



City of Santa Barbara

Minor Design Review Projects Submittal Requirements

The information outlined in this handout is **required** for project analysis and scheduling of the minor projects described below.

Applicants are strongly encouraged to review the archive plans and, street and planning files for the subject site prior to submittal. **Please note that outstanding violations identified in pending enforcement cases and Zoning Information Reports must be addressed as part of your application.** Files are available for review at the Records and Archives counter located at 630 Garden St., (805) 564-5554. Additional information including our office hours is available on links found on our [Planning Central](http://www.santabarbaraca.gov/services/planning/default.asp) webpage online at <http://www.santabarbaraca.gov/services/planning/default.asp>. 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.

SUBMITTAL REQUIREMENTS: The following information is required for all applications.

1. **Completed Master Application Form** – The Master Application must include required signatures or an owner/authorization form.
2. **Letter from Homeowner’s Association (if applicable)** – A letter from the Homeowner’s Association is required to be submitted with application for projects that have a Homeowner’s Association.
3. **Photographs:**
 - a. 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.*)
 - b. Photographs must be clear, visually legible, in color AND a minimum of 3” x 5” size. Dark and/or discolored photographs are not acceptable.
 - c. 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 and the relationship of the photograph to the project site. Digital photographs may be printed on 8½” x 11” regular white paper.
4. **Plans** – All projects require one (1) set of site plans and elevations with the exception of building colors, re-roof and tree removal permits. Plans must be a minimum of 18” x 24” in size, unless otherwise indicated. Plans must be to SCALE. Include the project address, scale, zone, APN, property owner information (name, address, phone number); and scope of work. Proposed elevation plans or partial elevations are required for more complex alterations to existing elevations.
5. **Fees** - as indicated in the most current Fee Resolution adopted by the City Council.
6. **Specific Submittal Requirements** - The following information is required in addition to the above submittal requirements for each type of specific project:

 - a. **ACCESSORY STRUCTURES** (e.g. Sheds, Spas, Swimming Pools, Trash/Recycling Enclosures)
 - Include grading amounts for all proposed grading and excavation and cross-section.
 - Dimensions (width, length and height), colors and materials of proposed structures.
 - The location and dimensions of the proposed pool equipment must be included in the information provided. **Please note that the decibel level of the equipment is not to exceed 53 decibels at the property line(s).**¹
 - Include net and gross square footage calculations for proposed buildings

b. AWNINGS

- Samples: Mount the **actual** fabric material samples and color chips proposed with the brand name and number on a foldable 8½” x 11” heavy paper.
- Elevations: Provide partial elevations clearly identifying the color scheme for more complicated proposals.
- Hardware: Installation hardware details which may include manufacturer’s brochure/cut-sheets.

c. BUILDING COLORS

- Samples: Mount the **actual** color chips proposed with the brand name and number on a foldable 8½” x 11” heavy paper. Identify the proposed color scheme for the project.
- Elevations: Provide partial elevations clearly identifying the color scheme for more complicated proposals.

d. DRIVEWAYS, PAVING, AND MINOR SITE WORK

- Include grading amounts for all proposed grading and excavation.
- Manufacturer’s cut-sheets of the pavers. The actual color chips proposed with the brand name and number on a foldable 8½” x 11” heavy paper. Identify the proposed color scheme for the project.
- Plans: Provide a scaled site plan that clearly shows the location of the street, driveway and any covered or uncovered parking areas. Parking is not allowed in the setbacks. Please refer to the [“Parking Lot Repaving/Re-Striping”](#) handout for the submittal requirements for projects that involve parking lots.

e. FENCES AND WALLS

- Scaled construction details of proposed fence/wall with height, materials and colors.
- Plans: Provide a scaled site plan that clearly shows the location of all driveways on the property and adjacent properties within 20 feet of the property line; and **the location and height of all existing and proposed fences and/or walls, within 5 feet of either side of the property lines**. The **total height of the fence or wall** needs to be noted on the plans. If the height of the fence or wall varies, each point where the height is different is to be noted by an actual dimension on the plans to show where the height varies and to ensure that the fence height complies with all zoning requirements.

