



# City of Santa Barbara

## DESIGN REVIEW SUBMITTAL PACKET

Architectural Board of Review (ABR)  
Historic Landmarks Commission (HLC)  
Single Family Design Board (SFDB)

### I. General Information

- Advisories
- Hearing Body and Design Guidelines
- Good Neighbor Guidelines and Tips
- Process
- Levels of Review

### II. Submittal Requirements

- Triggers

Checklist Form Required to be Returned:

- Submittal Checklist

See additional documents regarding the following topics, available on the City's website:

- **Handouts** are at: <http://www.SantaBarbaraCa.Gov/PlanningHandouts>
- **Design Guidelines & Meeting Procedures** are available at:  
<http://www.SantaBarbaraCa.Gov/Guidelines>

**Advisory:** 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

## DESIGN REVIEW ADVISORIES

### Standards for Plan Acceptance - All Projects

- Licensing Advisory.** The Business and Professions Code of the State of California and the City of Santa Barbara Municipal Code restrict plan preparation for certain project types to licensed professionals. Applicants are encouraged to consult Building & Safety or Planning Staff as well as applicable [Board Guidelines](#) to verify licensing requirements for specific projects.
- Zoning Compliance.** When developing a proposal, always refer to the actual Santa Barbara Municipal Code (SBMC) Zoning Ordinance (Title 28 of the SBMC at <http://www.SantaBarbaraCa.Gov/Municode>) for the most complete and detailed information available. The following Zoning Ordinance sections should be reviewed carefully: Definitions (SBMC Chapter 28.04), General Provisions (SBMC Chapter 28.87), and Automobile Parking Requirements (SBMC Chapter 28.90).
- Outstanding Violation Abatement.** Any outstanding zoning violations identified in pending enforcement cases or Zoning Information Reports and as-built construction must be addressed as part of any application. *It is the responsibility of the applicant to research the permit history of the property. It is important that the following information sources be consulted prior to submitting an application.* Resources such as the General Plan, the Santa Barbara Municipal Code (SBMC), handouts, guidelines, Street and Planning Files (a.k.a. Land Development Team (LDT) Record Archives), parcel and case information can be found online via links on our [Planning Central](#) page at <http://www.SantaBarbaraCA.Gov/PlanningCentral>. To view Archive Plans, please call (805) 564-5554 or visit the Records and Archives Counter, 630 Garden St, to schedule an appointment to view Archive plans.
- Applications Must Be Complete.** *Incomplete plans and missing information will most likely delay application processing.* Applicants are required to review and adhere to all plan submittal requirements. Applications that do not contain full and complete information and/or that do not comply with zoning will not be scheduled for review and will be returned to the applicant for completion. Questions regarding application submittal contents and process can be answered at the Planning and Zoning counter at 630 Garden St. or by calling (805) 564-5578.
- Fees.** Fees are based on the size, scope and type of project proposed. Staff will determine the appropriate application fees based on the current fee resolution adopted by the City Council. The current fee resolution is available on the City's website. Fees must be paid at the time an application is submitted.

### Special Project Considerations

- Elimination of a Dwelling Unit.** If the project involves the demolition or elimination of a dwelling unit, an application can only be accepted if the applicant provides evidence that a Notice of Intent per SBMC Chapter 28.89 has been given to the tenants at least 60 days prior to application filing. See the [Tenant Displacement Assistance Ordinance \(TDAO\) Packet](#) available online.
- Landscape Plans.** Some projects will have landscape plans required for a Project Design Approval. Reference applicable Board Guidelines and "Landscape Design Standards for Water Conservation" for applicability and requirements. "Water wise" plant landscaping is required for 80% of residential and 100% of commercial landscaping proposals. In addition, a "Compliance Statement for Low-Water Using Landscape Design" (available online) must be completed, signed **and**

**reproduced on the landscape plans** (sticky backs are not acceptable) at the time the landscape plans are submitted for final Design Review approval.

3. **Non-Residential Projects:** Refer to SBMC §28.85 for applicability of the Nonresidential Growth Management Program (GMP). Allocation is required for all new commercial square footage.

