



# City of Santa Barbara

## PRE-APPLICATION REVIEW TEAM SUBMITTAL REQUIREMENTS

**The following types of projects require Pre-Application Review Team (PRT) review:**

- Annexations
- AUD High Density Projects on Lots > 15,000 s.f.
- Conditional Certificate of Compliance
- Conditional Use Permits outside Coastal Zone
- Condominiums (New)
- Condominium Conversions
- Development Plans for additions > 3,000 s.f.
- General Plan and Zoning Amendments outside Coastal Zone
- Hotel Conversions outside Coastal Zone
- Specific Plans and Amendments to Specific Plans outside Coastal Zone
- Tentative Subdivision Maps that require Planning Commission approval
- Transfer of Existing Development Rights

\*REFERENCE ORDINANCES REQUIRING PRT: SBMC§27.07.020 and/or §30.205.030 (§28.85.030).

**Please note that projects located in the Coastal Zone are subject to SBMC Title 28; all other areas of the City are subject to SBMC Title 30. Refer to the end of this handout for further information.**

PRT review is optional for all other applications.

PRT review is a pre-application concept review meeting with City Staff from various City departments. Although this is a conceptual review of a project, providing as much detailed information as possible and specific questions aids Staff in preparing a more thorough response.

**NOTE:** Prior to submittal for PRT, a concept staff review should take place either at the public counter or in an informal meeting with staff.

It is highly recommended that you review all relevant information about the project site.\*\* Information available to the public for review includes:

- Street and Planning Files located at the Records Counter or online
- Archive Plans located at the Records Counter
- Topography Maps and Utility Atlas located at the Public Works Counter
- Flood Maps located at the Building & Safety Counter
- Liquefaction and Earthquake Fault information located online
- High Fire Area Maps located at the Fire Department Counter or online
- Special District Maps located at the Planning Counter or online

**The following must be supplied before the project can be scheduled for PRT:**

**1. Completed Master Application form shall include**

- Project Address
- Assessor's Parcel Number(s) and Land Use Zone(s)
- Existing use(s)
- Complete Project Description (detailed description in letter)
- Approval(s) requested
- Proposed use(s)
- Owner and Agent - Name, Address (include Zip Code) & Phone Number - give a numbered address [not "the corner of..."]

***Pre-Application Review Team Submittal Requirements***

- Square footage, number of existing and proposed structures, number of existing and proposed units
- Lot size
- Signature of Applicant/Agent

**2. Letter from applicant**

**MUST include** a description of the project, in concept, including but not limited to:

- Uses of existing and proposed structures
- Square footages of existing and proposed structures
- Demolition or removal of any structures
- Site square footage and acreage
- Removal of any existing trees or significant vegetation
- Relevant drainage information
- Parking and landscaping statistics
- Proposed grading to occur with cut and fill given in cubic yards of soil
- Any additional pertinent information (e.g. number of bedrooms, number of restaurant seats)
- Justification of project including background and reasons
- Discretionary approval being sought (i.e., "I am seeking a Conditional Use Permit and need Planning Commission approval.")
- Indicate the significant issues and problems as you understand them
- Information about previous contact with City Staff or Committees and conclusions drawn

**3. Site Plan or Tentative Map**

(Ten (10) sets of plans folded to 8 ½" x 11" and attached). Plans must be a **minimum** of 18" x 24" and each set must include the following:

a. Site Plan or Tentative Map

- Legend
  - Land Use Zone
  - County Assessor's Parcel Number(s)
  - Slope of property as defined in SBMC§30.15.030 (§28.15.080)
  - Existing, required and proposed parking space(s). Clearly indicate whether it is covered or uncovered.
  - Scope of work
  - Site statistics showing both square footages and percentage of coverage of building, landscaping and paved areas for proposed uses
  - Gross **and** net square footages for each existing, demolished, and proposed unit(s)/building(s)
  - For Subdivisions **ONLY**, include slope, gross **and** net square footages for each proposed new lot(s)
  - Multi-residential density calculation; include number of bedrooms per unit (*if applicable*)
- Vicinity Map
- Site Plan Details

## *Pre-Application Review Team Submittal Requirements*

- North arrow
- Scale of drawing
- Site topography
- Location of all existing and proposed structure(s) and use(s)
- Location of all existing, demolished, and proposed parking
- Dimensions of the property and all building(s), structure(s), and parking

b. Conceptual Elevation(s) (*optional*):

