



# City of Santa Barbara

## ACCESSORY DWELLING UNIT / JUNIOR ACCESSORY DWELLING UNIT ON-SITE NOTICE POSTING INSTRUCTIONS

In order to permit an Accessory Dwelling Unit or Junior Accessory Dwelling Unit (SBMC §30.185.040.X.2) the property owner must install a public notice in the form of a posted sign on the property within 5 calendar days after submitting an initial building permit application to the City.

A. **ON-SITE POSTING.** At the time of initial building permit submittal, Staff will provide the applicant with an on-site posting sign and a metal stake on which to mount the sign. The applicant is responsible for installation of the on-site posting sign, following the directions below.

1. **Content.** On the sign, fill in the following information in large printed letters using a **BLACK** permanent marker (*see example below*):
  - a. Project Address
  - b. Case Number (BLD #)
  - c. Applicant’s Name and Contact Information
  - d. Date that the notice was first posted on the site.
2. **Location.** The sign must be placed within two feet (2’) of the property line of the subject site, so that it can be easily viewed from the public right-of-way. For properties accessed only by a private easement, post the sign on the easement so that it is clearly visible from the closest public roadway.
3. **Duration.** The applicant must install the sign at the site no later than 5 calendar days after submitting an application. The sign shall remain posted until a building permit is issued, or the application is expired, or withdrawn.
4. **Affidavit.** At the time of application submittal, the applicant shall sign an affidavit stating that he or she will post all required signs per these instructions.

### Sample Sign:



**APPLICATION FOR  
ACCESSORY DWELLING UNIT**

**A BUILDING PERMIT APPLICATION FOR AN ACCESSORY DWELLING UNIT (ADU) or JUNIOR ADU ON THIS SITE HAS BEEN SUBMITTED TO THE CITY OF SANTA BARBARA**

Address: 1234 Sample Street Case # BLD 2018-000XXX

Applicant: Jane Doe Date Posted: 1-1-18

Applicant Contact Info: JaneDoeArchitect@email.com (805) 555-1234

THERE WILL BE NO PUBLIC HEARING FOR THIS PROJECT, PURSUANT TO STATE LAW.

A COMPLETE PROJECT DESCRIPTION IS AVAILABLE ONLINE:  
UNA DESCRIPCIÓN COMPLETA DEL PROYECTO ESTÁ DISPONIBLE EN LÍNEA:

[www.SantaBarbaraCA.gov](http://www.SantaBarbaraCA.gov) → “How Do I” → View → Permit Status



# City of Santa Barbara

## ADU / JADU POSTING AFFIDAVIT

STATE OF CALIFORNIA )  
COUNTY OF SANTA BARBARA )  
CITY OF SANTA BARBARA )

ss.

I, \_\_\_\_\_ hereby certify the following for the  
(Print Name)

subject property located at: \_\_\_\_\_  
(Address and APN)

I understand I am responsible for assuring that the project site is posted with the on-site posting sign no later than 5 calendar days after submitting an application for an Accessory Dwelling Unit or Junior Accessory Dwelling Unit. The sign shall remain posted until either a building permit is issued, or the application is expired, or withdrawn.

I CERTIFY UNDER PENALTY OF PERJURY AS DEFINED BY THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT.

SIGNED: \_\_\_\_\_  
(Signature)  
NAME: \_\_\_\_\_  
(Print Name)  
ADDRESS: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
DATE: \_\_\_\_\_