#### **DESIGN REVIEW PROCESS INFORMATION**

1. **Item Scheduling.** Items are placed on the **next available agenda** based on a **first-come, first-served basis**. Minor Consent items must be submitted at least one week prior to the next meeting to be considered for upcoming agenda (Mondays (ABR/SFDB) or Wednesdays (HLC)). Applications are date stamped to determine project priority. Applications deemed incomplete by Staff will not be placed on an agenda. Staff also considers the following factors in scheduling items: City Staff availability, review level required, expected public comment and number of items submitted.
2. **Meeting Agenda.** An agenda containing the meeting date and the time set for the item will be mailed to the people included on the application such as owner, architect, etc. Please make sure the information contained on the Master Application is complete and that it includes the current address (City, State and Zip Code), telephone numbers and e-mails for the people associated with the project. Agendas are posted on the City's website at <http://www.SantaBarbaraCa.Gov/Gov/Brdcomm>
3. **Public Noticing.** Refer to the "Noticing Distance Requirements", "Hand-Delivered Tenant Notification Instructions" and "On-Site Notice Posting Instructions" for more information. Mailed notices are sent to property owners ten (10) calendar days prior to any noticed public hearing for a project. On-site posting and any required tenant noticing must also be completed ten (10) calendar days prior to any public hearing for a project.
4. **Plan Substitution.** Plan substitution is restricted; see applicable Board Guidelines for more information. If a project scope changes in any way from what was printed on an agenda on the day of a hearing, then a "Plan Substitution Form", available at the Planning Counter, must be submitted. **Plan substitution is not allowed for projects scheduled for Public Hearings, Project Design Approval or Final Approval.**
5. **Attendance.** The applicant's presence **is required** for an item at a full board hearing. If an applicant is not present for a full board hearing item, the item will be postponed indefinitely. If an applicant cancels or postpones an item already on an agenda, a **postponement fee will be charged** and the item will be postponed indefinitely. In order to reschedule the item for review, the applicant must pay the postponement fee, submit a Supplemental Application form to the Planning Counter at 630 Garden Street (Community Development Department), and submit appropriate plans.
6. **Appeals.** Any decision by the ABR, HLC, or SFDB, including Consent Calendar decisions ratified by the full board, may be appealed to the City Council (See SBMC §22.68.080 or §22.22.170). For further information on appeals review the "[Appeal Process](#)" handout and, contact the Planning Division or the City Clerk's office. Appeals must be in writing, include the appeal fee as established by the current fee resolution adopted by the City Council, and must be filed with the City Clerk's office located at City Hall (735 Anacapa Street, Santa Barbara) within ten (10) calendar days of the meeting at which the Board or Commission took action or rendered its decision.



# City of Santa Barbara

## DESIGN REVIEW HEARING BODY GUIDELINES & DESIGN GUIDELINES

Guidelines, ordinances and handouts may be accessed online via our [Planning Central](http://www.SantaBarbaraCa.Gov/PlanningCentral) webpage at <http://www.SantaBarbaraCa.Gov/PlanningCentral>. Most of these documents are available for viewing at the Planning Counter at 630 Garden Street between the hours of 8:30 a.m. to 4:30 p.m., Monday through Friday (except every other Friday and Holidays, call (805) 564-5578 or visit the [City Calendar](#) for current schedule).

### **Architectural Board of Review (ABR),** Architectural Board of Review Guidelines\*

Applicable Design Guidelines:

- Airport Design Guidelines
- Architectural Board of Review Ordinance\*
- Haley-Milpas Design Manual\*
- Upper State Street Area Design Guidelines

### **Historic Landmarks Commission (HLC),** Historic Landmarks Commission Rules and Procedures

Applicable Design Guidelines:

- El Pueblo Viejo District Guidelines\*
- Historic Landmarks Commission Ordinance\*
- State Street Landscaping Guidelines

### **Single Family Design Board (SFDB):** Single Family Design Board Guidelines

Applicable Design Guidelines, the following also apply for single-family residential Historic Landmarks Commission projects:

- Single Family Residence Design Guidelines\*
- Single Family Residential Projects – Supplemental Design Review Submittal Packet

### **ABR, HLC, and SFDB:**

- Lower Riviera Special Design District Guidelines
- Urban Design Guidelines\*
- Waterfront Area Aesthetic Criteria

### **Sign Committee:**

- Sign Ordinance
- Sign Review Guidelines
- Sign Committee Submittal Packet

*\*Reproduction fees are charged for these documents.*



# City of Santa Barbara

## DESIGN REVIEW GOOD NEIGHBOR GUIDELINES AND TIPS

The following guidelines and tips can help you remain friends with your neighbors after the completion of your new or remodeled house. They are based on the Golden Rule: “Do unto others as you would have them do unto you.”

Think about what your concerns would be if your next door neighbor were proposing to either build a new house or add on to an existing house. Incorporate those concerns into your thinking as you design your own new or remodeled house.

It is the intent of these guidelines and tips to advance result in new residences and additions to residences that protect with scrutiny of neighborhood compatibility, views and privacy. While it is not the intent to create a right to privacy or private views, a compromise that advances these goals is highly desirable.

