



City of Santa Barbara

PROJECT STATISTICS FORMS: SHORT VERSION FOR MINOR DESIGN REVIEW PROJECTS

This short form is for projects without:

- **demolition resulting in the loss of square footage** (as opposed to remodel or situations where the square footage is replaced)
- **change of use**
- **change in number of units**
- **grading**

If the project includes any of the above components, please use the standard Project Statistics form.

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The attached multi-sheet project statistics forms format has been required to be reproduced on 18" x 24" submitted plans for all Design Review applications since November 1st, 2005. The new forms are designed to standardize statistical information received regarding proposed developments. **Please be sure to check back on the City's website listed below for the latest version of the forms, as additional updates of the forms may occur.**

The forms are interactive Excel spreadsheets with "embedded formulas" to make filling out the electronic version of the form fast and easy. The electronic versions of the Project Statistics Forms are available on-line at:

<http://www.santabarbaraca.gov/Resident/Home/Forms/planning.htm>



City of Santa Barbara

PROJECT STATISTICS SHORT FORM INSTRUCTIONS

Leave any lines which do not apply blank. Or, if you are working in an electronic version of the form, delete Excel spreadsheet lines that do not apply. Steps to fill out this form:

1. **“Residential” and/or “Commercial” Form(s).** First, always check to make sure the forms you have are up to date. If working with electronic form, first, save the Excel file to your hard-drive and open the file. Start with appropriate **“Residential”** and/or **“Commercial”** worksheet(s) (electronic version) or page(s) (if hard-copy).
 - Fill in all **existing** building information in both net and Building & Safety (gross) square footages for each floor of each building. Choose from the lists at the bottom of this sheet for “structure type”. Indicate “attached” or “detached”. For basements, note if the majority of the basement’s grade to ceiling height is over or under 5’ (see attached illustration of “grade to ceiling height”). Add up all existing building square footage to show the total existing net and gross square feet and enter the existing main building area totals (if working off hard-copy).
 - Fill in all areas to be **remodeled or altered only** in gross square feet under the “Existing” area of the form. For example, the square footage of a garage to be converted to residential use would be listed here. Enter subtotal for remodel or alteration square footage (hard-copy only, electronic version is automatic).
 - Fill in all **addition** to existing structure and **new** structure square footage proposals for each floor of each building. Enter proposed area totals (hard-copy only, electronic version is automatic).
 - **Total** the proposed project square footage by adding existing and proposed addition and new square footage totals. For a hard-copy version of the form, in **Building and Safety gross total only**, also add square footage of any proposed usable roof decks.
2. **General Form.** Next, fill out the **“General”** form zone, lot area, floor to lot area ratio, parking, maximum height, average slope, deck and patio information. For the hard-copy version of the form, enter the Floor to Lot Area Ratio (FAR) by dividing net square feet by net lot size.
3. **Planning Commission & Staff Hearing Officer Projects Only:** Sheet E, available in the electronic file only provides a framework for recording building coverage/landscape/hardscape statistics.
4. **Finishing:** Save the form and then print. **Sign and date** the **“General”** form for submittal, this is required. If the page “runs over” in printing, go to File, Page Setup menu, and ensure each worksheet has “Fit page to 1 page tall by 1 page wide” selected. Include the forms on the 18” x 24” submitted plan reproductions.

Electronic Version Copy/Paste Directions:

- a. Save the form to your hard-drive under a different file name. Print a copy of the form.
- b. Optional: Delete all blank rows by selecting blank rows and non-applicable titles, holding the ALT key down and typing “E”, and then “D” and then “R” and then “Enter”. Referencing the printed copy, re-enter calculated totals, save file.
- c. Copy and paste forms onto plans for submittal.

Structure Types

Main Buildings

Single-Family One Bedrm. or 2 Bedrm.
Single-Family 3+ Bedrm.
Multi-Family Building
Additional (2nd Unit) One Bedrm.
Additional (2nd Unit) 2 Bedrm.
Additional (2nd Unit) 3+ Bedrm.
Accessory Unit (R-2 5-6k lot) One Bedrm.
Accessory Unit (R-2 5-6k lot) 2 Bedrm.
Secondary Unit (“Granny Unit”)
Multi-Family Building

Multi-Family Unit Types

Apartment or Condominium

Accessory Structures (habitable or non-habitable)

Artist Studio
Cabana
Gazebo
Greenhouse
Laundry or Utility Room
Detached Living Area (“detached guest room”)
Playhouse
Storage/Shed
Workshop/Hobby Room
Other: _____

Commercial Use Type Examples

office, retail, restaurant, motel, child care center, manufacturing



City of Santa Barbara

DEFINITIONS OF SQUARE FOOT MEASUREMENTS

Net & Gross Square Footage (SBMC§28.87.300)

Net:

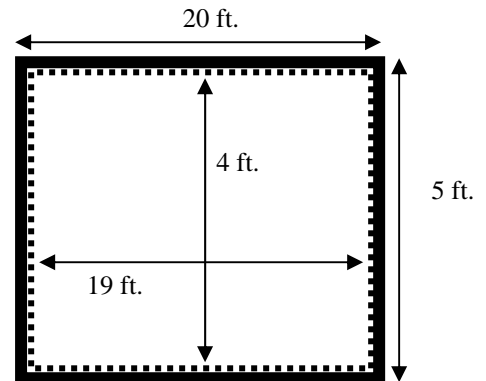
The area in square feet of all floors confined within the exterior walls of a building, but not including the area of the following: exterior walls, vent shafts, courts and any areas with a ceiling height of less than five (5) feet above the finished floor. SBMC 28.15.083.B

Gross:

The area of a structure measured from the outside line of a building, including the area occupied by the surrounding walls, exclusive of vent shafts and courts.

