



# City of Santa Barbara

## Modification & Performance Standard Permit Submittal (Optional) Pre-Application Process

### *Modifications*

In order to better serve you and reduce timelines associated with processing Modification applications, a meeting with designated Planning Staff is **strongly encouraged** prior to submitting an application. The pre-application consultation is intended to help identify relevant project issues and determine the correct process for your project. This pre-application consultation will include a discussion of the Modification’s supportability by City Staff based on required findings outlined in SBMC §28.92.110 (for coastal projects) or §30.250.060 (for inland projects), a cursory review of the project, and the next steps in the review process.<sup>1</sup>

### *Appointments*

All pre-application consultations occur by appointment only. A non-refundable fee is required for the pre-application consultation when the appointment is scheduled.

1. **To schedule an appointment**, please visit the Planning Counter at 630 Garden Street, during normal business hours.<sup>3</sup> ***A completed Pre-Application form and fee payment is required at the time that the appointment is scheduled.***

The City strongly encourages you to review Street files, Planning files, and archive plans on file with the City for your project site prior to your appointment. Additional information is available at our “Planning Central” webpage at <http://www.SantaBarbaraCa.Gov/PlanningCentral>. Questions regarding application submittal requirements or process can be answered at the Planning Counter at 630 Garden Street, or (805) 564-5578.

An appointment has been scheduled with Planning Staff to discuss a proposal at

\_\_\_\_\_ (Project Address)

PRE20\_\_\_\_\_ on \_\_\_\_\_ (Date and Time)

If you are unable to meet at the designated time,  
please call the Planning Counter at (805) 564-5578 to reschedule.

2. **Bring the following information** to the pre-consultation meeting:
- Current photographs of the site, including location of the proposed modification request(s), adjacent properties, surrounding neighborhood area and streetscape, to provide an accurate depiction of the location of the subject parcel(s).
  - A site plan at 1/8" = 1' or 1/4" = 1' scale which clearly shows the existing conditions and proposed development, with all property lines and setbacks dimensioned. **(Plans must be LEGIBLE and ACCURATE.)**
  - Statistical information including the square footages (net and gross) of the existing and proposed development.
  - Any other supporting documentation that can assist in conveying the request, i.e., conceptual elevations, aerial photos, etc.
- \* **Please note that the meeting will be rescheduled if adequate information is not provided by the applicant.**
3. **During the pre-application consultation**, the following will be discussed:
- a. Determination of design review requirements/process
  - b. Complete submittal requirements (an application submittal packet will be provided at that time)
  - c. Environmental review process
  - d. Timelines and fees
  - e. Staff will confirm supportability of the project during their review of public records in conjunction with the submittal from the pre-consultation appointment. Results from the pre-consultation will be emailed to the applicant after the pre-consultation appointment.<sup>1</sup>
4. **Following the pre-application consultation**, prepare a complete application and submit your application<sup>4</sup> at the Planning Counter at 630 Garden Street. Once you have submitted your proposed Modification application, and it has been accepted for processing, a Case Planner will be assigned to your project. The Case Planner is responsible for reviewing your Modification application for completeness. For all resubmittals, contact your Case Planner directly to schedule a resubmittal appointment.
5. **Upon receipt of a complete application**, the Case Planner will confirm the application review process, schedule a site visit, and set a tentative agenda date for formal action by the Staff Hearing Officer or Planning Commission.

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<sup>1</sup> Be advised that projects that involve complex or multiple requests may require the applicant to submit for the Development Application Review Team (DART) process. This pre-application consultation is **not** a guarantee of approval or denial of the request(s). The decision of the Staff Hearing Officer will be made at a public hearing after thorough review of the application, site visit, public input, and consideration of all other relevant information. All decisions by the Staff Hearing Officer are appealable to the Planning Commission and, thereafter, the City Council.

<sup>3</sup> Normal business hours are Monday through Friday, from 8:30 a.m. to 4:30 p.m. Please note that City administrative offices are closed every other Friday. A list of our business hours can be found at: <http://www.SantaBarbaraCa.Gov/Cals/default.asp>

<sup>4</sup> Please be advised that all submittal materials (including plans) are subject to the Public Records Act and may be reproduced for the public without agent/owner/architect authorization or notification.