



# City of Santa Barbara

## COASTAL DEVELOPMENT PERMIT SUBMITTAL PACKET

- Coastal Development Permit Application
- Coastal Development Permit Tenant Notification Instructions
- Coastal Development Permit Tenant Notification Affidavit

### *Note:*

- **For additional submittal requirements**, please obtain the following: (1) [Master Application](#), (2) [Development Application Review Team \(DART\) Submittal Packet](#), (3) [Planning Commission & Staff Hearing Officer Submittal Cover Sheet](#), and (4) [On-Site Posting Instructions](#)
- **Questions** regarding application submittal content and process can be answered at the Planning and Zoning counter at 630 Garden Street, or (805) 564-5578.
- **Research:** It is important that you research the project site prior to submitting an application. Resources such as the Santa Barbara Municipal Code (SBMC), handouts, guidelines, Street and Planning Files (a.k.a. LDT Record Archives), parcel and case information can be found online via links on our “Planning Central” page at <http://www.santabarbaraca.gov/Resident/planning>.
  - **Zoning Ordinance:** When developing your proposal, **ALWAYS** refer to the Zoning Ordinance (Title 28 of the SBMC) for the most complete information. As a rule of thumb we recommend that the following sections be reviewed carefully for additional information: Definitions (SBMC §28.04), General Provisions (SBMC §28.87), and the Automobile Parking Requirements (SBMC §28.90). The Zoning Ordinance may be purchased at the City Clerk’s Office at City Hall (735 Anacapa Street, or (805) 564-5309).
  - **Records:** The history of the property needs to be researched. Street and Planning files, and archived plans are located at the Records and Archives counter (630 Garden Street or (805) 564-5554). Please note that requests to view archived plans are on an appointment basis. Street and Planning files can be viewed online via the [“Planning Central”](#) webpage.
  - **Unpermitted Work:** Please note that outstanding violations identified in pending enforcement cases and Zoning Information Reports must be addressed as part of your application.
- **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

## COASTAL DEVELOPMENT PERMIT APPLICATION

This section is to be filled out by Planning Division Staff Only

MST#: \_\_\_\_\_ CDP# \_\_\_\_\_

ENVIRONMENTAL DETERMINATION (IF NECESSARY): \_\_\_\_\_

CONCURRENT APPLICATION(S):  ABR/SFDB  HLC  PC/SHO  PRT  BP

APPLICATION REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTE:** A Coastal Development Permit does not preclude any other City approvals or permits which would normally be required. The applicant must submit, in addition to this form, a Master Application as well as any other materials normally required by other review bodies or departments within the City of Santa Barbara

### I. TYPE OF APPLICATION

- LCP Exclusion
- Coastal Development Permit:
  1. Appealable
  2. Non-Appealable
  3. California Coastal Commission (State) Permit

### II. PROJECT OWNER/APPLICANT AND LOCATION

Owner: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Project Location: \_\_\_\_\_

Parcel No(s): \_\_\_\_\_

**III. PROJECT INFORMATION:**

**THE FOLLOWING INFORMATION IS REQUIRED FOR A COASTAL DEVELOPMENT PERMIT APPLICATION TO BE CONSIDERED COMPLETE:**

**PLEASE NOTE:**

\*Where questions do not apply to your project, indicate "NOT APPLICABLE" or "N/A".

\*Within thirty (30) days of receipt of an application, the Planning Division will inform the applicant in writing if the application is complete, or not, and what items must be submitted. Processing of the application will not begin until it is complete.

**A. TYPE OF PROJECT:**

- New \_\_\_\_\_ Sq. Ft.
- Addition \_\_\_\_\_ Sq. Ft.
- Remodel \_\_\_\_\_ Sq. Ft.
- Repair \_\_\_\_\_ Sq. Ft.
- Demolition \_\_\_\_\_ Sq. Ft.
- Removal \_\_\_\_\_ Sq. Ft.
- Grading Cut \_\_\_\_\_ Cu. Yds. Fill \_\_\_\_\_ Cu. Yds.
- Paving \_\_\_\_\_ Amount
- Fences/Walls Height \_\_\_\_\_ and Length \_\_\_\_\_
- Retaining Walls Height \_\_\_\_\_ and Length \_\_\_\_\_
- Change of Use From \_\_\_\_\_ To \_\_\_\_\_
- Other \_\_\_\_\_

