



# City of Santa Barbara

## MODIFICATION & PERFORMANCE STANDARD PERMIT SUBMITTAL PACKET\*

- Submittal Requirements for Modifications & Performance Standard Permits
- Sample letter to the Staff Hearing Officer
- Supplemental Statistical Information

**\*Note:** This submittal packet is for projects that consist solely of Modification and/or Performance Standard Permit requests. Be advised that projects that involve complex or multiple requests may require that the applicant submit for the DART (Development Application Review Team) process. Single-family residential projects that exceed the Maximum Floor to Area Ratio may also need to go through the DART process.

*Please submit a completed Master Application and Planning Commission & Staff Hearing Officer Submittal Cover Sheet with your submittal.*

*For “Large Family Day Care Home” requests, please obtain the “Large Family Day Care Homes Supplemental Information” handout for additional requirements.*

*Additional information is available via links found on our [Planning Central](http://www.santabarbaraca.gov/Resident/Planning/) webpage online at <http://www.santabarbaraca.gov/Resident/Planning/>.*

*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 authorization.*

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# City of Santa Barbara

## SUBMITTAL REQUIREMENTS FOR MODIFICATIONS & PERFORMANCE STANDARD PERMITS

The following information is required before a request can be scheduled before the Staff Hearing Officer:

- 1. Pre-application consultation is required for staff to determine: 1) the level of initial support and/or identify concerns; 2) if design review will be required; and 3) the next steps in the process.**

If your project requires design review, concept review is needed prior to submitting for your request(s).

Please note that Performance Standard Permits applications for public works facilities and additional dwelling units do not require pre-application consultations.

- 2. Completed Master Application Form:**

- a. Project Address
- b. Assessor's Parcel Number(s) and Land Use Zone(s)
- c. Existing use(s)
- d. Complete Project Description (detailed description in letter)
- e. Approval(s) requested
- f. Proposed use(s)
- g. Owner and Agent - Name, Address (include Zip Code) & Phone Number - give a numbered address [not "the corner of..."]
- h. Square footage, number of existing and proposed structures, number of existing and proposed units
- i. Lot size
- j. Signature of Applicant/Agent **and** Property Owner

- 3. Letter from Homeowner's Association (*If applicable*):**

- a. For projects that have a Homeowner's Association, a letter from the Homeowner's Association is required to be submitted with the application.

- 4. Letter from Applicant: (*See attached sample letter.*)**

- a. Complete project description
- b. Must include a statement describing each request
- c. Must provide a justification statement for each request
- d. Must provide a statement describing the benefits of the project
- e. If desired, applicants may attach additional items to their applications (such as letters of support from parents or affected neighbors)
- f. *For Large Family Day Care Homes ONLY:* The letter must include the address of the residence, days and hours of operation, number of employees, passenger loading/unloading, and other information relative to the proposed facility.
- g. *For Community Care Facilities, etc. ONLY:* The letter must address the intensity of use in terms of number of people, number of employees, hours of major activities and how other operational aspects of the proposed facility are compatible with any neighboring residential use.

5. **Completed Project Statistics Forms:**

- a. Please review the “Project Statistics Forms for Design Review Projects” for instructions on how to complete the forms. Additionally, an *Excel* version of the “Project Statistics Forms” is available for your use on-line at <http://www.SantaBarbaraCA.gov/Resident/Home/Forms/planning.htm>

6. **Photographs:** *(Photographs must remain with this submittal. The applicant must provide duplicates for each separate submittal if photographs are also required for other discretionary applications (i.e. Design Review, Coastal review, etc.).)*

- a. Current color photographs of the site, each elevation of the building(s), adjacent properties, surrounding neighborhood area and streetscape, to provide an accurate depiction of the location of the subject parcel(s). *(Please note that a map showing the locations where photographs were taken may be required on a case-by-case basis.)*
- b. Composition panoramic view of the site within the context of the surrounding neighborhood.
- c. Photographs **must** be clear, visually legible, in color **AND** a **minimum** of 3”x5” size. Dark and/or discolored photographs are not acceptable. Digital photographs are acceptable if they are of the same quality of development as color photographs.
- d. Mount and **label** each photograph for submittal on foldable 8½” x 11” heavy paper (loose photographs are NOT acceptable). All photographs must be labeled with the project address and the relationship of the photograph to the project site. Digital photographs may be printed on 8½” x 11” regular white paper.

