOT acceptable). All photographs must be labeled with the project address and the relationship of the photograph to the project site. Digital photographs may be printed on 8½” x 11” regular white paper. (*Please refer to sample boards available at the Planning Counter.*)

6. **Plans** (Two (2) sets of plans folded to 8 ½” x 11” and attached). Plans must be a **minimum** of 11” x 17” and each set must include the following:

a. Site Plan

Legend

- Land Use Zone
- County Assessor’s Parcel Number (APN)
- Slope of property as defined in SBMC§28.15.080
- Existing, required, and proposed parking space(s) including those proposed to be removed. Clearly indicate whether the parking is covered or uncovered.
- Scope of work
- Site statistics showing both square footages and percentage of coverage of building, landscaping and paved areas for proposed uses
- Multi-residential projects proposing **Variable Density**; include number of bedrooms per unit
- Gross **and** Net square footages for each existing and proposed structure/s and/or unit(s) to be demolished, and new proposed structure(s) and/or unit(s). *(Please refer to the “Project Statistics Forms for Design Review Projects” for definitions of gross and net square footages).*
- Detailed breakdown of the amount of cut and/or fill under the main building footprint (in cubic yards) *(if applicable)*
- Detailed breakdown of the amount of cut and/or fill outside the main building footprint (in cubic yards) *(if applicable)*

Vicinity Map

Site Plan Details

- North arrow
- Scale of drawing
- Site topography
- Location of all existing and proposed structure(s) and use(s)
- Location of all existing, demolished, and proposed parking
- Dimensions of the property and all building(s), structure(s), and parking
- Setbacks from property lines to all building(s), structure(s), and parking on the property
- Open Yard Area for Single Family Zones. For Multiple Units and Mixed-Use Developments show the Private Outdoor Living Space and Open Yard Area.
- Distance between existing & proposed buildings
- Location of all fences and walls and indicate heights

b. Elevation(s):

Label each elevation

Scale of drawing

Views from all sides of the building(s) involved in the project; clearly indicate all existing, demolished and proposed new work

- Heights of building(s) and structures involved in the project as defined by SBMC §28.04.100
- Residential development in residential zones must show compliance with the Solar Ordinance SBMC Chapter 28.11 (Please refer to the Solar Handout available online).
- Identify both existing and finished grades
- Heights of fences, hedges and walls
- c. Floor Plan(s) (*If applicable*):
  - Scale of drawing
  - Label each floor plan when multiple levels apply
  - Existing and proposed floor plans of involved buildings, showing access, window(s), door(s); be sure to clearly indicate what is being removed, replaced and/or altered
  - Label all rooms
- d. Landscape Plan(s) (*If applicable*): (See the Landscape Design Standards for Water Conservation) (*A “Compliance Statement for Low-Water Using Landscape Design” must be completed, signed and reproduced on the landscape plans at the time the plans are submitted for building plan check.*)
  - Indicate total area landscaped in square footage and percent of total site
  - Show all existing and proposed plant material and indicate species and size
  - Indicate with an X through trees proposed to be removed
  - Indicate the location and identify all paved surfaces
  - Indicate irrigation system
  - A [“Compliance Statement for Low-Water Using Landscape Design”](#) must be completed, signed and reproduced on the landscape plans at the time the plans are submitted for building plan check.

**7. Fees:**

- To be paid in the amount indicated in the latest fee resolution adopted by the City Council

*\*NOTE: Please be advised that depending on the scope of the project, additional information may be required by Staff.*

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# City of Santa Barbara

## NOTICE OF EXCLUSION

This Notice of Exclusion is for a development that is excluded from the Coastal Development Permit requirements pursuant to Categorical Exclusion Order E-86-03 as amended by Categorical Exclusion Order E-06-1 and certified by the California Coastal Commission, and per SBMC §28.44.

DATE: \_\_\_\_\_

COASTAL DEVELOPMENT PERMIT APPLICATION NO. MST200 - \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

ASSESSOR'S PARCEL NUMBER'S: \_\_\_\_\_

### JURISDICTION OF THE COASTAL ZONE:

- APPEALABLE
- NON-APPEALABLE
- CALIFORNIA COASTAL COMMISSION (STATE) PERMIT

APPLICANT: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

OWNER: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EXISTING BUILDINGS: \_\_\_\_\_

PROPOSED BUILDINGS: \_\_\_\_\_

PROPOSED USES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The previously named project is excluded from coastal development permit requirements under the following categorical exclusion category:

- a. **TIME-SHARE CONVERSION EXCLUSION.** Any activity anywhere in the coastal zone that involves the conversion of any existing multiple-unit residential structure to a time-share project, estate, or use, as defined in Section 11212 of the Business and Professions Code. If any improvement to an existing structure is otherwise exempt from the permit requirements of this division, no coastal development permit shall be required for that improvement on the basis that it is to be made in connection with any conversion exempt pursuant to this subdivision. The division of a multiple-unit residential structure into condominiums, as defined in Section 783 of the Civil Code, shall not be considered a time-share project, estate, or use for purposes of this subdivision.
  