### **BEFORE COMPLETING YOUR DESIGN**

- Design your addition or your new house as if you were going to live next door to it.
- Talk with your neighbors and show them your proposed design.
- Consider organizing a meeting with your neighbors to encourage discussions.
- Read the article regarding “Tips for Managing Conflict with Comfort” provided in the updated “Single Family Residence Design Guidelines,” which can help provide guidance for successful discussions.

### **In General**

When your project is reviewed by the Single Family Design Board (SFDB), the SFDB will be looking for general compliance with these Good Neighbor Guidelines (See Finding 6 on page 4-D of the updated “Single Family Residence Design Guidelines”) along with other Neighborhood Compatibility Findings. The SFDB understands that, in some cases, strong compliance with privacy, landscaping, noise and lighting guidelines may not be possible or necessary. However, in some cases, potential significant issues may appear to be raised by a project design. In such cases, a suitable alternative design more sensitive to neighboring properties can sometimes be identified. In cases where an apparently more suitable alternative exists, but is not chosen by the applicant, the SFDB may deny the project. It is necessary that you communicate to the SFDB how your project is generally consistent with the Good Neighbor Guidelines. The techniques below will help when you appear before the SFDB:

- Discuss how you have designed your project with your neighbors in mind.
- Summarize for the SFDB the results of any discussions you have had with neighbors about your project.

Using these techniques can help the SFDB see how you have made a “good faith effort” to be generally consistent with the Good Neighbor Guidelines.

Please refer to the “Good Neighbor Guidelines & Tips” chapter in the updated “Single Family Residence Design Guidelines” which covers the following guideline and tip topics:

