



# City of Santa Barbara

## SINGLE FAMILY RESIDENTIAL SUPPLEMENTAL DESIGN REVIEW SUBMITTAL PACKET

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See separate handouts regarding the following topics:

- For standard submittal requirements, **please obtain the following:**
  - (1) [Design Review Submittal Package](#) and (2) a [Master Application](#)
- For projects that include a landscape plan (ex. projects over 85% of required maximum FAR require a landscape plan), **please obtain the following:**
  - (1) [Landscape Design Standards for Water Conservation](#) and (2) [Landscape Compliance Requirements](#). Additional landscaping water conservation information can be obtained at:  
<http://www.santabarbaraca.gov/Government/Departments/PW/wclandscape.htm>
- For noticing requirements, **please obtain the following:** [Noticing Submittal Package](#)
- Please note that these forms are also available on the City's website at:  
<http://www.santabarbaraca.gov/Resident/Home/Forms/>

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# City of Santa Barbara

## ADDITIONAL SUBMITTAL REQUIREMENTS

In addition to standard application and submittal requirements (See “[Design Review Submittal Packet](#)”) some single-family residential projects require additional information as outlined in the following pages:

- I. Size-Based
  - A. 85% - 100% of Maximum Square Feet, *page 3*
  - B. Over 100% of Maximum Square Feet, *page 4 - 5*
  - C. Over 4,000 Square Feet, *page 4*
- II. Hillside Design District & Grading, *page 5*
- III. Vacant Lot Site Concept Review, *page 6*

### I. SIZE-BASED SUBMITTAL REQUIREMENTS:

First determine the maximum net floor area for the project’s lot size by using the appropriate formula in the table below (or use the “[Floor to Lot Area Ratio Calculator](#)” available on-line). Once the maximum regulatory or guideline floor area has been determined, also determine what 85% of the maximum net floor area will be for the project. For more information on these calculations, also see the [Single Family Residential Design Guidelines](#) pages 4-D, 5-D and 20-C.

| NET LOT AREA                | MAXIMUM NET FLOOR AREA               |
|-----------------------------|--------------------------------------|
| Less than 4,000 s.f.        | 2,200 s.f.                           |
| 4,000 s.f. to 9,999 s.f.    | 1,200 s.f. + (0.25 x net lot area)   |
| 10,000 s.f. to 14,999 s.f.  | 2,500 s.f. + (0.125 x net lot area)  |
| 15,000 s.f. to 19,999 s.f.* | 4,180 s.f. + (0.013 x net lot area)* |
| >20,000 s.f.*               | 4,430 s.f. + (0.013 x net lot area)* |

Guidelines {

\* For lots greater than 15,000 square feet, maximum net floor area requirements are **guidelines**, not requirements.

Some projects are subject to FAR as requirements, others as guidelines. If all of the four following conditions are present, then FAR maximums are required to be followed.

- |   | Condition present? (yes/no) |
|---|-----------------------------|
| 1. Project lot is within a single family zone; and  | _____                       |
| 2. Project lot has less than 15,000 square feet of net <b>lot</b> area; and   | _____                       |
| 3. Project lot is developed with buildings that are either taller than one story, or taller than seventeen feet (17’) and | _____                       |
| 4. Proposal will result in added net floor area.  | _____                       |

If all four of the above conditions are present (yes answers for all four items), then the project is subject to maximum **required** FARs. Also, an appointment is required for application submittal if the project is over 85% of a required maximum FAR. If any of questions 1 through 4 above is “no”, then the project is subject to FAR guidelines, not requirements.

Additional submittal requirements apply to projects in the following three categories based on size:

- A. Between 85% and 100% of a maximum required (not guideline) floor area, *page 3*.
- B. Over 100% of a maximum required (not guideline) floor area, *page 4*.
- C. Over 4,000 square feet, *page 4*.

**A. PROJECTS BETWEEN 85% AND 100% OF A MAXIMUM FLOOR AREA**

Projects subject to **required** maximum floor area proposed to be between 85% and 100% of a maximum floor area must submit the following items, unless waived by the Single Family Design Board (SFDB). Projects subject to a **guideline** maximum floor area in this category, may have the following submittals recommended by staff or required by the SFDB.

