



# City of Santa Barbara

## DESIGN REVIEW SUBMITTAL CHECKLIST

Project Address: \_\_\_\_\_ MST: \_\_\_\_\_

All applicable requirements **must** be supplied to schedule a project for Design Review. Depending on project scope, Staff, ABR, HLC or SFDB may require additional information.

**Design Review Required?** ABR / HLC / SFDB per # \_\_\_\_\_ from “Design Review Triggers”

### I. Forms, Signatures, Noticing, Verifications & Fees

#### All Projects

- Master Application Form.** Completely filled out and signed by applicant.
- Owner signature** on Master Application or on **Owner/Agent Authorization Form.**
- Required Applicant Submittal Checklists** (*see attached*). Filled out and signed.
- Fees must be paid at the time the application is submitted.

**Public Notice Requirements, when noticing is required:** refer to “Noticing Distance Requirements”.

- Property Owner mailing labels** fee for the City.
- On-site Notice Posting Affidavit.** Completely filled out and signed.

#### Recommended

- Future Potential Solar Energy System Location.** At least 300 square feet of space with good sun exposure, and free of rooftop equipment recommended to be marked on plans. Especially recommended to be shown for new structures, or residential additions over 1,000 square feet.

#### Special Project Submittal Requirements

- Single Family Residential Projects Additional Requirements (if applicable):** (Refer to “**Single Family Residential Projects Supplemental Design Review Submittal Packet**” handout.)
- Homeowner’s Association Letter (if applicable).** Projects subject to Homeowner’s Association (HOA) approval must submit an approval letter from the HOA with the City application.
- Tenant Displacement Assistance Ordinance Affidavit (if applicable):** If the project involves the demolition or elimination of a dwelling unit, provide evidence that a Notice of Intent per SBMC Chapter 28.89 has been given to the tenants 60 days prior to filing the application. See the “Tenant Displacement Assistance Ordinance Information” handout.
- Modification Request (if applicable):** Staff will verify requests for modifications have been reviewed in a consultation with the Staff Hearing Officer Assistant, prior to application.
- New Commercial Square Footage** requires compliance with SBMC 28.85. Allocation of square footage is required to be verified by staff prior to application.
- Wireless Communication Facility Design Review Submittal Checklist (if applicable)**

#### *Special Public Notice Requirements (if applicable):*

- Hand-delivered Noticing Affidavit.** If applicable, completely filled out and signed.
- Tenant mailing labels:** If the project site is located within the City’s Coastal Zone or the project involves a Condominium Conversion, tenant mailing labels are required to be submitted. Please obtain the “Coastal Development Permit Tenant Notification Instructions” or the “Condominium Conversion Tenant Notification Instructions” handout for the required noticing distances and further instructions. (The City does not provide this service.)
- P-R Zone Projects.** Special noticing and posting requirements for projects located in the P-R Zone. Please refer to SBMC §28.37.010 for more information.

## II. Project Statistics & Data.

The following statistics are **required** to be shown on all development and building permit applications. Optional project statistics forms are available for use on-line and in a handout, or applicants may display statistics as they choose as long as all of the following information is clearly provided. Some minor applications may be exempt from some data requirements.