**B. RESIDENTIAL:**

	LOT AREA	NO. OF BLDGS.	BLDG. SQ. FT. <sup>1</sup>	DEMO'D BLDG. SQ.FT.	STORIES/BLDG. HEIGHT	UNITS	BEDROOMS PER UNIT
EXISTING							
PROPOSED							

<sup>1</sup> Include the square footage of **all buildings** on the project site including accessory structures and garages.

**C. NON-RESIDENTIAL:**

	LOT AREA	NO. OF BLDGS.	BLDG. SQ. FT.	DEMO'D BLDG. SQ.FT.	STORIES/BLDG HEIGHT
EXISTING					
PROPOSED					

**D. DESCRIBE THE EXISTING CONDITION OF THE PROPERTY. INCLUDE NUMBER, SIZE, AND USE OF ANY EXISTING BUILDINGS, AND EXISTING NUMBER OF UNITS:**

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**E. DESCRIBE THE PROPOSED DEVELOPMENT. INCLUDE SQUARE FOOTAGE, INCIDENTAL IMPROVEMENTS SUCH AS SEPTIC TANKS, WATER WELLS, ROADS, DRIVEWAYS, ACCESSORY BUILDINGS, FENCES, GRADING, VEGETATION REMOVAL, ETC. ALSO, INCLUDE WHETHER ANY EXISTING BUILDING(S) WILL BE DEMOLISHED OR REMOVED:**

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**F. NUMBER OF PARKING SPACES:**

	REQUIRED	EXISTING	PROPOSED	TOTAL
COVERED				
UNCOVERED				
BICYCLE PARKING				

**G. ADDITIONAL INFORMATION:**

1. Has any application for development on this site been submitted previously to the City of Santa Barbara, California Coastal Zone Conservation Commission or Coastal Commission?

YES       NO

If yes, state previous Application Number(s): \_\_\_\_\_

2. Are utility extensions for the following needed to serve the project?

Water       YES       NO

Gas       YES       NO

Electric       YES       NO

Sewer       YES       NO

Telephone       YES       NO

Would any of these extensions be above ground?       YES       NO

If yes, explain below:

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3. If the development is between the first public road and the sea, is public access to the shoreline and along the coast currently available near the site?

YES       NO

If yes, indicate the location of the nearby access, including the distance from the project site:

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4. Will any aspect of the project (i.e. construction, grading, landscaping, vegetation removal, fences, interior remodel, window/door changes, etc.) occur within 50 feet of a coastal bluff or within the 75-year seacliff retreat line?

YES       NO

If yes, explain below and include the distance from the edge of the coastal bluff:

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- 5. Does the project include the removal of trees, hedges, shrubs or other vegetation?  
 YES       NO

If yes, indicate the number, location, type and size of trees and the type and area of other vegetation to be removed:

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- 6. Does the development involve diking, filling, dredging or placing structures in open coastal waters, wetlands, estuaries, lakes, or creeks?  
 YES       NO

If yes, explain. (Include amount of material to be dredged or filled and the location of the dredged material disposal site).

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Has the U.S. Army Corps of Engineers Permit been applied for?  YES     NO

- 7. Will the development extend into or adjoin any beach, tidelands, submerged lands or public trust lands?  
 YES\*       NO

- 8. Is the proposed development in or near (within 100 feet):

- Sensitive habitat areas?       YES\*       NO
- 100-year floodplain?       YES\*       NO
- Park or recreation area?       YES\*       NO

- 9. Is the proposed development visible from:

- U.S. Highway 101 or other scenic routes?       YES\*       NO
- Park, beach or recreation areas?       YES\*       NO
- Harbor area?       YES\*       NO

- 10. Does the site contain any:

- Historic resources?       YES\*       NO
- Archaeological resources?       YES\*       NO

