



# City of Santa Barbara

## PROJECT STATISTICS FORMS FOR DESIGN REVIEW PROJECTS

- Instructions
- Definitions of Square Foot Measurements
- Floor Area Calculation Considerations Table
- Residential Project Statistics Form
- General Project Statistics Form
- Commercial Project Statistics Form
- Multi-Residential Project Statistics Form
- Site Coverage Percentages Project Statistics Form

The attached multi-sheet project statistics forms format has been required for all Design Review applications since May 2, 2005. As of November 1<sup>st</sup>, 2005 the project statistics forms will be required to be reproduced on 18" x 24" submitted plans. 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/PlanningHandouts>

A video regarding Design Review application procedures may be checked out. To check video availability, please call the Planning Reception Desk at (805) 564-5470 between the hours of 8:30 a.m. to 4:30 p.m., Monday through Friday, except holidays. If you find errors in the Project Statistics Forms please call the Design Review Project Planner at (805) 564-5470 x4562 or email [SFDBSecretary@santabarbaraca.gov](mailto:SFDBSecretary@santabarbaraca.gov).



# City of Santa Barbara

## PROJECT STATISTICS 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 areas to be **demolished**. If no areas are to be demolished, leave this section blank. If any **changes of use** are proposed, indicate the area to be changed. Enter subtotal for these areas (hard-copy only).
  - 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 subtracting the demolition totals from the existing totals and adding the 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, unit totals, parking, maximum height, average slope, grading deck, and patio information. For the hard-copy version of the form, enter the Floor to Lot Area Ratio (FAR) per the calculation instructions on the General Form. For the hard-copy form version, also enter project summary information from Residential and/or Commercial sheets.
3. **Multi-Family Form.** If this is a “multi-family” project (3 or more units), fill out the “Multi-Family” form, otherwise disregard.
4. **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.
5. **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. 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”.
- c. Optional: If you prefer to remove cell border formatting, select the entire form, hold the ALT key down and type “O”, and then “E” and then click on the “Borders” tab, then type “N” and then “Enter”.
- d. Referencing the printed copy, re-enter calculated sub-totals and totals, save the file to your hard-drive again, then copy and paste forms onto plans for submittal.

### Structure Types

#### Main Buildings

- Single-Family One Bedrm.
- Single-Family 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)

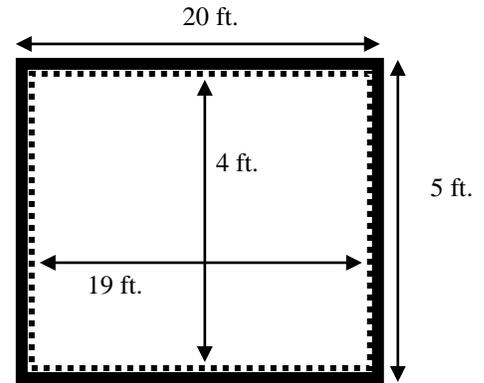
**Net:**

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.

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

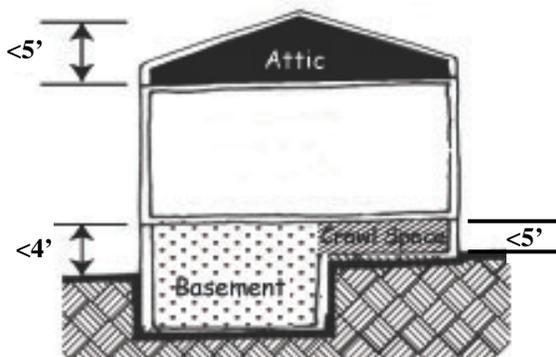


Simplified plan view of a structure's exterior wall (gross) measurement and interior wall (net) measurement.

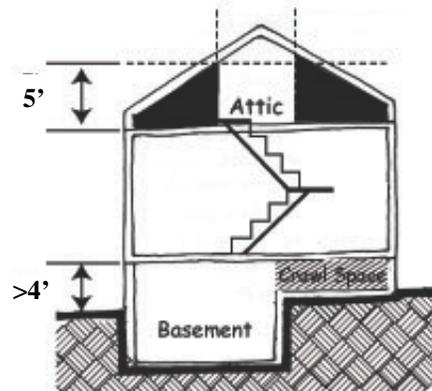
**Floor Area:** Include all stories of all buildings on site including accessory buildings, garages and carports. Do not include non-habitable accessory structures which do not require a building permit. Do not include uncovered decks, patios, lanais or terraces. Stairs and elevator shafts shall be counted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

### 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, 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
- vent shafts

### KEY

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

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