*Exterior Alterations Only Projects Note:* The majority of exterior alterations only projects, where no new square footage is proposed, will not require these additional submittals.

**First Concept Review Submittal Requirements**

- Street silhouette elevation** showing adjacent building outline silhouettes (roof and exterior wall lines). All homes to be shown in same amount of detail.
- 20 Closest home survey:** County Assessor’s report copy – see instructions on page 6.
- Panoramic streetscape photographic presentation** with a simulation of the proposed project superimposed on the streetscape panoramic photographs.

**Preliminary Review Submittal Requirements**

- Story poles,** unless waived by the SFDB. If required, complete Story Pole Certification form available in the “[Visual Aide Submittal Packet](#)” on-line and at 630 Garden Street.
- Three-dimensional graphics:** perspective drawing or three-dimensional model or computer simulation.
- Landscape Plans:** See [Design Review Submittal Packet](#) and [Single Family Design Board Guidelines](#) for required Landscape Plan contents. Landscape Plans may be waived by the SFDB for some minor addition or alteration projects.

**Required for Preliminary Review Submittal, only for some projects**

- Planning Commission Application.** - Projects between 85% - 100% of a **required** maximum square footage that have **any one** of the following special conditions are required to submit for a Planning Commission modification prior to submitting for SFDB Preliminary Review. The only exception is projects which are legally non-conforming as to size which are adding 100 square feet or less for the first time per SBMC §28.87.030.D.7.c.

**Condition present? (Yes/No)**

1. Property or project has an average slope that is 30% or greater; or \_\_\_\_\_
2. Maximum building height that is greater than 25 feet; or \_\_\_\_\_
3. Project is in Hillside Design District and proposed grading will exceed 500 cubic yards. \_\_\_\_\_

If the project is over 85% of the maximum FAR and any one of the three conditions is present (any item has a “yes” answer), then a Planning Commission application must be filed prior to SFDB Preliminary Review. Make an appointment with Design Review staff to submit the Planning Commission modification application.

**B. OVER 100% OF A MAXIMUM FLOOR AREA**

Projects subject to a **required** maximum FAR with a proposed floor area over a maximum allowed FAR must submit the following items, unless waived by the Single Family Design Board (SFDB). Projects proposing an FAR over a **guideline** maximum FAR may have the following submittals recommended by staff or required by the SFDB for submittal. *Alterations Only Projects Note:* The majority of alterations only projects, where no new square footage is proposed, will not require these additional submittals.

Required for First Concept Review Submittal

- Street silhouette elevation** showing adjacent building outline silhouettes, including window and door details. All homes to be shown in same amount of detail.
- 20 Closest lots available data** – See instructions on page 6.
- Panoramic streetscape photographic presentation** with a simulation of the proposed project superimposed on the streetscape panoramic photographs.
- A neighborhood workshop** is required prior to the first Design Review Hearing. Property owners and tenants of the 20 closest parcels, as identified by Design Review staff, must be noticed at least 10 days prior to the workshop. At the same time property owners are noticed for the workshop, send a copy of the workshop invitation through the US mail to:

SFDB Planning Technician  
Community Development Department  
PO Box 1990  
City of Santa Barbara, CA 93102

Also include in the submittal a copy of the workshop invitation that was delivered to the 20 closest neighbors and the a copy of the mailing labels used for the workshop invitation.

Required for Preliminary Review Submittal

- Story poles** (see Visual Aide Submittal Packet), if required by the SFDB. If required, complete the Story Pole Certification form, available on-line and at 630 Garden Street.
- Three-dimensional graphics presentation:** Three-dimensional model or computer simulation.
- Landscape plans** - see “Design Review Submittal Packet” for required contents of Landscape Plans
- Planning Commission modification approval** – Projects proposed to exceed 100% of a **required** maximum floor area are required to receive an approval for a Planning Commission modification prior to submitting for a SFDB Preliminary Review.

