



# City of Santa Barbara

## MODIFICATION & PERFORMANCE STANDARD PERMIT SUBMITTAL PACKET\*

- Submittal Requirements for Modifications & Performance Standard Permits
- Sample letter to the Staff Hearing Officer
- Supplemental Statistical Information

**\*Note:** This submittal packet is for projects that consist solely of Modification and/or Performance Standard Permit requests. Be advised that projects that involve complex or multiple requests may require that the applicant submit for a DART (Development Application Review Team) application. Single-family residential projects that exceed the Maximum Floor to Area Ratio may also require the DART process.

*Please submit a completed Master Application and Planning Commission & Staff Hearing Officer Submittal Cover Sheet with your submittal.*

*Additional information is available via links found on our [Planning Central](http://www.SantaBarbaraCa.Gov/PlanningCentral) webpage online at <http://www.SantaBarbaraCa.Gov/PlanningCentral>.*

**Public Records Act 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

## SUBMITTAL REQUIREMENTS FOR MODIFICATIONS & PERFORMANCE STANDARD PERMITS

The following information is required before a request can be scheduled before the Staff Hearing Officer:

1. A [Pre-Application consultation](#) is **strongly encouraged** for staff to determine: 1) the level of initial support and/or identify concerns; 2) if design review will be required; and 3) the next steps in the process.
2. **Cover Sheet:**
  - Submit a completed [Planning Commission & Staff Hearing Officer Submittal Cover Sheet](#) with your complete submittal.
3. **Design Review and Project Compatibility Analysis:** If applicable, review by the appropriate design review board (Architectural Board of Review [ABR], Historic Landmarks Commission [HLC] or Single Family Design Board [SFDB]) is required **prior to** consideration by the Staff Hearing Officer or Planning Commission. For Architectural Board of Review or Historic Landmarks Commission Projects, the ABR/HLC Concept Review must include comments on the Project Compatibility considerations pursuant to Santa Barbara Municipal Code subsections 22.22.145.B or 22.68.045.B.
4. **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 (detailed description in letter)
  - e. Approval(s) requested
  - f. Proposed use(s)
  - g. Owner and Agent - Name, Address (include Zip Code) & Phone Number - give a numbered address [not "the corner of..."]
  - h. Square footage, number of existing and proposed structures, number of existing and proposed units
  - i. Lot size
  - j. Signature of Applicant/Agent **and** Property Owner (or on an [Owner/Agent Authorization Form](#))
5. **Letter from Homeowner's Association (If applicable):**
  - For projects that have a Homeowner's Association, a letter from the Homeowner's Association is required to be submitted with the application.
6. **Letter from Applicant: (See attached sample letter.)**
  - a. Complete project description
  - b. Must include a statement describing each request
  - c. Must provide a justification statement for each request
  - d. Must provide a statement describing the benefits of the project
  - e. If desired, applicants may attach additional items to their applications (such as letters of support from affected neighbors)

- f. *For Modifications ONLY:* The applicant must explain in the letter why design solutions that are conforming to the zoning ordinance are not being pursued.
- g. *For Community Care Facilities, etc. ONLY:* The letter must address the intensity of use in terms of number of people, number of employees, hours of major activities and how other operational aspects of the proposed facility are compatible with any neighboring residential use.

**7. Photographs:** *Photographs must remain with this submittal. The applicant must provide duplicates for each separate submittal if photographs are also required for other discretionary applications (i.e. Design Review, Coastal review, etc.)*

- 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) and its context. *(Please note that a map showing the locations where photographs were taken may be required on a case-by-case basis.)*
- b. Composition panoramic view of the site within the context of the surrounding neighborhood.
- c. Photographs **must** be clear, visually legible, in color **AND** a **minimum** of 3"x5" size. Dark and/or discolored photographs are not acceptable.
- d. Mount and **label** each photograph for submittal on foldable 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. Photos printed on the plan set are not acceptable in lieu of the 8½" x 11" submittal requirement.

**8. Plans: (2 hard copies AND electronic copy submitted either by email or on CD or flash drive)**

Plans folded to 8½" x 11" (minimum acceptable sheet size is 18" x 24"). Please note, four (4) full-sized sets will be required once the project is deemed complete and a hearing date is set.

- a. Project Plan Requirements. Refer to the [Project Plan Requirements](#) handout for required information on site plans, elevations, floor plans, and landscape plans.
- b. Plan Reductions. 8½" x 11" reductions of the site plan, floor plans, and elevations.

**9. Supplemental Statistical Information:**

- Complete and submit the attached "Supplemental Statistical Information" form with your complete submittal.

**10. Public Notice Requirements:**

- a. Noticing & Posting Affidavit acknowledging the on-site notice posting instructions. On-site posting must be installed during the ten (10) calendar days prior to **ANY** noticed hearing for the project. At the time of submittal for a project that is required to be noticed, the City will provide the applicant with a yellow pre-printed sign. The sign must be filled out, and placed on or within two feet of the front property line of the subject site (or on the driveway easement if no property frontage), so that it can be easily read by pedestrians on the public right-of-way.
- b. Electronic Plans Submittal Affidavit signed by the person who submitted the plans acknowledging the electronic plan submittal requirement.

