



# City of Santa Barbara

## ZONING COMPLIANCE DECLARATION INSTRUCTIONS

### **APPLICANT INSTRUCTIONS:**

1. The purpose of the Zoning Compliance Declaration is to inform the current and future owners of the property of the maximum number of legal dwelling units allowed on the property. Additionally, if an illegal dwelling unit is discovered on a property upon which a Zoning Compliance Declaration is recorded, several steps of the Zoning Enforcement procedure can be bypassed, administrative fines can be imposed immediately, and the enforcement case can be sent directly to the City Attorney's Office for enforcement.
2. The Owners' names must reflect how the title to the property is held and it should be consistent throughout the document (on page one and on the signature page).
3. A notary must acknowledge the signature(s). Inform the notary that the acknowledgment is for an instrument to be recorded. (California Civil Code §1169, et seq.)
4. Make certain that the correct legal description is legible and attached as Exhibit A.
5. Go to the County Recorder's Office at the Hall of Records at the Santa Barbara Courthouse at 1100 Anacapa St. (805) 568-2250 and have the document (with attached Exhibit A) recorded against the property. Be sure to obtain a non-certified copy of the document (and attachments) and return to the Planning and Zoning Counter at 630 Garden Street.
6. Submit a copy of the recorded document to Planning Staff with the recorded document number and date of recordation. Planning Staff will document this in the case.

### **PLANNING STAFF INSTRUCTIONS:**

1. Proof of recordation of a Zoning Compliance Declaration (usually in the form of a non-certified copy of the recorded document with all required attachments) must be submitted to Planning Staff prior to obtaining a zoning clearance for issuance of a building permit by the Planning Staff.
2. When an applicant submits proof of recordation of the Zoning Compliance Declaration, Planning Staff shall check it to make sure that the address and APN are correct, and that the County Assessor's sticker, with all fees, recordation date, etc. is on the upper right-hand corner of the first page of the document.
3. Once Planning Staff has confirmed all the information above, they shall add the following attribute to the parcel: "Zoning Compliance Declaration Recorded," and add the recordation number (200x-xxxxxxx), date recorded and date received to the attribute notes field. The copy of the ZCD should be stamped with the "Received" stamp, and forwarded to the Street file.