**\*NOTE:** If yes to items 8 through 10 above, please explain on a separate sheet or below.

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# City of Santa Barbara

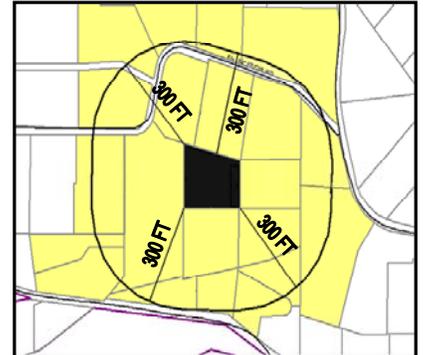
## COASTAL DEVELOPMENT PERMIT TENANT NOTIFICATION INSTRUCTIONS

If a project involves a coastal development permit, notification is also required for residential tenants in addition to the standard noticing requirements for the project. Two (2) sets labels are required for residential tenants residing on parcels within 100 feet of the property lines of the subject parcel(s).

**Residential Tenant** mailing labels must be provided by the applicant using the instructions outlined below. **The City does not provide tenant mailing labels.**

### **Instructions**

1. City Staff can provide a map indicating the parcels located within the required noticing distance for the project. Or, if preferred, applicants can create a noticing distance map using the City's online map at <http://www.santabarbaraca.gov/Government/GIS/>.
  - a. To determine the parcels to be noticed, locate the subject parcel on the interactive map either by typing in the address in the search field or by zooming into the map on the screen.
  - b. Click on the subject parcel. (If there are multiple subject parcels, shift-click to select additional parcels.)
  - c. Right-click on the selected parcel(s).
  - d. Select "Buffer..." from the drop down menu and change the settings to 100 feet. When done, click the "OK" button to show the 100-foot buffer. All parcels that are wholly or partially inside the buffer must be included in the mailing labels. The adjoining example shows parcels within 300 feet of the subject property.
2. The two (2) sets of mailing labels must contain the following information:
  - (a) APN of the property where the Residential Tenant resides
  - (b) "Tenant". (It is not necessary to include the Tenant's name)
  - (c) Tenant's mailing address



The Assessor Parcel Numbers (APN), names and addresses that have been compiled must be **TYPED** on self-adhesive labels in the format shown below. **Please provide label sheets in an 8½" x 11" format, equivalent to Avery labels #5160, size 1" x 2-5/8", 30 labels per sheet.**

#### **TENANT EXAMPLE:**

- |     |  |
|-----|--|
| (a) | 099-010-010                                  |
| (b) | TENANT                                       |
| (c) | 100 MARINA ST, #9<br>SANTA BARBARA, CA 93101 |

3. When preparing labels for residential tenants of multi-unit buildings, a label must be submitted for **each individual** unit on the property.

For projects located adjacent to the Santa Barbara Harbor, please contact the Waterfront Department at (805) 564-5531 to obtain two (2) sets of mailing labels for residents ("live-aboards") within the harbor.

Applicants must verify this information by walking the neighborhood and identifying any residential tenants.

4. Submit an affidavit signed by the person(s) who has compiled the residential tenant labels. The affidavit certifies that the two (2) sets of mailing label(s) are complete and accurate. If the submitted label(s) are inaccurate, the item will be continued (i.e. delayed) and re-noticed with revised mailing labels.



# City of Santa Barbara

## COASTAL DEVELOPMENT PERMIT TENANT NOTIFICATION AFFIDAVIT

STATE OF CALIFORNIA )

COUNTY OF SANTA BARBARA ) ss.

CITY OF SANTA BARBARA )

I, \_\_\_\_\_ hereby certify that the two (2) sets of  
(Print Name)  
attached labels contain the Assessors Parcel Numbers' and addresses of all residential tenants living on  
parcels within 100 feet of the property lines of the subject parcel(s) at \_\_\_\_\_  
\_\_\_\_\_. I have verified, to the best of my  
(Address/APN)  
ability, that the attached labels are accurate.

I CERTIFY UNDER PENALTY OF PERJURY AS DEFINED BY THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT.

SIGNED: \_\_\_\_\_  
(Signature)

NAME: \_\_\_\_\_  
(Print Name)

ADDRESS: \_\_\_\_\_

PHONE \_\_\_\_\_

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