



City of Santa Barbara

PARKING LOT REPAVING/RE-STRIPING SUBMITTAL REQUIREMENTS

The City of Santa Barbara requires a building permit to re-stripe, or repave and re-stripe an existing parking lot. The following items shall be submitted for a building permit application for repaving or re-striping of existing parking lots. **Re-striping permits cannot be approved over-the-counter.***

PLANS – 3 sets. Plans must be minimum 18” x 24” in size and must be complete, accurate and DRAWN TO SCALE (e.g., 1/8” = 1’). Plans must be legible and able to be scanned for archive purposes.

Show the following information on your plans:

1. **Project Data:** Include the project address, scale, zone, APN, property owner & architect/designer information (name, address, phone number); and scope of work.
2. **Architect/Designer Signature** on all submitted plan sheets prepared by the architect/designer.
3. **Parking Data Information:** 1) Provide a calculation on the plans that shows the existing number of parking spaces, the required (per Zoning Ordinance) number of parking spaces, and the proposed number of parking spaces on site; 2) Indicate the required number of accessible parking spaces; 3) Show calculation for required parking, per SBMC §28.90.100 (e.g., 8,000 s.f. office building; required parking is 1/250 s.f. = 32 required parking spaces); 4) Include existing, required, and proposed number of bicycle parking spaces.
4. **Site Plan:** 1) Provide a scaled site plan showing property lines, zoning setbacks, streets, driveways, outline and label the footprint of all structures on site; 2) Show true north arrow; 3) Show all paved areas, landscaped areas and planters; 4) Identify existing and proposed paving materials (permeable or non-permeable); 5) Identify any proposed improvements/repairs in the City right of way, including parkway landscaping.
5. **Parking Areas:** 1) Show all existing and proposed parking spaces; 2) Show stall dimensions and angle of parking spaces; 3) Show bay-width dimension; 4) Show width of driveway; 5) Show accessible path of travel to accessible building entrances and public sidewalk; 6) Number the parking spaces (1,2,3,...); 7) Identify compact stalls; 8) Show loading and unloading area for commercial vehicles if applicable; 9) Show location of trash storage.
6. **Design Review:** If minor changes from approved plans are proposed, please submit current color photographs of the site; include photos of adjacent properties, surrounding neighborhood area and streetscape, to provide an accurate depiction of the location of the subject parcel(s). Photographs **must** be clear, visually legible, in color **AND** a **minimum** of 3” x 5” size. Dark and/or discolored photographs are not acceptable.

*Note: We highly recommend that prior to submitting an application to repave a parking lot, the applicant review the last permitted archive parking plans for the property. The proposed re-stripe plan must match the last permitted plan, or additional requirements will apply. If alterations are proposed, the project may require design review approval or a redesign to meet current requirements. **Please contact City Records and Archives (805) 564-5485 to make an appointment to review the archive plans.**

Please review the Zoning Ordinance (SBMC Chapter 28.90) for the Automobile Parking Requirements at <http://www.SantaBarbaraCa.Gov/PlanningHandouts>. Please note that not all projects are the same, and additional requirements not included on this list may apply.