City of Santa Barbara

Modification & Performance Standard Permit Submittal Process

Modifications

In order to better serve you and reduce timelines associated with processing Modification applications, a meeting with designated Planning Staff **is required** prior to submitting an application. This pre-application consultation will include a discussion of the Modification's supportability by City Staff based on required findings outlined in SBMC §28.92.110, a cursory review of the project, and the next steps in the review process.[1] Projects involving Floor to Lot Area Ratio (FAR) Modifications and Modifications associated with DART applications do not require a pre-application consultation.

Performance Standard Permits (PSPs)

All applications for Performance Standard Permits must be submitted by appointment only with designated Planning Staff. Additionally, pre-application consultations **are required** for Large Family Day Care (8 to 14 children)[2] and Community Care Facilities, Residential Care Facilities for the elderly, and Hospices serving 7 to 12 individuals. This pre-application consultation will include a discussion of the Modification's supportability by City Staff based on required findings outlined in SBMC §28.93.030, a cursory review of the project, and the next steps in the process.[1]

Appointments

All pre-application consultations, and Modification and PSP application submittals, occur by appointment only. A non-refundable fee is required for the pre-application consultations, excluding PSP only applications. If you proceed with a formal application, the pre-application consultation fee will be applied towards the application fee.

1. **To schedule an appointment**, please visit the Planning Counter at 630 Garden Street, or call (805) 564-5578, during normal business hours.[3] A completed Pre-Application form and fee payment is required at the time of the appointment.

   We strongly encourage you to review Street files, Planning files, and archive plans on file with the City for your project site prior to your appointment. Additional information is available at our "Planning Central" webpage at http://www.santabarbaraca.gov/services/planning/default.asp. Questions regarding application submittal requirements or process can be answered at the Planning Counter at 630 Garden Street, or (805) 564-5578.

An appointment has been scheduled with Planning Staff to discuss a proposal at

_____
(Project Address)

on _____
(Date and Time)

If you are unable to meet at the designated time, please call the Planning Counter at (805) 564-5578 to reschedule.

2. **Bring the following information** to the pre-consultation meeting:
   - ☐ Completed Pre-Application form and payment.
   - ☐ Current photographs of the site, including location of the proposed modification request(s), adjacent properties, surrounding neighborhood area and streetscape, to provide an accurate depiction of the location of the subject parcel(s).
   - ☐ A site plan at 1/8" = 1' or 1/4" = 1' scale which clearly shows the existing conditions and proposed development, with all property lines and setbacks dimensioned. **(Plans must be LEGIBLE and ACCURATE.)**
   - ☐ Statistical information including the square footages (net and gross) of the existing and proposed development.
   - ☐ Any other supporting documentation that can assist in conveying the request, i.e., conceptual elevations, aerial photos, etc.
3. **During the pre-application consultation**, the following will be discussed:
   a. Staff's initial position on the project, based on the required findings[1]
   b. Review of the public records
   c. Environmental review process
   d. Determination of design review requirements/process
   e. Complete submittal requirements (an application submittal packet will be provided at that time)
   f. Timelines and fees
   g. Appeal process
4. **Following the pre-application consultation**, prepare a complete application and **schedule** an appointment to submit your application[4] by calling the Planning Counter at (805) 564-5578 during normal business hours.
5. **Upon receipt of a complete application**, Staff will confirm the application review process, schedule a site visit, and set a tentative agenda date for formal action by the Staff Hearing Officer.

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[1] The pre-application consultation is intended to help identify relevant project issues, verify application completeness, and determine the correct process for your project. Be advised that projects that involve complex or multiple requests may require the applicant to submit for the Development Application Review Team (DART) process. This pre-application consultation is **not** a guarantee of approval or denial of the request(s). The decision of the Staff Hearing Officer will be made at a public hearing after thorough review of the application, site visit, public input, and consideration of all other relevant information. All decisions by the Staff Hearing Officer are appealable to the Planning Commission or, thereafter, the City Council.

[2] State Law overrides local ordinances; therefore, the enrollment for State-licensed Large Family Day Care Homes is increased to 8 to 14 children.

[3] Normal business hours are Monday through Friday, from 8:30 a.m. to 4:30 p.m. Please note that City administrative offices are closed every other Friday. A list of our business hours can be found at: http://www.santabarbaraca.gov/cals/default.asp

[4] Please be advised that all submittal materials (including plans) are subject to the Public Records Act and may be reproduced for the public without agent/owner/architect authorization or notification.