7. **Plans** (Four (4) sets of plans folded to 8½” x 11” and attached). Plans must be a minimum of 18” x 24” and each set must include the following:

a. **Site Plan**

- 1) Legend
- i. Land Use Zone
  - ii. County Assessor’s Parcel Number (APN)
  - iii. Slope of property (percentage)
  - iv. Existing, required, and proposed parking space(s) including those proposed to be removed. Clearly indicate whether the parking is covered or uncovered.
  - v. Scope of work – to include all work proposed as part of the project
  - vi. List all of the discretionary applications requested
  - vii. Site statistics showing both square footages and percentage of coverage of building, landscaping and paved areas for existing and proposed uses
  - viii. Multi-residential projects proposing **Variable Density**; include number of bedrooms per unit
  - ix. Gross **and** Net square footages for each existing and proposed structure/s and/or unit(s) to be demolished, and new proposed structure(s) and/or unit(s). *(Please refer to the “Project Statistics Forms for Design Review Projects” for definitions of gross and net square footages).*

- x. Detailed breakdown of the amount of cut and/or fill under the main building footprint (in cubic yards)
- xi. Detailed breakdown of the amount of cut and/or fill outside the main building footprint (in cubic yards)
- xii. Completed Project Statistics Forms (*if not submitted separately*)
- 2) Vicinity map
- 3) Site Plan details
  - i. North arrow
  - ii. Scale of drawing
  - iii. Site topography
  - iv. Location of all existing, demolished, and proposed structure(s) and use(s)
  - v. Location of all existing, demolished, and proposed parking
  - vi. Dimensions of the property and all building(s), structure(s), and parking
  - vii. Setbacks from property lines to all building(s), structure(s), and parking on the property
  - viii. Open Yard Area for Single Family Zones. For Multiple Units and Mixed-Use Developments show the Private Outdoor Living Space and Open Yard Area.
  - ix. Distance between existing & proposed buildings
  - x. Location of all fences and walls and indicate heights
  - xi. Footprints of adjacent structure(s)
  - xii. Location of other site features, including garages, driveways, carports, parking spaces, fences, walks, trees, hedges, play equipment, decks, patio covers, and pools, spas and support equipment
  - xiii. *For Large Family Day Care Homes ONLY*: Location of the employee parking
  - xiv. *For Large Family Day Care Homes ONLY*: Location of the passenger loading and unloading areas
  - xv. *For Large Family Day Care Homes ONLY*: Location of the play areas.

**b. Elevation(s):**

- 1) Label each elevation
- 2) Scale of drawing
- 3) Views from all sides of the building(s) involved in the project; clearly indicate all existing, demolished and proposed new work
- 4) Heights of building(s) and structures involved in the project as defined by Santa Barbara Municipal Code (SBMC) §28.04.100
- 5) Residential development in residential zones must show compliance with the Solar Ordinance SBMC Chapter 28.11 (*Please refer to the Solar Access Packet handout, available online*).
- 6) Identify both existing and finished grades
- 7) Heights of fences, hedges and walls

**c. Floor Plan(s):**

- 1) Scale of drawing
- 2) Identify each floor plan when multiple levels apply
- 3) Existing and proposed floor plans of involved buildings, showing access, window(s), door(s); be sure to clearly indicate what is being removed, replaced and/or altered.
- 4) Label all rooms

**d. Landscape Plan(s) (If applicable):** (See the Landscape Design Standards for Water Conservation)

- 1) Indicate total area landscaped in square footage and percent of total site
- 2) Show all existing and proposed plant material and indicate species and size
- 3) Indicate with an X through trees proposed to be removed (including street trees)
- 4) Indicate the location and identify all paved surfaces
- 5) Indicate irrigation system
- 6) A “Compliance Statement for Low-Water Using Landscape Design” must be completed, signed and reproduced on the landscape plans at the time the plans are submitted for building plan check.

**8. Supplemental Statistical Information:**

- a. Complete and submit the attached “Supplemental Statistical Information” form with your complete submittal.

**9. Plan Reductions:**

- a. 8½” x 11” reductions of the site plan, floor plans, and elevations

**10. Valid License: (For Large Family Day Care Homes ONLY)**

- a. A copy of a valid license to operate a Large Family Day Care Home from the State Department of Social Services, Community Care Licensing Division. The license must be issued to the applicant and be issued for the address listed on the Master Application.

**11. Public Notice Requirements:**

- a. Property Owner mailing labels. The City will provide property owner labels for a fee. Otherwise, please obtain the “Property Owner Mailing Label Instructions” handout for more information on how to prepare mailing labels for your project. Remember to include two (2) sets of labels and labels for all involved applicants (i.e., agent, architect, etc).
- b. Residential Tenant mailing labels. If tenant labels are required, please obtain the “Coastal Development Permit Tenant Notification Instructions” and/or the “Condominium Conversion Tenant Notification Instructions” handout for more information on how to prepare mailing labels for your project. Remember to include two (2) sets of labels.
- c. Affidavit signed by the person who compiled the mailing labels, if not prepared by the City.
- d. On-site Posting. On-site posting must be installed and placed on or within two (2) feet of the property line of the subject site, so that it can be easily read by pedestrians on the public right-of-way during the ten (10) calendar days prior to any required, noticed, public hearing for the project and during the entire construction of the project.