- b. **VESTED RIGHTS.** Any development which, on the effective date of this subsection, has a valid approval from the Coastal Commission shall be considered to have a vested right until such time as said approval expires or lapses; provided, however, that no substantial change may be made in any such development without prior Coastal Commission and City approval having been obtained by the developer.
  
- c. **SINGLE-FAMILY.**
  - 1. Construction of one (1) single family residence on an existing vacant parcel in the area designated as Non-appealable on the Post-LCP Certification Permit and Appeal Jurisdiction Map, City of Santa Barbara.
  
  - 2. Demolition and reconstruction of an existing single-family residence in the area designated as Non-appealable on the Post-LCP Certification Permit and Appeal Jurisdiction Map, City of Santa Barbara. Notwithstanding the exclusion specified in this paragraph, if an application for demolition and reconstruction of an existing single-family residence is submitted for a lot that either: (1) contains a City Landmark or Structure of Merit, (2) contains or is within 100 feet of archeological or paleontological resources, or (3) contains or is within 100 feet of a environmentally sensitive habitat area, stream, wetland, marsh, or estuary, regardless of whether such resources are mapped or unmapped, then the application shall require a coastal development permit.

The Community Development Department of the City of Santa Barbara certifies that this development meets the requirements of Chapter 28.44 pursuant to Categorical Exclusion Order E-86-03 as amended by Categorical Exclusion Order E-06-1 and certified by the California Coastal Commission and is thereby exempt from the Coastal Development Permit requirements of the Coastal Act of 1976.

CERTIFIED BY:

\_\_\_\_\_ ON \_\_\_\_\_  
(Applicant's Signature) (Date)

\_\_\_\_\_ ON \_\_\_\_\_  
(Owner's Signature) (Date)

\_\_\_\_\_ ON \_\_\_\_\_  
(Designated Planner's Signature) (Date)

\_\_\_\_\_ ON \_\_\_\_\_  
(Designated Planner's Printed Name) (Date)

**NOTE:** Within 5 days, the Community Development Department will send a copy of this notice to:  
California Coastal Commission, 89 SOUTH CALIFORNIA ST. SUITE 200, VENTURA,  
CA 93001

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# City of Santa Barbara

## COASTAL DEVELOPMENT PERMIT APPLICATION

This section is to be filled out by Planning Division Staff Only

MST#: \_\_\_\_\_ CDP# *(Same as MST #)* \_\_\_\_\_

ENVIRONMENTAL DETERMINATION (IF NECESSARY): \_\_\_\_\_

CONCURRENT APPLICATION(S):  ABR/SFDB  HLC  PC/SHO  PRT  BP

APPLICATION REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTE:** A Coastal Development Permit does not preclude any other City approvals or permits which would normally be required. The applicant must submit, in addition to this form, a Master Application as well as any other materials normally required by other review bodies or departments within the City of Santa Barbara

### I. TYPE OF APPLICATION

- LCP Exclusion
- Coastal Development Permit:
  1. Appealable
  2. Non-Appealable
  3. California Coastal Commission (State) Permit

### II. PROJECT OWNER/APPLICANT AND LOCATION

Owner: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Project Location: \_\_\_\_\_

Parcel No(s): \_\_\_\_\_

**III. PROJECT INFORMATION:**

**THE FOLLOWING INFORMATION IS REQUIRED FOR A COASTAL DEVELOPMENT PERMIT APPLICATION TO BE CONSIDERED COMPLETE:**

**PLEASE NOTE:**

\*Where questions do not apply to your project, indicate "NOT APPLICABLE" or "N/A".

\*Within thirty (30) days of receipt of an application, the Planning Division will inform the applicant in writing if the application is complete, or not, and what items must be submitted. Processing of the application will not begin until it is complete.

**A. TYPE OF PROJECT:**

- New \_\_\_\_\_ Sq. Ft.
- Addition \_\_\_\_\_ Sq. Ft.
- Remodel \_\_\_\_\_ Sq. Ft.
- Repair \_\_\_\_\_ Sq. Ft.
- Demolition \_\_\_\_\_ Sq. Ft.
- Removal \_\_\_\_\_ Sq. Ft.
- Grading Cut \_\_\_\_\_ Cu. Yds. Fill \_\_\_\_\_ Cu. Yds.
- Paving \_\_\_\_\_ Amount
- Fences/Walls Height \_\_\_\_\_ and Length \_\_\_\_\_
- Retaining Walls Height \_\_\_\_\_ and Length \_\_\_\_\_
- Change of Use From \_\_\_\_\_ To \_\_\_\_\_
- Other \_\_\_\_\_

**B. RESIDENTIAL:**

	LOT AREA	NO. OF BLDGS.	BLDG. SQ. FT. <sup>1</sup>	DEMO'D BLDG. SQ.FT.	STORIES/BLDG. HEIGHT	UNITS	BEDROOMS PER UNIT
EXISTING							
PROPOSED							

<sup>1</sup> Include the square footage of **all buildings** on the project site including accessory structures and garages.

