

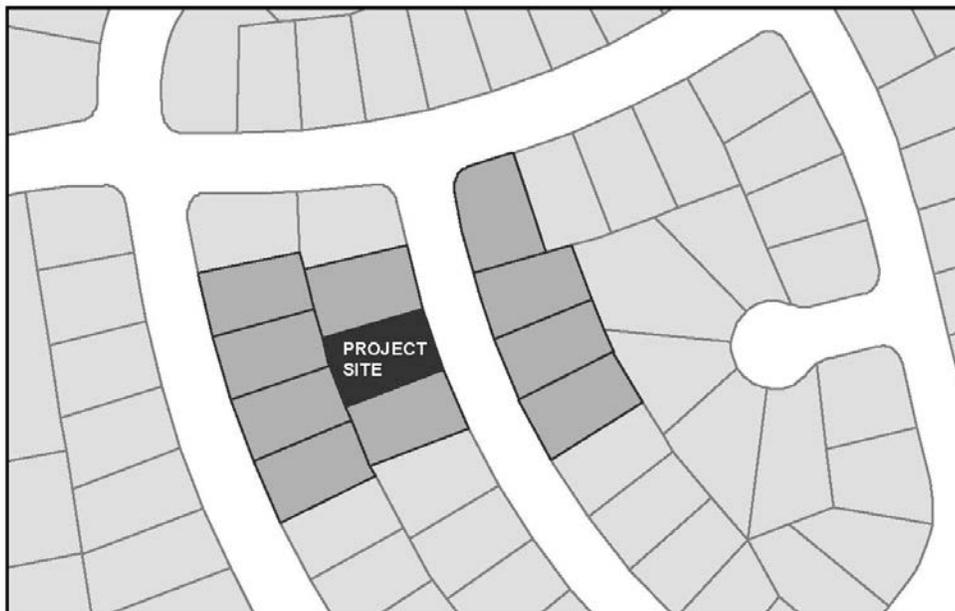


City of Santa Barbara

HAND-DELIVERED TENANT NOTIFICATION INSTRUCTIONS

Single-family residential projects subject to mailed noticing at the Single Family Design Board (SFDB) or Historic Landmarks Commission (HLC) have a hand-delivered “door to door” tenant/occupant noticing requirement in addition to the required mailed noticing to property owners. The purpose of the hand-delivered notice is to provide an early opportunity for neighbors to comment on development proposals that may impact their property or neighborhood. The hand-delivered noticing requirement is in addition to any required tenant/occupant noticing for a Coastal Development Permit or Condominium Conversion application, if applicable.

1. At the time of application submittal, the applicant shall sign an affidavit stating that he or she will notify tenants/occupants of the ten closest lots at least ten (10) days prior to the hearing date.
2. Fill out the attached form letter, or create your own letter containing the same information regarding the proposed project type, hearing date, contact information, and availability of plans and guidelines.
3. Hand-deliver copies of the letter to each unit with the intent to discuss the proposed project and receive feedback on the project from neighbors. If no one is available, it is acceptable to leave the letter at the doorstep (US Mail boxes cannot be used). A letter must be delivered to **each individual** unit on the property; a lot with multiple units (i.e., apartment buildings) only “counts” as one of the ten closest lots.
4. The ten closest lots shall, at a minimum, include all lots that directly abut the project site and several lots located across the street. Additional lots should include those that would be most likely affected by the project. An example is provided below.



Date: _____

Dear Neighbor,

Per City of Santa Barbara requirements, I am hand-delivering this letter to you in case you would like to learn more about my project proposal at _____.
(Address)

The project proposed involves the following (*check all that apply*):

- | | | |
|---|--|---|
| <input type="checkbox"/> Exterior Alteration | <input type="checkbox"/> New Structure | <input type="checkbox"/> Site work requiring a permit |
| <input type="checkbox"/> First Floor Addition | <input type="checkbox"/> Retaining Wall(s) | |
| <input type="checkbox"/> Upper Story Addition | <input type="checkbox"/> Grading | |

In case I've stopped by while you were not home and you would like to learn more about the project or would like to view the plans with me, please feel free to call me at _____.

A detailed project description can be found on the City's website at www.SantaBarbaraCa.gov/CaseStatus.

The application and plans for the project are also filed with the City of Santa Barbara and are available for your review at the City Planning and Zoning Counter at 630 Garden Street. Please call for office hours at (805) 564-5578.

An agenda for the public hearing at the (*circle one of the following*): Single Family Design Board (SFDB) or Historic Landmarks Commission (HLC) will be posted at least three days prior to the hearing date, at links available at <http://www.SantaBarbaraCa.Gov/PlanningCentral>.

You might also be interested in reviewing the Single Family Residence Design Guidelines, which the Design Review hearing body will be using in evaluating my project proposal. The guidelines are available on-line at <http://www.SantaBarbaraCa.Gov/Guidelines>, at 630 Garden Street, and at local libraries.

Sincerely,

(Signature)

(Print Name)