Floor Area: Include all stories of all buildings on site including accessory buildings, garages and carports. Do not include non-habitable accessory structures which do not require a building permit. Do not include uncovered decks, patios, lanais or terraces. Stairs and elevator shafts shall be counted on one floor only. Secondary Dwelling Units shall be excluded from FAR calculations.

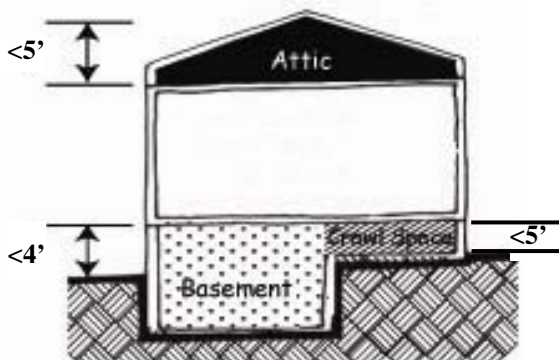
Example: Gross 100 sq. ft. Net: 76 sq. ft.



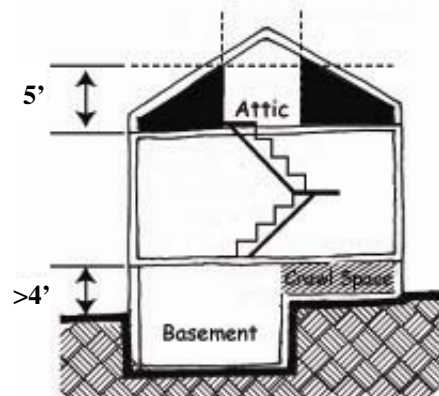
Simplified plan view of a structure's exterior wall (gross) measurement and interior wall (net) measurement.

Basement, Cellar & Attic Space (SBMC§28.04.110, 28.04.165, 28.43.020.P, 28.87.150.A)

- Do not include attic space < 5' tall from floor to ceiling on project statistics sheet.
- Include floor area within this attic space on project statistics sheet because the attic floor to ceiling height \geq than 5' tall.



- Do not include basement in FAR calculation because grade to basement ceiling height is < 4'.
- Do not include crawl space on project statistics sheet because floor to ceiling height is < 5'.



- Include basement in FAR calculation because grade to basement ceiling height is > 4.

NOT TO SCALE

Basement or Cellar less than 4' from grade to ceiling: Do not include in the net floor area calculation.*

Basement or Cellar greater than 4' from grade to ceiling: Include in the net floor area calculation.

Special rules: The net floor area calculation for a basement or cellar shall be reduced by 50% if the vertical distance from grade to ceiling is four feet (4') or less for at least one-half of the circumference of the exterior walls of a basement or cellar. (SBMC§28.15.083)

***PLEASE NOTE:** Any enclosed area greater than 5' from interior floor to ceiling will "count" as floor area for zoning purposes (i.e., parking, coastal, Measure E, etc)

Floor Area Calculation Considerations Table

Areas always excluded from the calculations listed on this page:

- areas with a ceiling height 5' or less
- non-habitable accessory structures which do not require a permit
- uncovered deck, patio, lanai or terrace
- ventshafts

KEY

Included:	YES
Staff analysis:	MAYBE
Not included:	NO
Bldg. & Sfty.: Building and Safety	

Do the below types of area count in the following calculation types?	These calculations required for Project Statistics Forms					
	Zoning Net	Bldg. & Sfty. Gross	Bldg. & Sfty. School Fees	Zoning Net for Parking Rqts.	Bldg. & Sfty. Occupant Load	Bldg. & Sfty. min. sq. ft. light & vent reqts
areas inside the face of exterior walls	YES	YES	YES	YES	YES	YES
exterior wall thickness	NO	YES	NO	NO	NO	NO
areas with a ceiling height 5' or more	YES	YES	YES	YES	MAYBE	YES
habitable detached accessory structures (heated or air-conditioned)	YES	YES	YES	YES	YES	YES
non-habitable detached accessory structures	YES	NO	NO	YES	YES	NO
spaces not normally occupied (bathrooms, residential closets, etc.)	YES	YES	YES	YES	NO	NO
stairs counted only on one floor	YES	YES	YES	YES	YES	NO (not counted on any floors)
special basement calculations	See F.A.R. rules: MC28.15.083.B.1.b	NO	NO	NO	NO	NO
garages/carports	YES	YES	NO	NO	NO	NO
covered loggia, deck or patio 1st floor	NO	MAYBE	NO	NO	NO	NO
covered loggia, deck or patio 2nd floor	NO	MAYBE	NO	NO	YES	NO
recreational roof deck	NO	YES	NO	NO	YES	NO
attached & covered & enclosed: solarium, sun/green room or enclosed patio not heated or air conditioned	YES	YES	NO	YES	MAYBE	YES
court (surrounded by at least three walls & open to sky)	NO	NO	NO	NO	MAYBE	NO