**C. OVER 4,000 NET SQUARE FEET. SBMC §22.69.055**

Project proposals which would result in over 4,000 net square feet on a property\* must have all new proposed square footage (new construction or additions) meet or exceed the standards for a two-star rating under the Santa Barbara Contractor Association’s Built Green Program.

\*Calculated per SBMC §28.04.239.

Required for Final Review Submittal

- Remodeler Self-Certification Checklist** - with corresponding notes on project plans to confirm that the project will meet or exceed a two-star rating under the Santa Barbara Contractor’s Association Built Green Program for Final approval. For more information, see:  
[www.builtgreensb.org/builders/checklist.html](http://www.builtgreensb.org/builders/checklist.html)

**II. HILLSIDE DESIGN DISTRICT RELATED SUBMITTAL REQUIREMENTS**

If the project lot is in the Hillside Design District and has either of the conditions described below, then additional submittal information is required, as noted below.

- A. Site or project average slope greater than 15% and grading exceeds 250 cubic yards** (outside of the main building footprint). Include the following to submit for Preliminary Review.

Required for First Concept Review Submittal

- Professional topographic survey** prepared by a licensed land surveyor or registered professional engineer.

Required for Preliminary Review Submittal

- Grading plans prepared by a licensed engineer.** Also, note that after the building permit is issued, an on-site pre-consultation is required and that an engineer must submit an in-progress grading report to the Building Division.

- B. Grading exceeds 500 cubic yards** (outside of the main building footprint). Include the following to submit for Preliminary Review.

Required for First Concept Review Submittal

- Professional topographic survey** prepared by a licensed land surveyor or registered professional engineer.

Required for Preliminary Review Submittal

- Grading plans prepared by a licensed engineer.** Also, note that after the building permit is issued, an on-site pre-consultation is required and that an engineer must submit an in-progress grading report to the Building Division.
- Three-dimensional computer simulation or model presentation** of the grading.

**III. VACANT LOT**

The following projects types are required to undergo a “Site Concept Review”.

Condition present? (yes/no)

- 1. Vacant lots in the Hillside Design District , or \_\_\_\_\_
- 2. Vacant lots with an average slope of 15% or more, or \_\_\_\_\_
- 3. Project where main building demolition and relocation is proposed on a 15%+ slope lot. \_\_\_\_\_

If the project has one of the three conditions above, then the following submittal is required. The first Concept review for a vacant Hillside Design District lot should not include building floor plans or elevations to keep the focus on an objective review of site constraints. For more information, see the Single Family Design Board Guidelines, page 6.

Required for First Concept Review Submittal

- Site Concept Review Submittal.** See specific plan submittal requirements in "Submittal Checklist Summary”, page 10.



# City of Santa Barbara

## 20 CLOSEST LOTS DATA SUBMITTAL INSTRUCTIONS

There are two levels of 20 closest parcel data submittal requirements:

**A. 85% - 100% of maximum FAR:** Simple compilation of County Assessor's Office data

**B. Over 100% of maximum FAR:** In-depth research of currently available data

Determine which level of report is required for the project and then follow these instructions.

1. **Obtain maps of the 20 closest parcels.** Contact Design Review staff at (805) 564-5470, extension 4539 or at the Planning Counter and request maps of the 20 closest lots to the project.

2. **Obtain a report from County Assessor's Office.** Once the map has been obtained, contact the County Assessor's Office at 105 E. Anapamu St. 2<sup>nd</sup> floor at (805) 568-2550 and request property information worksheets for the parcels identified on the map provided by Design Review staff.

**2.a. Extra Required Step for Projects over 100% of maximum FAR Only:** Gather most current square footage information available from City Street files and Archive plans. Record "net" square footage information, not gross, where possible.

3. **Summarize Data into tables.** Record data in the 20 Closest Lots Data Excel Table, available on-line at [www.santabarbaraca.gov/Resident/Home/Forms/planning.htm](http://www.santabarbaraca.gov/Resident/Home/Forms/planning.htm) in the "Single Family Residential Supplemental Project Statistics" form, as follows.