#### **Guidelines**

1. Privacy
2. Landscaping
3. Noise
4. Lighting

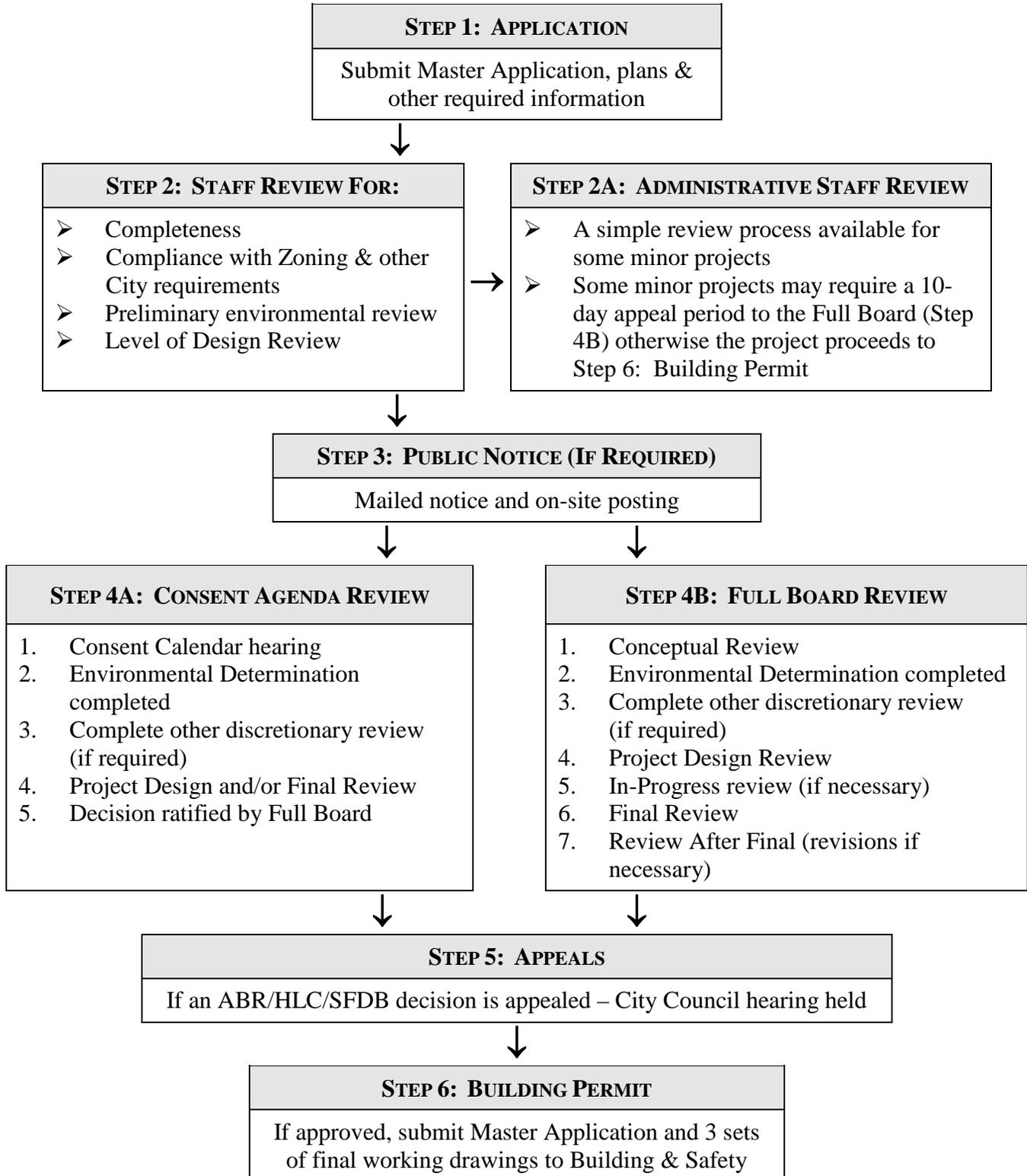
#### **Tips**

- Private Views
- Construction Impacts
- Managing Conflict with Comfort



# City of Santa Barbara

## DESIGN REVIEW PROCESS





# City of Santa Barbara

## DESIGN REVIEW LEVELS OF REVIEW

- **Concept.** This is the first level of plan review for a project at Full Board. Applicants are encouraged to come in with sketches and/or very conceptual drawings. The Board usually gives comments to guide the applicant on the design of the project so that it can advance to the next level of review, which is preliminary. The Board may give a project design approval if sufficient information has been given and no other discretionary review is required.
  - **Project Design.** This is the second level of plan review for a project at Full Board. The Board reviews comments made at the concept level and does a more extensive review of the project. For purposes of Government Code §65950, a Project Design Approval shall be considered to be “approval” of the project by the Board and concludes the discretionary phase of project review; however, final approval is still required prior to application for a building permit. It determines the site plan configuration and design that must be followed in the working drawings. All other discretionary approvals must be completed prior to project design approval being granted.
  - **In-Progress.** This is an interim level of plan review for a project at Full Board. If the Board has expressed concern about a specific item (e.g. roof, details, etc.) the applicant may be requested to submit “In Progress” drawings to assure that the drawings are consistent with the project design approval. This process may occur more than one time before a project can be submitted for final review.
  - **Final.** This is the third level of plan review for a project at Full Board. If the completed working drawings for the project meet all of the conditions set at the project design level and the plan details are provided, such as color samples, roof materials, window details, door hardware and exterior lighting fixtures, then final approval may be granted. Final plans will be approved if they are in substantial conformance with the plans given project design approval. A specific cover sheet is required to be submitted with the Final submittal to ensure that all required final details are contained within the plan.
  - **Review After Final.** This is the fourth level of plan review at Full Board available for projects that have been given final approval. Review after final occurs when there is a proposed change to a project after final approval has been granted. An applicant must submit a supplemental application along with revised plans and appropriate fees.
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- **Consent Agenda (instead of “Full Board”).** This level is primarily for minor changes to existing buildings, such as change of window styles, awnings, change of roof materials, etc. The Consent Review is a meeting with one member of the Board, whose decision is not final until acted upon by the Full Board at the regular meeting. Items are scheduled on the Consent Agenda after determination by Design Review Staff or at the direction of the Full Board.



# City of Santa Barbara

## DESIGN REVIEW TRIGGERS

The following information is also required as part of a full submittal for design review.

- Application for Design Review by:**
- Architectural Board of Review (ABR)
  - Historic Landmarks Commission (HLC)
  - Single Family Design Board (SFDB)

**What year was the oldest structure on site built?** \_\_\_\_\_

The purpose of this checklist is to verify that Design Review is required for a particular project. If it appears that Design Review is not required for a project, please check with Planning Staff to verify why the project is exempt. **Check the appropriate boxes listed below for each category that is applicable.**