**C. NON-RESIDENTIAL:**

	LOT AREA	NO. OF BLDGS.	BLDG. SQ. FT.	DEMO'D BLDG. SQ.FT.	STORIES/BLDG HEIGHT
EXISTING					
PROPOSED					

**D. DESCRIBE THE EXISTING CONDITION OF THE PROPERTY. INCLUDE NUMBER, SIZE, AND USE OF ANY EXISTING BUILDINGS, AND EXISTING NUMBER OF UNITS:**

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**E. DESCRIBE THE PROPOSED DEVELOPMENT. INCLUDE SQUARE FOOTAGE, INCIDENTAL IMPROVEMENTS SUCH AS SEPTIC TANKS, WATER WELLS, ROADS, DRIVEWAYS, ACCESSORY BUILDINGS, FENCES, GRADING, VEGETATION REMOVAL, ETC. ALSO, INCLUDE WHETHER ANY EXISTING BUILDING(S) WILL BE DEMOLISHED OR REMOVED:**

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**F. NUMBER OF PARKING SPACES:**

	REQUIRED	EXISTING	PROPOSED	TOTAL
COVERED				
UNCOVERED				
BICYCLE PARKING				

**G. ADDITIONAL INFORMATION:**

- 1. Has any application for development on this site been submitted previously to the City of Santa Barbara, California Coastal Zone Conservation Commission or Coastal Commission?

YES       NO

If yes, state previous Application Number(s): \_\_\_\_\_

- 2. Are utility extensions for the following needed to serve the project?

Water       YES       NO

Gas       YES       NO

Electric       YES       NO

Sewer       YES       NO

Telephone       YES       NO

Would any of these extensions be above ground?       YES       NO

If yes, explain below:

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- 3. If the development is between the first public road and the sea, is public access to the shoreline and along the coast currently available near the site?

YES       NO

If yes, indicate the location of the nearby access, including the distance from the project site:

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- 4. Will any aspect of the project (i.e. construction, grading, landscaping, vegetation removal, fences, interior remodel, window/door changes, etc.) occur within 50 feet of a coastal bluff or within the 75-year seacliff retreat line?

YES       NO

If yes, explain below and include the distance from the edge of the coastal bluff:

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- 5. Does the project include the removal of trees, hedges, shrubs or other vegetation?  
 YES       NO

If yes, indicate the number, location, type and size of trees and the type and area of other vegetation to be removed:

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- 6. Does the development involve diking, filling, dredging or placing structures in open coastal waters, wetlands, estuaries, lakes, or creeks?  
 YES       NO

If yes, explain. (Include amount of material to be dredged or filled and the location of the dredged material disposal site).

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Has the U.S. Army Corps of Engineers Permit been applied for?  YES     NO

- 7. Will the development extend into or adjoin any beach, tidelands, submerged lands or public trust lands?  
 YES\*       NO

- 8. Is the proposed development in or near (within 100 feet):

- Sensitive habitat areas?       YES\*       NO
- 100-year floodplain?       YES\*       NO
- Park or recreation area?       YES\*       NO

- 9. Is the proposed development visible from:

- U.S. Highway 101 or other scenic routes?       YES\*       NO
- Park, beach or recreation areas?       YES\*       NO
- Harbor area?       YES\*       NO

- 10. Does the site contain any:

- Historic resources?       YES\*       NO
- Archaeological resources?       YES\*       NO

**\*NOTE:** If yes, to any of the items above, please explain on a separate sheet or below.

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**Applicant's Name**

**Applicant's Return Address (or letterhead)**

**Applicant's Telephone Number**

**Date**

Planning Division  
City of Santa Barbara  
P.O. Box 1990  
Santa Barbara, CA 93102-1990

# SAMPLE LETTER

**Re: Coastal Exclusion Application for (Project Address); Assessor's Parcel Number(s) (099-999-099); (Land Use) Zone**

Dear Planning Staff:

*(Please include a statement requesting a coastal exclusion and a detailed description of the existing situation and the proposed project.)*

**SAMPLE TEXT:**

We are requesting a coastal exclusion to allow the construction of a 1,500 square foot single-story residence with an attached 500 square foot garage in the Non-Appealable Jurisdiction of the Coastal Zone. The 7,500 square foot lot is currently vacant. No trees will be removed as a result of the construction of the single family residence.

Sincerely,

**SIGNATURE OF APPLICANT**