- e. P-R Zone. There are special noticing and posting requirements for projects located in the P-R Zone. Please refer to SBMC§28.37.010 for more information.

**12. Tenant Displacement Assistance Ordinance (if applicable):**

- a. If the project involves the demolition or elimination of a dwelling unit, an application can only be accepted if the applicant provides evidence that a Notice of Intent per SBMC§28.89 has been given to the tenants 60 days prior to filing of the application. See the “Tenant Displacement Assistance Ordinance Information” handout available at the public counter for more information.

**13. Design Review:**

- a. Provide evidence of earlier review or approvals from the appropriate design review board, if applicable.

**14. Cover Sheet:**

- a. Submit a completed Planning Commission & Staff Hearing Officer Submittal Cover Sheet (*lilac*) with your complete submittal.

**15. Fees:**

- a. To be paid in the amount indicated in the latest fee resolution adopted by the City Council.

**ADDITIONAL SUBMITTAL AND PROCESSING INFORMATION**

**1. Application Submittal and Processing Information:**

- a. Once the application and all the accompanying material(s) have been obtained, please make **another** appointment with designated Planning Staff to submit your application. Please note that these applications **will not** be accepted at the Planning Counter.
- b. After the above information is reviewed and found to be complete, and an environmental determination has been made, the request will be scheduled for the next available hearing date. Please note that additional information and studies may be required as part of staff’s review of your proposal.

**2. Public Notice Information:**

Three types of noticing occur during specific stages in the process: 1) Publication of a legal ad or display ad in the local newspaper; 2) Notices mailed to property owners within a specific radius; and 3) Posting one or more signs on the project site.

**3. The Meeting Agenda Information:**

The Owner and/or Agent will be sent a legal notice containing the hearing date and time, 10 days prior to the hearing date, and an agenda at least 72 hours prior to the hearing date. The presence of the Owner and/or Agent is required at this formal noticed public hearing.

The final 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.

**Applicant's name**  
**Applicant's return address (or letterhead)**  
**Applicant's telephone number**

**Date**

Staff Hearing Officer  
City of Santa Barbara  
P.O. Box 1990  
Santa Barbara, CA 93102-1990

# SAMPLE LETTER

**Re:    Modification Request for Project Address; Assessor's Parcel Number; Land Use Zone**

Dear Staff Hearing Officer:

**Please include the following information:**

**1.    A detailed statement describing the existing situation and the proposed project**

SAMPLE TEXT:

There is an existing house (1,500 sq. ft.), a detached two-car garage and a small accessory building (10'x 12') on the property. The house and garage currently encroach into the interior setback one foot on the easterly side of the property. The accessory building (storage shed) is located on the westerly side of the property outside the required setback area. All the buildings have building permits according to the City building files. The proposal is to build a bedroom addition (12' x 15') to the rear of the existing house on the easterly side of the property.

**2.    A statement of the specific modification requested and the justification for the request**

SAMPLE TEXT:

The modification being requested is to allow a bedroom addition to encroach one foot into the required six-foot interior yard setback. The encroachment will allow the new bedroom to keep in line with the existing house without having to do major structural changes to the existing roof and would allow the bedroom to be located on the same side as the other bedrooms. The proposed bedroom is needed for our growing family, since there are only two bedrooms existing in the house.

**3.    A separate statement for each specific modification requested and a justification for each request.**

(Applicable if more than one modification requested)

**4.    Provide a detailed statement describing the benefits of the project.**

SAMPLE TEXT:

The major benefits of having the proposed bedroom encroach into the required setback are: That it eliminates the need to redesign the roof system; keeps the bedrooms on the same side of the existing residence; prevents the need to add a second story addition and eliminates privacy issues that may be associated with a second-story addition.

Sincerely,

**SIGNATURE OF APPLICANT**



# City of Santa Barbara

## SUPPLEMENTAL STATISTICAL INFORMATION

DATE: \_\_\_\_\_ MST: \_\_\_\_\_

PROJECT STREET ADDRESS: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Is an application for Design Review required?  N/A Why Exempt? \_\_\_\_\_  
 ABR  HLC  SFDB Date of the last hearing? \_\_\_\_\_

Applicant:		Property Owner:	
Parcel Number:		Lot Area:	
General Plan:		Zoning:	
Existing Use:		Topography:	
Existing FAR:	Proposed FAR:	85% FAR: s.f.	100% FAR: s.f.
Adjacent Land Uses:			
North –		East –	
South –		West –	

Project Statistics	Existing	Proposed
Living Area		
Garage		
Accessory Space		

Lot Coverage	Amount	Percentage
Building	s.f.	%
Paving/Driveway	s.f.	%
Landscaping	s.f.	%
<b>Total</b>	<b>s.f.</b>	<b>100%</b>