<p>1) <b>Project Address(es)</b></p> <p>2) <b>Owner's Information</b></p> <ul style="list-style-type: none"> <li>• Name, Address, Phone Numbers</li> </ul> <p>3) <b>Architect's/Designer's Information</b></p> <ul style="list-style-type: none"> <li>• Name, Address, Phone Number</li> <li>• E-mail</li> </ul> <p>4) <b>Assessor's Parcel Number (APN)</b></p> <p>5) <b>Zoning Designation</b></p> <p>6) <b>General Plan Designation</b></p> <p>7) <b>Construction Type</b></p> <p>8) <b>Occupancy Group</b></p> <p>9) <b>List of applicable Building Codes for the project</b></p> <p>10) <b>Lot Size</b></p> <p>11) <b>Average slope % of property</b></p> <p>12) <b>Sheet Index</b></p> <p>13) <b>Signature:</b> If designed by a licensed design professional, a wet signature/wet stamp is required</p> <p>14) <b>Scope of Work (Project Description)</b></p> <p>15) <b>Vicinity Map</b></p> <p>16) <b>Grading (c.y.)</b></p> <ul style="list-style-type: none"> <li>• Cut and fill <u>under</u> main building</li> <li>• Cut and fill <u>outside</u> main building</li> <li>• Import</li> <li>• Export</li> </ul> <p>17) <b>Non-residential floor area (GMP)</b></p> <p>18) <b>SWMP Compliance:</b></p> <ul style="list-style-type: none"> <li>• Indicate Tier 1, 2 or 3: _____</li> <li>• Amount of New or replaced impermeable surfaces (sq.ft.): _____</li> </ul>	<p>19) <b>Floor Area of ALL FLOORS of all buildings and structures on site</b></p> <p>Must include both NET and GROSS:</p> <ul style="list-style-type: none"> <li>• Existing</li> <li>• To be demolished</li> <li>• Proposed</li> <li>• Detached accessory buildings</li> <li>• Garages and carports</li> <li>• Basement/Cellar</li> <li>• Patios/Decks (covered and uncovered)</li> </ul> <p>20) <b>Number of residential units</b></p> <ul style="list-style-type: none"> <li>• Existing</li> <li>• To be demolished</li> <li>• Proposed</li> <li>• Number of bedrooms per unit</li> <li>• Square footage for each unit</li> <li>• AUD Calculation (if applicable)</li> </ul> <p>21) <b>Number of Parking Spaces</b></p> <ul style="list-style-type: none"> <li>• Existing (covered and uncovered)</li> <li>• Required (covered and uncovered)</li> <li>• Proposed (covered and uncovered)</li> </ul> <p>22) <b>Floor to Lot Area Ratio (FAR) per SBMC§28.15.083 (only applies to single-family residential projects)</b></p> <ul style="list-style-type: none"> <li>• Existing FAR</li> <li>• Proposed FAR</li> <li>• Proposed project's percent of maximum FAR for the lot size</li> <li>• Basement/Cellar Discount, if applicable</li> </ul>
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Lot Coverage Data:	EXISTING	PROPOSED
<b>ONLY required for PC or SHO Projects</b>		
• <b>Building Footprint(s)</b>	_____ s.f ____ %	_____ s.f ____ %
• <b>Paving/Driveway</b>	_____ s.f ____ %	_____ s.f ____ %
• <b>Landscaping</b>	_____ s.f ____ %	_____ s.f ____ %
• <b>TOTAL LOT AREA</b>	_____ s.f 100 %	_____ s.f 100 %



### III. Required Plans & Photos Checklist.

The purpose of this required applicant checklist is to verify that all required Design Review photos and plans information is submitted for a particular project so that a preliminary zoning plan check can be performed and the item can be agendized for design review.

**Instructions:**

1. **Check the appropriate boxes listed below for each category that is applicable. Provide the sheet number where each group of items can be found.**
2. Sign the end of this checklist, verifying that all of the items required for submittal have been provided and that the applicant understands that incomplete applications may be halted and returned to the applicant.
3. Turn in this checklist as well as the required Design Review triggers analysis with your application and any other required forms identified in the Submittal Requirements.

<p><b>A. Photographs:</b></p> <p><input type="checkbox"/> <b>Photos of the entire site</b> including each elevation of the building/s &amp; street view of property, labeled.</p> <p><input type="checkbox"/> <b>Photos of Surrounding Neighborhood Area &amp; Streetscape, labeled</b> (includes adjacent property structures and structures across the street, as viewed from the street).</p> <p><input type="checkbox"/> <b>Two photos per page maximum</b>, legible and mounted on paper that folds to 8 ½” by 11”.</p>	<p><b>Sheet Number:</b> _____ <b>or,</b> <b>Check box if on separate papers:</b> <input type="checkbox"/></p>
<p><b>B. Plans – General</b></p> <p><input type="checkbox"/> <b>Number of sets.</b> (3 full size sets for Full Board, 1 full size set for Consent; however, HLC submittals require one full size set and three half size sets for Full Board)</p> <p><input type="checkbox"/> <b>Sheet size <u>minimum</u></b> 18” x 24”, although a 24” x 36” recommended. (¼” scale plans or larger are preferred, if feasible.)</p>	<p><b>Sheet Number:</b> _____</p>
<p><b>C. Scope of Work &amp; Vicinity Map</b></p> <p><input type="checkbox"/> <b>Scope of Work</b> present and includes:</p> <p style="padding-left: 20px;"><input type="checkbox"/> <b>All work proposed</b> as part of the project, including any proposed demolition, addition, remodel or site work activities, <b>any enforcement case abatement work</b>, listing any enforcement case number with corrective actions, and cubic yards of grading (cut &amp; fill).</p> <p style="padding-left: 20px;"><input type="checkbox"/> Square footage totals for demolition &amp; new proposals.</p> <p><input type="checkbox"/> <b>Vicinity Map</b> showing accurate location &amp; relationship to surrounding streets and lot pattern</p>	<p><b>Sheet Number:</b> _____</p>
<p><b>D. Project Statistics</b></p> <p><input type="checkbox"/> The project statistics and data in the Design Review Submittal Requirements must be shown on all development and building permit applications. Optional project statistics forms are available for use online and in a handout, or applicants may display statistics as they choose as long as all of the required statistical information is clearly provided.</p>	<p><b>Sheet Number:</b> _____</p>