- c. P-R Zone. There are special noticing and posting requirements for projects located in the P-R Zone. Please refer to SBMC §28.37.010 (for coastal projects) or SBMC §30.40.050 (for inland projects) for more information.

**11. Tenant Displacement Assistance Ordinance (if applicable):**

- 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§ 30.190 / §28.89 has been given to the tenants 60 days prior to filing of the application. See the [“Tenant Displacement Assistance Ordinance Information”](#) handout available online for more information.

**12. Fees:**

- Pay at time of application in the amount indicated on the current fee resolution as adopted by the City Council.

**SUBMITTAL AND PROCESSING INFORMATION**

**1. Application Submittal and Processing Information:**

- a. All applications are submitted at the Planning and Zoning 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 application for completeness. For all resubmittals, please contact the Case Planner directly to schedule a resubmittal appointment.
- b. After the above information is reviewed and found to be complete, and an environmental determination has been made, the request will be scheduled for the next available hearing date. Please note that additional information and studies may be required as part of staff’s review of your proposal.

**2. Public Notice Information:**

Three types of noticing occur during specific stages in the process: 1) Publication of a legal ad or display ad in the local newspaper; 2) Notices mailed to property owners within a specific radius; and 3) Posting one or more signs on the project site.

**3. The Meeting Agenda Information:**

The Owner and/or Agent will be sent a legal notice containing the hearing date and time, 10 days prior to the hearing date, and an agenda at least 72 hours prior to the hearing date. The presence of the Owner and/or Agent is required at this formal noticed public hearing.

The final 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.

**Applicant's name**  
**Applicant's return address (or letterhead)**  
**Applicant's telephone number**

**Date**

# SAMPLE LETTER

Staff Hearing Officer  
City of Santa Barbara  
P.O. Box 1990  
Santa Barbara, CA 93102-1990

**Re:    Modification Request for Project Address; Assessor's Parcel Number; Land Use Zone**

Dear Staff Hearing Officer:

**Please include the following information:**

**1.    A detailed statement describing the existing situation and the proposed project**

SAMPLE TEXT:

There is an existing house (1,500 sq. ft.), a detached two-car garage and a small accessory building (10' x 12') on the property. The house and garage currently encroach into the interior setback four feet on the easterly side of the property. The accessory building (storage shed) is located on the westerly side of the property outside the required setback area. All the buildings have building permits according to the City building files. The proposal is to build a bedroom addition (12' x 15') to the rear of the existing house on the easterly side of the property.

**2.    A statement of the specific modification requested and the justification for the request, including conforming options that were not pursued**

SAMPLE TEXT:

The modification being requested is to allow a bedroom addition to encroach four feet into the required six-foot interior yard setback. The encroachment will allow the new bedroom to keep in line with the existing house without having to do major structural changes to the existing roof and would allow the bedroom to be located on the same side as the other bedrooms. The proposed bedroom is needed for our growing family, since there are only two bedrooms existing in the house. Further, a conforming option, built at the setback line, would not provide adequate space for a bedroom without interfering with the conforming open yard on-site. The proposed addition would be in-line with the existing nonconforming building and allow the site's open yard to remain conforming.

**3.    A separate statement for each specific modification requested and a justification for each request.**

(Applicable if more than one modification requested)

**4.    Provide a detailed statement describing the benefits of the project.**

SAMPLE TEXT:

The major benefits of having the proposed bedroom encroach into the required setback are: that it eliminates the need to redesign the roof system; keeps the bedrooms on the same side of the existing residence; prevents the need to add a second story addition and eliminates privacy issues that may be associated with a second-story addition, and allows uniformity of improvement and conforming open yard on-site.

Sincerely,

**SIGNATURE OF APPLICANT**



# City of Santa Barbara

## SUPPLEMENTAL STATISTICAL INFORMATION

DATE: \_\_\_\_\_ PLN: \_\_\_\_\_

PROJECT STREET ADDRESS: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Is an application for Design Review required?  N/A Why Exempt? \_\_\_\_\_

ABR  HLC  SFDB Date of the last hearing? \_\_\_\_\_

Applicant:		Property Owner:	
Parcel Number:		Net Lot Area:	
General Plan:		Zoning:	
Existing Use:		Topography:	
Existing FAR:	Proposed FAR:	85% FAR: s.f.	100% FAR: s.f.
Adjacent Land Uses:			
North –		East –	
South –		West –	

Project Statistics	Existing (Net)	Proposed (Net)
Living Area		
Garage		
Accessory Space		

Lot Coverage	Amount	Percentage
Building	s.f.	%
Paving/Driveway	s.f.	%
Landscaping	s.f.	%
<b>Total</b>	<b>s.f.</b>	<b>100%</b>