



How can you get informed?

Visit the public counters at the Community Development & Public Works building at 630 Garden Street



RESIDENTS GUIDE TO



Review your files at the Records & Archives counter or online

You can request to look at archived plans and review prior permits for your property at the Records & Archives Section in the Community Development Department at 630 Garden Street.

You can also review many of the records and permit activity at www.SantaBarbaraCA.gov/HomeandProperty.

NAVIGATING THE PLANNING PROCESS

FOR MORE INFORMATION visit "Planning Central" online at www.SantaBarbaraCA.gov/PlanningCentral



Who are the Players?

Direct communication with your neighbor, interested parties, and applicants can be helpful



Applicant / Agent

- Property Owner, Architect, Contractor, Planner/Consultant, Real Estate Professional, Attorney, Engineer

City Staff

Planning

- Initial contact is often with Community Development Department Staff
- Provides public information and permit services
- Supports review boards by analyzing and making recommendations on projects; assists in setting policies; interprets and enforces the rules

Building & Safety

- Reviews, prepares and issues building permits for alterations and new construction
- Provides inspection and code enforcement resources to the public

Public Works/Land Development

- Works with Planning Staff and reviews development projects
- Issues permits for minor work in the public right-of-way such as driveway aprons and enhanced pavers, utility work, residential parking permits, restriping, water meters, etc.

Parks & Recreation

- Issues permits for tree removal and reviews landscaping and tree changes in the public right-of-way

Interested Parties

- Most often neighbors and neighborhood and business associations. Interested parties can include groups such as the Citizens Planning Association, Chamber of Commerce, the Urban Creeks Council, or the Sustainability Project
- The City coordinates with many other government agencies on development projects, such as the California Coastal Commission, Caltrans, SBCAG and County of Santa Barbara

Decision Makers

City Council

- Sets the policies and regulations
- Considers appeals for projects that fall within the Council's purview
- Makes final decisions on projects within their purview

Planning Commission (PC)

- Reviews projects as they relate to zoning, building, land use, redevelopment, subdivisions, conditional use permits, proposed public works, and related matters as outlined in the Municipal Code
- Makes recommendations to City Council on policies and regulations
- Considers appeals of Staff Hearing Officer actions
- Makes final decisions on projects within their purview

Design Review Boards: Architectural Board of Review (ABR), Historic Landmarks Commission (HLC), and Single Family Design Board (SFDB)

- Ensures that high standards of design are maintained in the alterations, additions, development, and construction of projects within the City

Staff Hearing Officer (SHO)

- Reviews projects which involve minor subdivisions and land use decisions, performance standard permits, small development plan approvals, and minor amendments to conditions of approval
- Makes final decisions on projects within their purview

When are the best times to participate?

Participating in the review process: Sooner is better

- Most discretionary projects require the posting of a yellow sign as shown below for their first meeting.

Attend Hearings

- Bring a letter you sent to the Design Review Board Members.
- Be concise, do your research, and summarize your issues.
- Bring photos and your personal knowledge of your neighborhood.

Check relevant Agendas and Minutes online, or at the Planning Counter

- www.SantaBarbaraCA.gov/Boards, or www.SantaBarbaraCA.gov/Commissions
- www.SantaBarbaraCA.gov/Government/City_Calendar/
- E-subscribe to agendas and minutes



Design Review

Concept Review

- During concept review, decision makers review broad characteristics of a project and make general comments, such as with regards to neighborhood compatibility or size, bulk and scale. Addressing the decision makers comments can help expediting the process; however, it is not an approval.

Preliminary Approval

- When a decision maker grants preliminary approval, they are approving the overall concept, massing, layout and approach. This allows the applicant to move forward with the final details of their proposal.
- If you have voiced your concerns and you continue to have concerns about the proposal after the project is approved, this is the appropriate time to file an appeal.

Final Approval

- When a decision maker grants final approval, they are approving the details of the project based on the overall concept and massing approved at a prior meeting.

Land Use Decisions

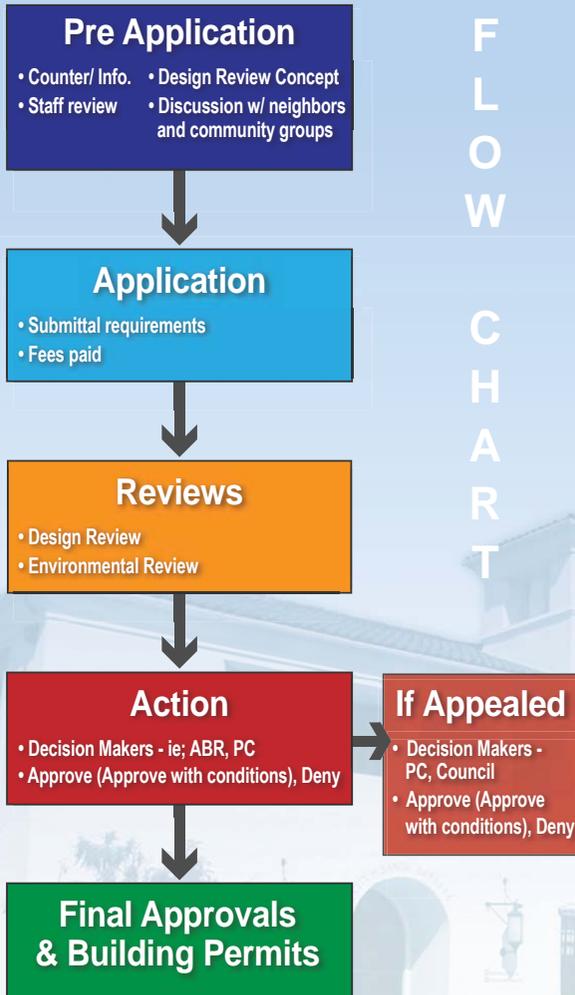
- The Planning Commission and Staff Hearing Officer oversee broader land use decisions. Those hearings are generally held after the Design Review Concept Review. Most decisions are made at one hearing.

Appeals

- The appeal process is where a case is brought before a "higher" decision making body for review of a decision made by a "lower" decision making body.
- There is a 10 calendar day deadline to file an Appeal on a decision.
- Appeals denied by City Council can be reviewed in court.

THE PLANNING PROCESS

The following flow chart is a simplified version of the process.



What documents govern the Planning process?

General Plan & Local Coastal Plan

www.SantaBarbaraCA.gov/GeneralPlan

Santa Barbara City Municipal Code (including Zoning, Title 28)

www.SantaBarbaraCA.gov/Municode

- These are the regulations that have been adopted by the City. They address numerous topics such as noise, design review, zoning requirements, subdivisions, parking requirements, and tree removal.

Santa Barbara City Design Guidelines

www.SantaBarbaraCA.gov/Guidelines

California Building Code

www.bsc.ca.gov

- The California Building Standards Commission is responsible for administering California's building codes, including adopting, approving, publishing, and implementing codes and standards.
- 2007 California Building Code is currently in effect.

Check Out City Handouts & Maps

www.SantaBarbaraCA.gov/Forms

- **Handouts include:** Owner-Builder Permit Application, Appeal Process, Trees and Views Guide, Zoning Information Report Application, etc.
- **Maps include:** General Plan Map, Zoning Map and more.

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