- a. Enter 20 closest parcel numbers and subject parcel number in first table. **NOTE:** Non-single-family use parcels, such as commercial, multi-family, institutional or condominium uses should not be recorded on the table. Instead, list such properties which are within the 20 closest lots on the "Parcels Omitted Table", the third table down in the Excel file. If more than 5 parcels must be omitted, consult with Planning and Zoning Counter staff to choose additional parcels to include in the first data table.
- b. Enter house square footage (including anything marked as "storage" area), excluding the garage square footage for the parcels in the first table.
- c. Enter garage square footage for the parcels in the first table. For each entry, enter the data source (e.g. County Assessor's Office, City Hanging Archive file, etc.) in the first table.
- d. Enter net lot size for the parcels in the first table. Assessor's data is often shown in a decimal, multiply the acreage decimal by 43,560 to obtain lot size square feet.
- e. Now the data is ready to be sorted. Save the file first. Then press these three keys all at the same time and release them all at the same time: "Ctrl", "Shift", "S". The data is now automatically sorted and "ranked" by largest to smallest FAR and total sq. ft. in two tables. If the first table has less than 21 entries, adjust the data range in cell I28, I29 and I58 so that the average/mean FAR will be correct.
- f. Bold the data for the proposed project.
- g. **Save** the file. **Email** the file as an attachment to: [tboughman@santabarbaraca.gov](mailto:tboughman@santabarbaraca.gov)

4. **Label map** from City Staff with total building square footage on each parcel.

5. **Print and Copy** to include in your plan submittal (list provided for applicant reference):

- \_\_\_one copy of the County Assessor's Report raw data
- \_\_\_three copies of the 20 closest parcels map labeled with square footages
- \_\_\_three copies of the printed Excel summary report tables



# City of Santa Barbara

## REQUIRED FINDINGS

Below is a list of findings commonly applicable to single family residential project. Please refer to the listed Ordinance sections for applicability.

### A. NEIGHBORHOOD PRESERVATION FINDINGS (SBMC §22.69.050.A)

Required for all single-family residential project approvals.

1. **Consistency and Appearance.** The proposed development is consistent with the scenic character of the City and will enhance the appearance of the neighborhood.
2. **Compatibility.** The proposed development is compatible with the neighborhood, and its size, bulk, and scale is appropriate to the site and neighborhood.
3. **Quality Architecture and Materials.** The proposed buildings and structures are designed with quality architectural details. The proposed materials and colors maintain the natural appearance of the ridgeline or hillside.
4. **Trees.** The proposed project does not include the removal of or significantly impact any designated Specimen Tree, Historic Tree or Landmark Tree. The proposed project, to the maximum extent feasible, preserves and protects healthy, non-invasive trees with a trunk diameter of four inches (4") or more measured four feet (4') above natural grade. If the project includes the removal of any healthy, non-invasive tree with a diameter of four inches (4") or more measured four feet (4') above natural grade, the project includes a plan to mitigate the impact of such removal by planting replacement trees in accordance with applicable tree replacement ratios.
5. **Health, Safety, and Welfare.** The public health, safety, and welfare are appropriately protected and preserved.
6. **Good Neighbor Guidelines.** The project generally complies with the Good Neighbor Guidelines regarding privacy, landscaping, noise and lighting.
7. **Public Views.** The development, including proposed structures and grading, preserves significant public scenic views of and from the hillside.

### B. HILLSIDE DESIGN DISTRICT AND SLOPED LOT FINDINGS (SBMC §22.69.050.B)

Required if the project is located in the Hillside Design District, on a lot or a building site that has an average slope of 15% or more as calculated pursuant to SBMC §28.15.080.

1. **Natural Topography Protection.** The development, including the proposed structures and grading, is appropriate to the site, is designed to avoid visible scarring, and does not significantly modify the natural topography of the site or the natural appearance of any ridgeline or hillside.
2. **Building Scale.** The development maintains a scale and form that blends with the hillside by minimizing the visual appearance of structure(s) and the overall height of structures.