f. LANDSCAPE PLAN ALTERATIONS ONLY

- Plans: Two (2) sets of landscape plans. Show the trees to be removed indicated with an X. Indicate the location, number, species, and size (trunk diameter and height) of existing and proposed, trees and vegetation. Refer to the [“Landscape Plan Requirements”](#) handout for landscape plan minimum requirements.

g. MECHANICAL EQUIPMENT ON THE GROUND

- Manufacturer’s brochure/cut-sheets of the proposed equipment. If the equipment is proposed to be painted, please provide the actual color chips proposed with the brand name and number on a foldable 8½” x 11” heavy paper. The dimensions of the existing and proposed equipment must be included in the information provided. **Please note that the decibel level of the equipment is not to exceed 53 decibels at the property line(s).**¹

h. MINOR ADDITIONS/DEMOLITIONS

- Elevations: Provide existing and proposed elevations showing all exterior alterations.
- Manufacturer’s brochure/cut-sheets of the proposed materials (e.g., windows and doors, lighting fixtures) including brand, color and materials.
- Include net and gross square footage calculations for additions/demolitions, existing and proposed buildings. Include Max FAR information (if applicable).

i. MINOR EXTERIOR ALTERATIONS (e.g., minor window or door changes, chimneys, metal flues, decks, porches, trellises, exterior lighting)

- Elevations: Provide existing and proposed elevations showing all exterior alterations.
- Manufacturer's brochure/cut-sheets of the proposed materials (e.g., windows and doors, lighting fixtures) including brand, color and materials.

j. OUTDOOR DINING FURNITURE (e.g., chairs, heaters, lighting, tables, umbrellas)

- Manufacturer's brochure/cut-sheets of the proposed materials including brand, color and materials.

k. RE-ROOFING

- Roof sample or manufacturer's brochure showing the proposed material and color.
- Photographs of existing roof.
- Please refer to the counter for a list of some generally unacceptable roof materials such as "S" tile and reflective roofing.

l. ROOFTOP EQUIPMENT

- Manufacturer's brochure/cut-sheets of the proposed rooftop equipment. If the equipment is proposed to be painted, please provide the actual color chips proposed with the brand name and number on a foldable 8½" x 11" heavy paper. The dimensions of the existing and proposed equipment must be included in the information provided. **Please note that the decibel level of the equipment is not to exceed 53 decibels at the property line(s).**¹
- Plans: Show location and height of roof-top equipment, any parapet walls, and other rooftop equipment screening, on the roof plan. Partial elevations may be required.

m. SPRINKLER BACKFLOW DEVICE

- Dimensions (width, length and height) and colors of proposed device.
- Plans: Show location of backflow device on site plan and any proposed screening (e.g., fence or landscaping).

n. TREE REMOVALS ONLY

- Plans: Two (2) sets of plans. Tree removal plans may be 8½" x 11". Show the trees to be removed indicated with an X. Indicate the location, number, species, and size (trunk diameter and height) of existing and proposed trees.

o. UTILITY METERS/EQUIPMENT (e.g. electrical, tankless water heaters)

- Dimensions (width, length and height) and colors of existing and proposed meters/equipment.
- Plans: May be 8½" x 11". Show location of existing meter and equipment, and proposed meter and equipment on site plan. Show any proposed conduit and exposed mast or electrical equipment on elevations. Partial elevations may be required if the equipment is large or highly visible, or if the photo documentation is insufficient.

¹ SBMC§9.16.025.c requires that mechanical equipment not exceed 60dBA CNEL at the closest property line to a parcel zoned or used for residential purposes. Most noise specifications for mechanical equipment indicate the noise level as Leq or dB instead of CNEL or Ldn. CNEL and Ldn average noise over a 24 hour period, adding a penalty for noise generated at night (and CNEL also adds a penalty for evening hours). The Leq / dB noise level when converted to CNEL or Ldn will most often be higher. In general, 53 Leq / 53 dB equates to 59 dBA CNEL.