<p><b>E. Site Plan Details</b></p> <p><input type="checkbox"/> <b>Scale</b>    <input type="checkbox"/> <b>North arrow</b>    <input type="checkbox"/> <b>Topography lines</b> (req'd for Hillside Design District lots)</p> <p><input type="checkbox"/> <b>Complete property lines</b>    <input type="checkbox"/> <b>Public Right of Way Easements</b> (if applicable)</p> <p><input type="checkbox"/> <b>Structure(s) and use(s):</b> location of <u>all existing, demolished, and proposed</u></p> <p><input type="checkbox"/> <b>Parking:</b> location of <u>all existing, demolished, and proposed</u></p> <p><input type="checkbox"/> <b>Footprints</b> of adjacent structure(s).</p> <p><input type="checkbox"/> <b>Setbacks</b> from property lines to all building(s), structure(s), and parking on the property</p> <p><input type="checkbox"/> <b>Open Yard Area</b> for Single Family Zones. For Multiple Units or Mixed-Use show Open Yard Area &amp; Private Outdoor Living Space</p> <p><input type="checkbox"/> <b>Trees proposed to be removed:</b> Indicate with an "X" through them, species and size indicated</p> <p><input type="checkbox"/> <b>Paved/concrete surfaces:</b> Show quantity of all non-permeable &amp; permeable surfaces (s.f.)</p> <p><input type="checkbox"/> <b>Drainage pattern flows:</b> Show location of all site drainage flows, devices and downspouts</p> <p><input type="checkbox"/> <b>Distance</b> between all buildings (existing &amp; proposed)</p> <p><input type="checkbox"/> <b>Fences &amp; wall</b> locations &amp; heights (existing &amp; proposed)</p> <p><input type="checkbox"/> <b>Dimensions:</b> property and all building(s), structure(s), and parking</p>	<p style="text-align: right;"><b>Sheet Number:</b> _____</p>
<p><b>F. Elevation(s)</b></p> <p><input type="checkbox"/> <b>Scale</b>    <input type="checkbox"/> <b>Label</b> for each elevation</p> <p><input type="checkbox"/> <b>Views from all sides of the building(s)</b> involved in the project; clearly indicate all existing, demolished and proposed new work</p> <p><input type="checkbox"/> <b>Grades:</b> both existing and finished</p> <p><input type="checkbox"/> <b>Heights</b> of building(s) and structures involved in the project (SBMC 28.04.100)</p> <p><input type="checkbox"/> <b>Exterior materials proposals.</b></p> <p><input type="checkbox"/> <b>Changes in color or lighting</b> are required for initial submittal only if this is the main project proposal, otherwise, these items do not need to be submitted until the final review.</p> <p><input type="checkbox"/> For <b>complicated grading</b> proposals only: cross-section drawings of land areas being cut or filled.</p> <p><input type="checkbox"/> <b>Solar Ordinance compliance</b> for residential dev. in res. zones (Ch. 28.11), if applicable.</p>	<p style="text-align: right;"><b>Sheet Number:</b> _____</p>
<p><b>G. Floor Plan(s)</b></p> <p><input type="checkbox"/> <b>Scale</b>    <input type="checkbox"/> <b>Label</b> all rooms    <input type="checkbox"/> <b>Label</b> each level when multiple levels apply.</p> <p><input type="checkbox"/> <b>Existing and proposed floor plans</b> of involved buildings, showing access, window(s), door(s); be sure to <b>clearly indicate what is being removed, replaced and/or altered</b> with key or labels.</p>	<p style="text-align: right;"><b>Sheet Number:</b> _____</p>

Please sign and date this sheet to acknowledge that you have provided all of the required information listed above. Application processing may be halted if an incomplete submittal is received.

\_\_\_\_\_  
Signature (Applicant or Agent)

\_\_\_\_\_  
Date

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