**C. GRADING PERMIT (SBMC §22.69.050.C)**

Applications for grading permits that propose grading which are not submitted in connection with an application for a building permit for the construction or alteration of a building or structure on the same lot where the grading is either:

- on a vacant lot or lots located in a single family zone; or
  - the lot is developed exclusively with a single family residence and related accessory buildings
- are subject to SFDB review and the following findings must be made for approval.
1. No significant increase in siltation or decrease in water quality of streams, drainages or water storage facilities to which the property drains; and
  2. The grading will not cause a substantial loss of southern oak woodland habitat.

**D. VEGETATION REMOVAL PERMITS (SBMC §22.69.020.D)**

Applications for vegetation removal permits that propose grading which are not submitted in connection with an application for a building permit for the construction or alteration of a building or structure on the same lot where the grading is either:

- on a vacant lot or lots located in a single family zone; or
  - the lot is developed exclusively with a single family residence and related accessory buildings
- are subject to SFDB review and the following findings must be made for approval.
1. Will result in no significant increase in siltation or decrease in water quality of streams, drainages or water storage facilities to which the property drains; and
  2. Will result in no substantial loss of southern oak woodland habitat; and
  3. Will comply with all applicable provisions of Chapter 22.10, “Vegetation Removal,” of this Code.

**E. PLANNING COMMISSION MODIFICATION FINDINGS FOR PROJECTS THAT EXCEED A REQUIRED MAXIMUM SQUARE FOOTAGE (SBMC §28.92.110)**

Modifications to a maximum required floor area require the Planning Commission to make all of the following findings:

1. Not less than five (5) members of the Single Family Design Board or six (6) members of the Historic Landmarks Commission (on projects referred to the Commission pursuant to Section 22.69.030) have voted in support of the modification following a concept review of the project; and
2. The subject lot has a physical condition (such as the location, surroundings, topography, or the size of the lot relative to other lots in the neighborhood) that does not generally exist on other lots in the neighborhood; and
3. The physical condition of the lot allows the project to be compatible with existing development within the neighborhood that complies with the net floor area standard.



# City of Santa Barbara

## SUPPLEMENTAL SINGLE FAMILY RESIDENTIAL SUBMITTAL CHECKLIST SUMMARY

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

Once this handout has been reviewed, and appropriate submittals assembled for the project, fill out this page and include it with the Single Family Residential application submittal. Indicate the sheet number where applicable submittals are located. Staff will enter the submittal dates.

### I. SIZED-BASED ADDITIONAL SUBMITTAL REQUIREMENTS

#### A. PROJECTS BETWEEN 85% AND 100% OF A REQUIRED MAXIMUM FLOOR AREA

**STAFF USE ONLY**  
Date Submitted (S)  
(or Waived (W) by SFDB)

Required for First Concept Review Submittal

- |                          |  |  |
|--------------------------|--|--|
| <input type="checkbox"/> | Street silhouette elevation  | Sheet# _____                                     |
| <input type="checkbox"/> | 20 Closest lots data (1 Assessor's Report, 3 copies map, 3 summary table copies) |  |
| <input type="checkbox"/> | Panoramic streetscape photography  | If optionally included in plan set: Sheet# _____ |

Required for Preliminary Review Submittal

- |                          |  |                                      |
|--------------------------|--|--------------------------------------|
| <input type="checkbox"/> | Story pole certification form          |                                      |
| <input type="checkbox"/> | Three-dimensional graphic presentation | If perspective drawing, Sheet# _____ |
| <input type="checkbox"/> | Landscape Plans                        | Sheet# _____                         |

Required for Preliminary Review Submittal, **only** for projects with a **Special Condition**

- |                          |   |                             |
|--------------------------|---|-----------------------------|
| <input type="checkbox"/> | Planning Commission Modification Approval Required?                                     | Condition present? (Yes/No) |
|                          |   | _____                       |
| 1.                       | Property or project has an average slope that is 30% or greater; or                     | _____                       |
| 2.                       | Maximum building height that is greater than 25 feet; or                                | _____                       |
| 3.                       | Project is in Hillside Design District an proposed grading will exceed 500 cubic yards. | _____                       |