<b>A. DEMOLITION REVIEW STUDY AREA/POTENTIAL HISTORIC DISTRICTS</b>	
<p>If a project is located in a potential historic district or in the Demolition Review Study Area, then the project will be reviewed on a case-by-case basis for a historic assessment to be completed by the Urban Historian and may require review by the ABR, HLC, or SFDB.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Lower Riviera Survey Area – “Bungalow Haven District”</li> <li><input type="checkbox"/> 2. West Beach Survey Area</li> <li><input type="checkbox"/> 3. Demolition Review Study Area (applies to buildings over 50 years old)</li> </ul>	
<b>B. ARCHITECTURAL BOARD OF REVIEW (ABR)</b>	<b>C. HISTORIC LANDMARKS COMMISSION (HLC)</b>
<p>A project is subject to review by the ABR <u>if a building permit is required</u> (except for non-residential exterior color changes) to construct, alter, or add (including subdivision grading plans not in single-family zones, grading permits, or vegetation removal permits) to the exterior to any of the following types of development:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Non-Residential Building</li> <li><input type="checkbox"/> 2. Multi-Residential Building</li> <li><input type="checkbox"/> 3. Two or more units on any non-single family zoned property.</li> <li><input type="checkbox"/> 4. Mixed-Use Building</li> <li><input type="checkbox"/> 5. City-Owned or Leased Property</li> <li><input type="checkbox"/> 6. Highway 101 Improvements</li> <li><input type="checkbox"/> 7. Proposal to change the exterior color of a non-residential building (ABR required even if Building Permit is not required.)</li> </ul>	<p>A project is subject to review by the HLC if the project proposes <u>any exterior changes</u> to any building or lot located in any district designated as historic or potentially historic:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. El Pueblo Viejo (Part I or II)</li> <li><input type="checkbox"/> 2. Brinkerhoff Avenue Landmark District</li> <li><input type="checkbox"/> 3. Riviera Campus Historic District</li> <li><input type="checkbox"/> 4. Listed Historic Resource (<i>City Landmark, City Structure of Merit, National Register of Historic Places, National Historic Landmark, California Historic Landmark</i>)</li> <li><input type="checkbox"/> 5. Potential Historic Resources List</li> <li><input type="checkbox"/> 6. Referral Based on Historic Assessment</li> <li><input type="checkbox"/> 7. Lower Riviera Survey Area – “Bungalow District” or West Beach Survey Area or in the Demolition Review Study Area (See above)</li> </ul>

**D. SINGLE FAMILY DESIGN BOARD (SFDB)**

A project is subject to Single Family Design Board (SFDB) review if a building permit is required (except for retaining walls or grading) to construct, alter, or add to the exterior of a structure on a lot with one single-family residential unit or related accessory structures IN ANY ZONE and:

**SPECIAL DISTRICTS**

- 1. Located in the Mission Area Special Design District (within 1,000 ft. of EPV II) (SBMC§22.69.020.B.1)
- 2. New development only in the Lower Riviera Survey Area – Bungalow District (SBMC§22.69.070.E). Existing development is reviewed on a case-by-case basis (SBMC§22.69.020.B.1 and SBMC§22.69.070)
- 3. Located in the Hillside Design District AND the average slope of the lot or building site is 20% or greater; (SBMC§22.69.020.B.2)
- 4. Located in the Hillside Design District and, on any slope, the replacement of an existing roof covering with a roof covering of different materials or colors (excluding “like for like” re-roof) (SBMC§22.69.020.B.2)

**BUILDING HEIGHT AND FLOOR AREA**

- 5. If the building is taller than one story or taller than 17’ in height (measured from natural or finished grade, whichever is lower). (SBMC§22.69.020.C.1, .2 & .3)  
**Exceptions:**
  - a) Alteration on the first floor below 17’ only.
  - b) Proposed construction is one-story, under 17’ tall, and does not significantly alter a second floor (see illustration examples available at the public Planning and Zoning Counter).
  - c) Any combination of a. or b., above.
- 6. Net floor area of all stories of all buildings on the site (including garages and carports) will exceed 4,000 square feet (SBMC§22.69.020.C.4).
- 7. Modification to exceed maximum floor area is required. (SBMC§22.69.020.C.5)

**PREVIOUS APPROVALS/CONSTRUCTION**

- 8. Design Review was previously required in the past two years (from Certificate of Occupancy); or if the cumulative scope of work from permits in the past two years will trigger design review (SBMC§22.69.020.J)

**WALLS AND BALCONIES**

- 9. Construct, alter, or add a deck or balcony on the second or higher floor (including roof decks) that will be greater than 3’ deep or 7’ wide (SBMC§22.69.020.C.6)
- 10. Walls, fences, or gates greater than 3.5’ in height located in any portion of the front yard, excluding those along interior lot lines. (SBMC§22.69.020.C.8)
- 11. Retaining walls anywhere on a site 6’ or greater in height (SBMC§22.69.020.C.7)
- 12. Retaining walls located on a lot or building site with an average slope of 15% or greater; (SBMC§22.69.020.G.1)
- 13. Retaining walls located on a lot adjacent to or on a lot that contains an ocean bluff; (SBMC§22.69.020.G.2)
- 14. Multiple retaining walls with a combined height of 6’, that are not separated by either a building or 10’ of horizontal distance (SBMC§22.69.020.G.3)

