



# City of Santa Barbara

## PRE-APPLICATION

Date: \_\_\_\_\_  
 Fee: \_\_\_\_\_  
 PRE20 \_\_\_\_\_  
 Staff: \_\_\_\_\_

**APPLICANT MUST COMPLETE THE FOLLOWING INFORMATION:**

SUBJECT ADDRESS(ES) \_\_\_\_\_

A.P.N.(S) \_\_\_\_\_ ZONE \_\_\_\_\_

OWNER OF PROPERTY \_\_\_\_\_

**PERSON TO CONTACT REGARDING THIS APPLICATION:**

APPLICANT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

ADDRESSEE OF LETTER (IF DIFFERENT THAN ABOVE) \_\_\_\_\_

SERVICE REQUESTED (CHECK ONLY ONE BELOW)	ATTACHED SUBMITTAL INFORMATION
<input type="checkbox"/> MEA Report	<input type="checkbox"/> Request Letter
<input type="checkbox"/> Modification Pre-Consultation	<input type="checkbox"/> Set of Plans How many? _____
<input type="checkbox"/> Planner Consultation <i>(See No. 3 on other side)</i>	<input type="checkbox"/> Photos
<input type="checkbox"/> Preliminary Zoning Plan Review	<input type="checkbox"/> _____
<input type="checkbox"/> Property Profile <i>(Complete No. 5 on other side)</i>	<input type="checkbox"/> _____
<input type="checkbox"/> Slope Calculation Verification	<input type="checkbox"/> _____
<input type="checkbox"/> Staff Hourly Rate	<input type="checkbox"/> _____
<input type="checkbox"/> Temporary Event Review (No coastal exemption)	
<input type="checkbox"/> Zoning Letter <i>(Complete No. 9 on other side)</i>	

**PLEASE WRITE A BRIEF DESCRIPTION OF THE SPECIFIC REQUEST(S):**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SITE DESCRIPTION:**

General Site Description \_\_\_\_\_

Current Use:  Residential  Non-Residential  Mixed-Use  Vacant

Lot Area \_\_\_\_\_ No. of Buildings \_\_\_\_\_ Parking Spaces: Covered \_\_\_\_\_ Uncovered \_\_\_\_\_ Total \_\_\_\_\_

## Pre-Application Services

1. A **Master Environmental Assessment (MEA) Report** identifies environmentally sensitive areas in relation to a site.
2. A **Modification Pre-Consultation** is a mandatory 30-minute meeting to discuss initial Staff support and application requirements prior to submitting a Modification request. Refer to the [Submittal Process handout](#) for submittal requirements.
3. A **Planner Consultation** includes staff research and a meeting – total maximum time is 90 minutes. **For vacation rental inquiries**, please submit a scaled site plan, project data, and floor plans, photos of the site and a letter explaining the request. Additional information may be required upon initial submittal.
4. A **Preliminary Zoning Plan Review** covers one initial plan review only. This is an in-depth zoning plan check of project plans for compliance using the "Zoning Plan Check Basic Compliance Checklist." Additionally, Staff will review all permit records and archive plans (as necessary) on file with the City for the property to verify legality of all structures and uses on site, zoning compliance, and accuracy of items shown on project plans. In some cases, this research can reveal zoning/permitting issues that will need to be corrected, abated, or legalized as part of the proposed project. Accuracy and completeness of the Preliminary Zoning Plan Review is dependent upon information provided to Staff at the time of the request. Please note that any subsequent changes to the project plans could raise additional zoning concerns.
5. A **Property Profile** provides information on a site's history and development potential. (3-hour minimum charge)

Please select the items requested to be included in the Property Profile:

- Property Data (APN, Zone, General Plan Designation, Lot Size)
- Conforming/Nonconforming Buildings
- Conforming/Nonconforming Parking
- Master Environmental Assessment
- Land Use Approvals
- Building Permit History\*
- Archive Plan Review
- Active Enforcement Cases
- Traffic and Parking Information
- Design Review Requirements and Cultural/Historic Resource Information
- Coastal Zone Jurisdiction/Review Level
- Information Regarding Development Potential (submit a letter explaining what type of information is requested)
- Check here if you have a specific question not on this list, and submit a separate request letter.

\*Please note that a request for the complete building permit history may result in additional staff time and fees.

6. Staff reviews and verifies calculations submitted per the "**Slope Calculation Plan Submittal Information**" handout.
7. A **Staff Hourly Rate** will be charged for other requests not covered by Pre-Application services on this list.
8. **Temporary Event Review** is required for events which displace parking, last multiple days, or require Police Dept. approval. See "Temporary Event Submittal Requirements" handout. Temporary events proposed in the coastal zone may require a coastal exemption.
9. A **Zoning Letter** identifies specific zoning information for a property. (2-hour minimum charge for one parcel or if multiple contiguous parcels are involved, one hour per parcel is required as a deposit)

Please select the items requested:

- |  |   |
|--|---|
| <input type="checkbox"/> Property Data (APN, Zone, General Plan Designation, Lot Size) | <input type="checkbox"/> Planning Commission Approvals                    |
| <input type="checkbox"/> Conforming/Nonconforming Buildings                            | <input type="checkbox"/> Modification and Staff Hearing Officer Approvals |
| <input type="checkbox"/> Conforming/Nonconforming Parking                              | <input type="checkbox"/> Coastal Zone Jurisdiction                        |
| <input type="checkbox"/> Active Enforcement Cases                                      | <input type="checkbox"/> Other _____                                      |
|  | <input type="checkbox"/> Other _____                                      |