#### B. OVER 100% OF A REQUIRED MAXIMUM FLOOR AREA

Required for First Concept Review Submittal

- |                          |                                   |  |
|--------------------------|-----------------------------------|--|
| <input type="checkbox"/> | Street silhouette elevation       | Sheet# _____                                     |
| <input type="checkbox"/> | 20 Closest lots survey            | If optionally included in plan set: Sheet# _____ |
| <input type="checkbox"/> | Panoramic streetscape photography | If optionally included in plan set: Sheet# _____ |
| <input type="checkbox"/> | Neighborhood workshop invitation. | If optionally included in plan set: Sheet# _____ |

Required for Preliminary Review Submittal

- |                          |   |                                      |
|--------------------------|---|--------------------------------------|
| <input type="checkbox"/> | Planning Commission Modification Approval Required? |                                      |
| <input type="checkbox"/> | Story Pole Certification form                       | Sheet# _____                         |
| <input type="checkbox"/> | Three-dimensional graphics presentation             | If perspective drawing, Sheet# _____ |
| <input type="checkbox"/> | Landscape Plans                                     | Sheet# _____                         |

#### C. OVER 4,000 NET SQUARE FEET. SBMC § 22.69.055

Required for Final Review Submittal

- |                          |   |               |
|--------------------------|---|---------------|
| <input type="checkbox"/> | Remodeler Self-Certification Checklist & Plan Notes | Sheet#s _____ |
|--------------------------|---|---------------|



# City of Santa Barbara

## SUPPLEMENTAL SINGLE FAMILY RESIDENTIAL SUBMITTAL CHECKLIST SUMMARY

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

### II. HILLSIDE DESIGN DISTRICT RELATED SUBMITTAL REQUIREMENTS

**STAFF USE ONLY**

Date Submitted (S)

(or Waived (W) by SFDB)

A. Site or project average slope greater than 15% and grading exceeds 250 cubic yards (outside of the main building footprint).

- Professional topographic survey (req. for first Concept) Sheet # \_\_\_\_\_
- Grading plans prepared by a licensed engineer. Sheet # \_\_\_\_\_

B. Grading exceeds 500 cubic yards (outside of the main building footprint).

- Professional topographic survey (req. for first Concept) Sheet # \_\_\_\_\_
- Grading plans prepared by a licensed engineer. Sheet # \_\_\_\_\_
- Three-dimensional computer simulation or model presentation of the grading.

### III. VACANT LOT SUBMITTAL REQUIREMENTS

Condition present? (yes/no)

- 1. Vacant lots in the Hillside Design District , or \_\_\_\_\_
- 2. Vacant lots with an average slope of 15% or more, or \_\_\_\_\_
- 3. Project where main building demolition and relocation is proposed on a 15%+ slope lot. \_\_\_\_\_

Required for First Concept Review Submittal

- Master Application form, label proposed square footage for the property as “approximate”.
- Photographs of the site and neighborhood.

#### Plans

- Abbreviated Scope of Work: Grading details & general proposal with proposed sq. ft. info. described as “approximate”.
- General Project Statistics Form: Include proposed grading and parking
- Project Statistics Form E
- Vicinity Map
- Public notice requirements listing sq.ft. amounts as “approximate”.

Site Plan Details (Note: Do not submit Elevations, Floor Plans, or proposed Landscape Plans)

- Existing drainage patterns
- Ridgelines (if applicable)
- Complete topographic info. w/ slope ranges (i.e. <10%, 10%-20%, >20%-30%, & >30%)
- Notation of any view orientation(s) of project structures towards off-site views
- Public views of the project site (from public streets, parks, beaches, trails, etc.)
- Soil constraints
- Major vegetation/habitat areas labeled (exs. oak woodland, wetland, native grassland, monarch butterfly area, sig. nesting sites)

Also, these "standard" site plan requirements:

- Proposed structure(s) and parking footprints (recommended to be shown on a separate site plan)
- Retaining walls proposal, incl. height info.
- Open Yard Area
- Setbacks from property lines to all proposed building(s), structure(s), & parking
- Footprints of structure(s) on adjacent lots
- Vegetation (exst. plant mtrl. species & sizes)
- Trees proposed to be removed (w/ an X through trees proposed to be removed)
- North arrow & scale of drawing
- Property dimensions