- Label each elevation
- Scale of drawing
- Views from all sides of the building(s) involved in the project; clearly indicate all existing, demolished and proposed new work
- Heights of building(s) and structures involved in the project as defined by SBMC§30.15.090 (§28.04.100 Coastal Zone)
- Identify both existing and finished grades

**4. Preliminary Title Report: (1 hard copy and .pdf/.doc on a CD, or 2 hard copies)**

A current preliminary title report (ideally issued within three (3) months of the application date, however for PRT projects one issued at most recent sale or financing may be acceptable) for all involved parcels (including sending and receiving sites for TEDR projects). The Title Report **must** show ownership and all easements. (*Following review of the preliminary title report, copies of easement documents referred to in the preliminary title report may be required.*)

**5. Transfer of Existing Development Rights (TEDR)**

The following additional information is required for TEDR Projects:

- Identify the location and parcel numbers of the sending and receiving sites.
- Identify the category of non-residential square footage being transferred. (i.e. Demolished, Approved, Vacant)
- Provide any supporting information regarding the proposed transferred square footage.

**6. Fees**

Fees are to be paid in the amount indicated on the Fee Resolution adopted by the City Council.

**7. Submittal Deadline**

Complete applications submitted by Friday at 4:30 p.m. are generally scheduled for the next review period. Note: There is generally a limitation in the number of projects that can be reviewed, and DART projects will take precedence over PRT applications; therefore, on a first come first served basis, the review schedule may be longer. Failure to submit a complete application as outlined in the requirements above may result in postponement of the application.

**8. Review Process**

Once a project is assigned and scheduled, the following activities occur:

- A combined staff site visit shall be conducted on Thursday.
- A combined staff letter, summarizing staff comments, will be sent to the applicant following City staff review (typically within four weeks from the initial application submittal unless delayed due to a large number of Development Application Review Team (DART) applications submitted in the same week as the PRT.)
- Subsequent to the staff letter, a meeting between the applicant and select staff to discuss staff comments will be scheduled on the following Tuesday.

## ***Pre-Application Review Team Submittal Requirements***

### **\*\*Notes:**

- *Questions regarding application submittal requirements and process can be answered at the Planning and Zoning counter at 630 Garden St. at (805) 564-5578.*
- ***It is important that you research the project site prior to submitting an application.***
- *Information such as the 1) Santa Barbara Municipal Code, 2) handouts, 3) guidelines, 4) street and planning files (a.k.a. LDT record archives), 5) interactive maps, 6) parcel and 7) case information, is available online at <http://www.SantaBarbaraCa.Gov/PlanningHandouts>.*
- *When developing your proposal, ALWAYS refer to the actual Zoning Ordinance for the most complete and detailed information. As a rule of thumb, we recommend that the following sections in the Zoning Ordinance also be reviewed carefully for additional information: Definitions (SBMC Chapter 30.300 or 28.04), General Site Regulations (SBMC Chapter 30.140 or General Provisions SBMC Chapter 28.87), and the Parking Requirements (SBMC Chapter 30.175 or 28.90). Additionally, the history of the property needs to be researched; this includes reviewing the archive plans, and street and planning files. Please note that outstanding violations identified in pending enforcement cases and Zoning Information Reports must be addressed either prior to or as part of your application. This will be determined on a case-by-case basis.*
- ***Projects in the Coastal Zone***, on October 1, 2017, the City of Santa Barbara's NEW Zoning Ordinance (Title 30) became effective in all zones outside the Coastal Zone. The City's existing Zoning Ordinance (Title 28) will continue to remain in effect in the Coastal Zone until the New Zoning Ordinance is certified by the Coastal Commission.
- ***For subdivisions***, confirm General Plan consistency and minimum lot size (including slope density when applicable).
- ***Street and planning files*** (a.k.a. LDT record archives), and archived plans are located at the Records and Archives counter (at 630 Garden St. (805) 564-5554). Please note that requests to view archived plans are on an appointment basis. Copies of the Zoning Ordinance may be purchased at the City Clerk's Office at City Hall (at 735 Anacapa St. (805) 564-5309).
- ***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 authorization.