**OTHER**

- 15. Installation of a manufactured home, mobile home, or factory built home (SBMC§22.69.020.C.9)
- 16. Relocation in whole or in part of a single family residential unit (SBMC§22.69.020.C.10)
- 17. Subdivision grading plans – *in single family zones only* (SBMC§22.69.020.D)
- 18. Grading on a vacant lot in a single family zone (alone or in combination with other work). (SBMC§22.69.020.E)
- 19. Grading outside the main building footprint of more than 50 cubic yards in the Hillside Design District or more than 250 cubic yards in other areas. (SBMC§22.69.020.C.11)
- 20. Vegetation removal permit (SBMC§22.69.020.F)
- 21. Parking exception for two uncovered spaces is requested (SBMC 28.90.100.G.1.c)



# City of Santa Barbara

## DESIGN REVIEW SUBMITTAL CHECKLIST

Project Address: \_\_\_\_\_ MST: \_\_\_\_\_

All applicable requirements **must** be supplied to schedule a project for Design Review. Depending on project scope, Staff, ABR, HLC or SFDB may require additional information.

**Design Review Required?** ABR / HLC / SFDB per # \_\_\_\_\_ from “Design Review Triggers”

### I. Forms, Signatures, Noticing, Verifications & Fees

#### All Projects

- Master Application Form.** Completely filled out and signed by applicant.
- Owner signature** on Master Application or on **Owner/Agent Authorization Form.**
- Required Applicant Submittal Checklists** (*see attached*). Filled out and signed.
- Fees must be paid at the time the application is submitted.

**Public Notice Requirements, when noticing is required:** refer to “Noticing Distance Requirements”.

- Property Owner mailing labels** fee for the City.
- On-site Notice Posting Affidavit.** Completely filled out and signed.

#### Recommended

- Future Potential Solar Energy System Location.** At least 300 square feet of space with good sun exposure, and free of rooftop equipment recommended to be marked on plans. Especially recommended to be shown for new structures, or residential additions over 1,000 square feet.

#### Special Project Submittal Requirements

- Single Family Residential Projects Additional Requirements (if applicable):** (Refer to “**Single Family Residential Projects Supplemental Design Review Submittal Packet**” handout.)
- Homeowner’s Association Letter (if applicable).** Projects subject to Homeowner’s Association (HOA) approval must submit an approval letter from the HOA with the City application.
- Tenant Displacement Assistance Ordinance Affidavit (if applicable):** If the project involves the demolition or elimination of a dwelling unit, provide evidence that a Notice of Intent per SBMC Chapter 28.89 has been given to the tenants 60 days prior to filing the application. See the “Tenant Displacement Assistance Ordinance Information” handout.
- Modification Request (if applicable):** Staff will verify requests for modifications have been reviewed in a consultation with the Staff Hearing Officer Assistant, prior to application.
- New Commercial Square Footage** requires compliance with SBMC 28.85. Allocation of square footage is required to be verified by staff prior to application.
- Wireless Communication Facility Design Review Submittal Checklist (if applicable)**

#### *Special Public Notice Requirements (if applicable):*

- Hand-delivered Noticing Affidavit.** If applicable, completely filled out and signed.
- Tenant mailing labels:** If the project site is located within the City’s Coastal Zone or the project involves a Condominium Conversion, tenant mailing labels are required to be submitted. Please obtain the “Coastal Development Permit Tenant Notification Instructions” or the “Condominium Conversion Tenant Notification Instructions” handout for the required noticing distances and further instructions. (The City does not provide this service.)
- P-R Zone Projects.** Special noticing and posting requirements for projects located in the P-R Zone. Please refer to SBMC §28.37.010 for more information.

## II. Project Statistics & Data.

The following statistics are **required** to be shown on all development and building permit applications. Optional project statistics forms are available for use on-line and in a handout, or applicants may display statistics as they choose as long as all of the following information is clearly provided. Some minor applications may be exempt from some data requirements.

