



City of Santa Barbara

ZONING LETTER APPLICATION

Date: _____
Fee: _____
Staff: _____

SUBMITTAL REQUIREMENTS

- 1) Zoning Letter Application
- 2) Fees (2 hour minimum) Average charge ranges between 3-5 hours
- 3) Letter from the applicant with specific questions to be answered by the zoning letter

SUBJECT ADDRESS(ES) _____ MST200 _____

A.P.N. _____ ZONE _____

OWNER OF PROPERTY: _____

ADDRESS _____

PERSON TO CONTACT REGARDING THIS APPLICATION:

APPLICANT NAME: _____ PHONE: _____

E-MAIL _____

ADDRESS _____

ADDRESSEE OF LETTER (IF DIFFERENT THAN ABOVE) _____

SPECIFIC REQUEST(S) _____

SITE DESCRIPTION:

General Site Description _____

Lot Dimensions: _____ ft. x _____ ft. Lot Area _____ No. of buildings _____

Parking Spaces: Covered _____ Uncovered _____ Total _____

<p>U.S. MAIL DELIVERIES P.O. BOX 1990 SANTA BARBARA, CA 93102-1990 (Check Only)**</p>	<p>FRONT DOOR MAIL SLOT 630 GARDEN STREET (Check Only)**</p>	<p>PLANNING COUNTER 630 GARDEN STREET (Check, Cash or Credit Card)**</p>
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FEES WILL BE CALCULATED AND ASSESSED UPON COMPLETION OF THE REQUESTED ZONING LETTER.

\$ _____ PER HOUR x _____ HOURS = \$ _____ TOTAL (A 2-hour minimum charge is required as a deposit.)

** PLEASE NOTE

- Submittals by fax are not allowed.
- All credit card payments must be made in person.
- Only ONE form of payment may be accepted per transaction. (Example: only 1 check, only 1 credit card account, OR only cash.) Multiple or combinations of checks, credit cards or checks cannot be processed.
- Mail submittals must include a check payment. Mail submittals are typically entered into the City's processing system within 24 hours of receipt on regular workdays (this does not include holiday and weekend submittals).
- Zoning letters may take between 2-4 weeks to complete.