



City of Santa Barbara

MINOR ZONING EXCEPTIONS SUBMITTAL REQUIREMENTS

Pursuant to Santa Barbara Municipal Code §28.92.130, the Staff Hearing Officer (SHO) may grant minor exceptions to certain zoning standards, if the required findings can be made. The decision on a requested Minor Zoning Exception (MZE) is an administrative action of the SHO, without public notice or hearing. Please refer to the Municipal Code for the complete regulations, allowed exceptions, and findings.

SUBMITTAL REQUIREMENTS: The following information is required before a Minor Zoning Exception request can be accepted and reviewed by Community Development Department Staff. Please note that many projects involving building additions also require a building permit and/or design review¹. Questions regarding application submittal requirements or process can be answered at the Planning Counter at 630 Garden Street, or by calling (805) 564-5578.

1. **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, including approval requested
- e. Owner and Applicant/Agent Information (Name, Complete Address & Phone Number)
- f. Signature of Applicant/Agent and Property Owner

2. **Letter from Applicant:**

- The letter shall include a description of existing development on the property and the unpermitted development for which the MZE is requested, and the applicant's opinion of how the proposed exception request meets the required findings.

3. **Documentation of Age or Time Period of Structure:**

- The documentation can include, but not limited to, County Residential Building Record (available only with property owner consent from County Assessor's Office), historic dated photographs or aerial photographs, Sanborn Maps, historic survey's, etc.

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

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

5. **Photographs:**

- 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.*)
- Photographs must be clear, visually legible, in color AND a minimum of 3" x 5" size. Dark and/or discolored photographs are not acceptable.
- Mount and identify photographs for submittal on foldable to 8½" x 11" heavy paper (loose photographs are NOT acceptable). All photographs must be labeled with the project address

¹ Please refer to SBMC Chapters 22.22, 22.68 and 22.69 to determine if the project requires design review.

and the relationship of the photograph to the project site. Digital photographs may be printed on 8½” x 11” regular white paper.

(You may be required to provide duplicates for each separate submittal if photographs are required for other discretionary applications (e.g., Design Review, Coastal review))

6. **One (1) set of plans.** Plans must be a minimum of 8½” x 11” and maximum of 11” x 17” and include the following:

- a. **Site Plan** – May be drawn to scale, but not necessary for initial submittal.
 - 1) Project Address
 - 2) County Assessor’s Parcel Number (APN)
 - 3) Land Use Zone
 - 4) Scope of Work – Describe all work proposed as part of the project, including square footage and use of existing/unpermitted buildings/structures
 - 5) North arrow
 - 6) Scale of drawing (if drawn to scale)
 - 7) Property line boundaries with dimensions
 - 8) Required setbacks
 - 9) All public and private streets shown and labeled
 - 10) Location of all driveways on the property and within 20 feet on adjacent properties
 - 11) Existing building footprint of all structures on site and any other relevant features, including garages, carports, parking spaces, walks, trees, decks, and patio covers.
 - 12) Dimension distance between all buildings (main, garage/carport, and accessory) and distance from those buildings to the closest property line(s)
- b. **Floor Plans** *(For building and floor area additions and accessory buildings only)*
 - 1) Clearly identify all existing and unpermitted rooms/areas and their uses
 - 2) Indicate dimensions of all rooms

7. Depending on the scope of the project, additional information may be requested by Planning Staff including, but not limited to, scaled site and floor plans and elevations. Planning Staff will contact the applicant to request the additional information and/or plans. In addition, if design review by one of the City’s design review boards is determined to be necessary, scaled plans and elevations may be necessary.