<p>1) <b>Project Address(es)</b></p> <p>2) <b>Owner's Information</b></p> <ul style="list-style-type: none"> <li>• Name, Address, Phone Numbers</li> </ul> <p>3) <b>Architect's/Designer's Information</b></p> <ul style="list-style-type: none"> <li>• Name, Address, Phone Number</li> <li>• E-mail</li> </ul> <p>4) <b>Assessor's Parcel Number (APN)</b></p> <p>5) <b>Zoning Designation</b></p> <p>6) <b>General Plan Designation</b></p> <p>7) <b>Construction Type</b></p> <p>8) <b>Occupancy Group</b></p> <p>9) <b>List of applicable Building Codes for the project</b></p> <p>10) <b>Lot Size</b></p> <p>11) <b>Average slope % of property</b></p> <p>12) <b>Sheet Index</b></p> <p>13) <b>Signature:</b> If designed by a licensed design professional, a wet signature/wet stamp is required</p> <p>14) <b>Scope of Work (Project Description)</b></p> <p>15) <b>Vicinity Map</b></p> <p>16) <b>Grading (c.y.)</b></p> <ul style="list-style-type: none"> <li>• Cut and fill <u>under</u> main building</li> <li>• Cut and fill <u>outside</u> main building</li> <li>• Import</li> <li>• Export</li> </ul> <p>17) <b>Non-residential floor area (GMP)</b></p> <p>18) <b>SWMP Compliance:</b></p> <ul style="list-style-type: none"> <li>• Indicate Tier 1, 2 or 3: _____</li> <li>• Amount of New or replaced impermeable surfaces (sq.ft.): _____</li> </ul>	<p>19) <b>Floor Area of ALL FLOORS of all buildings and structures on site</b></p> <p>Must include both NET and GROSS:</p> <ul style="list-style-type: none"> <li>• Existing</li> <li>• To be demolished</li> <li>• Proposed</li> <li>• Detached accessory buildings</li> <li>• Garages and carports</li> <li>• Basement/Cellar</li> <li>• Patios/Decks (covered and uncovered)</li> </ul> <p>20) <b>Number of residential units</b></p> <ul style="list-style-type: none"> <li>• Existing</li> <li>• To be demolished</li> <li>• Proposed</li> <li>• Number of bedrooms per unit</li> <li>• Square footage for each unit</li> <li>• AUD Calculation (if applicable)</li> </ul> <p>21) <b>Number of Parking Spaces</b></p> <ul style="list-style-type: none"> <li>• Existing (covered and uncovered)</li> <li>• Required (covered and uncovered)</li> <li>• Proposed (covered and uncovered)</li> </ul> <p>22) <b>Floor to Lot Area Ratio (FAR) per SBMC§28.15.083 (only applies to single-family residential projects)</b></p> <ul style="list-style-type: none"> <li>• Existing FAR</li> <li>• Proposed FAR</li> <li>• Proposed project's percent of maximum FAR for the lot size</li> <li>• Basement/Cellar Discount, if applicable</li> </ul>
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Lot Coverage Data:	EXISTING	PROPOSED
<b>ONLY required for PC or SHO Projects</b>		
• <b>Building Footprint(s)</b>	_____ s.f ____ %	_____ s.f ____ %
• <b>Paving/Driveway</b>	_____ s.f ____ %	_____ s.f ____ %
• <b>Landscaping</b>	_____ s.f ____ %	_____ s.f ____ %
• <b>TOTAL LOT AREA</b>	_____ s.f 100 %	_____ s.f 100 %



### III. Required Plans & Photos Checklist.

The purpose of this required applicant checklist is to verify that all required Design Review photos and plans information is submitted for a particular project so that a preliminary zoning plan check can be performed and the item can be agendized for design review.

**Instructions:**

1. **Check the appropriate boxes listed below for each category that is applicable. Provide the sheet number where each group of items can be found.**
2. Sign the end of this checklist, verifying that all of the items required for submittal have been provided and that the applicant understands that incomplete applications may be halted and returned to the applicant.
3. Turn in this checklist as well as the required Design Review triggers analysis with your application and any other required forms identified in the Submittal Requirements.

<p><b>A. Photographs:</b></p> <p><input type="checkbox"/> <b>Photos of the entire site</b> including each elevation of the building/s &amp; street view of property, labeled.</p> <p><input type="checkbox"/> <b>Photos of Surrounding Neighborhood Area &amp; Streetscape, labeled</b> (includes adjacent property structures and structures across the street, as viewed from the street).</p> <p><input type="checkbox"/> <b>Two photos per page maximum</b>, legible and mounted on paper that folds to 8 ½” by 11”.</p>	<p><b>Sheet Number:</b> _____ <b>or,</b> <b>Check box if on separate papers:</b> <input type="checkbox"/></p>
<p><b>B. Plans – General</b></p> <p><input type="checkbox"/> <b>Number of sets.</b> (3 full size sets for Full Board, 1 full size set for Consent; however, HLC submittals require one full size set and three half size sets for Full Board)</p> <p><input type="checkbox"/> <b>Sheet size <u>minimum</u></b> 18” x 24”, although a 24” x 36” recommended. (¼” scale plans or larger are preferred, if feasible.)</p>	<p><b>Sheet Number:</b> _____</p>
<p><b>C. Scope of Work &amp; Vicinity Map</b></p> <p><input type="checkbox"/> <b>Scope of Work</b> present and includes:</p> <p style="padding-left: 20px;"><input type="checkbox"/> <b>All work proposed</b> as part of the project, including any proposed demolition, addition, remodel or site work activities, <b>any enforcement case abatement work</b>, listing any enforcement case number with corrective actions, and cubic yards of grading (cut &amp; fill).</p> <p style="padding-left: 20px;"><input type="checkbox"/> Square footage totals for demolition &amp; new proposals.</p> <p><input type="checkbox"/> <b>Vicinity Map</b> showing accurate location &amp; relationship to surrounding streets and lot pattern</p>	<p><b>Sheet Number:</b> _____</p>
<p><b>D. Project Statistics</b></p> <p><input type="checkbox"/> The project statistics and data in the Design Review Submittal Requirements must be shown on all development and building permit applications. Optional project statistics forms are available for use online and in a handout, or applicants may display statistics as they choose as long as all of the required statistical information is clearly provided.</p>	<p><b>Sheet Number:</b> _____</p>

<p><b>E. Site Plan Details</b></p> <p><input type="checkbox"/> <b>Scale</b>    <input type="checkbox"/> <b>North arrow</b>    <input type="checkbox"/> <b>Topography lines</b> (req'd for Hillside Design District lots)</p> <p><input type="checkbox"/> <b>Complete property lines</b>    <input type="checkbox"/> <b>Public Right of Way Easements</b> (if applicable)</p> <p><input type="checkbox"/> <b>Structure(s) and use(s):</b> location of <u>all existing, demolished, and proposed</u></p> <p><input type="checkbox"/> <b>Parking:</b> location of <u>all existing, demolished, and proposed</u></p> <p><input type="checkbox"/> <b>Footprints</b> of adjacent structure(s).</p> <p><input type="checkbox"/> <b>Setbacks</b> from property lines to all building(s), structure(s), and parking on the property</p> <p><input type="checkbox"/> <b>Open Yard Area</b> for Single Family Zones. For Multiple Units or Mixed-Use show Open Yard Area &amp; Private Outdoor Living Space</p> <p><input type="checkbox"/> <b>Trees proposed to be removed:</b> Indicate with an "X" through them, species and size indicated</p> <p><input type="checkbox"/> <b>Paved/concrete surfaces:</b> Show quantity of all non-permeable &amp; permeable surfaces (s.f.)</p> <p><input type="checkbox"/> <b>Drainage pattern flows:</b> Show location of all site drainage flows, devices and downspouts</p> <p><input type="checkbox"/> <b>Distance</b> between all buildings (existing &amp; proposed)</p> <p><input type="checkbox"/> <b>Fences &amp; wall</b> locations &amp; heights (existing &amp; proposed)</p> <p><input type="checkbox"/> <b>Dimensions:</b> property and all building(s), structure(s), and parking</p>	<p style="text-align: right;"><b>Sheet Number:</b> _____</p>
<p><b>F. Elevation(s)</b></p> <p><input type="checkbox"/> <b>Scale</b>    <input type="checkbox"/> <b>Label</b> for each elevation</p> <p><input type="checkbox"/> <b>Views from all sides of the building(s)</b> involved in the project; clearly indicate all existing, demolished and proposed new work</p> <p><input type="checkbox"/> <b>Grades:</b> both existing and finished</p> <p><input type="checkbox"/> <b>Heights</b> of building(s) and structures involved in the project (SBMC 28.04.100)</p> <p><input type="checkbox"/> <b>Exterior materials proposals.</b></p> <p><input type="checkbox"/> <b>Changes in color or lighting</b> are required for initial submittal only if this is the main project proposal, otherwise, these items do not need to be submitted until the final review.</p> <p><input type="checkbox"/> For <b>complicated grading</b> proposals only: cross-section drawings of land areas being cut or filled.</p> <p><input type="checkbox"/> <b>Solar Ordinance compliance</b> for residential dev. in res. zones (Ch. 28.11), if applicable.</p>	<p style="text-align: right;"><b>Sheet Number:</b> _____</p>
<p><b>G. Floor Plan(s)</b></p> <p><input type="checkbox"/> <b>Scale</b>    <input type="checkbox"/> <b>Label</b> all rooms    <input type="checkbox"/> <b>Label</b> each level when multiple levels apply.</p> <p><input type="checkbox"/> <b>Existing and proposed floor plans</b> of involved buildings, showing access, window(s), door(s); be sure to <b>clearly indicate what is being removed, replaced and/or altered</b> with key or labels.</p>	<p style="text-align: right;"><b>Sheet Number:</b> _____</p>

Please sign and date this sheet to acknowledge that you have provided all of the required information listed above. Application processing may be halted if an incomplete submittal is received.

\_\_\_\_\_  
Signature (Applicant or Agent)

\_\_\_\_\_  
Date

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