



City of Santa Barbara

TEMPORARY EVENTS COASTAL EXEMPTION SUBMITTAL PACKET

- Temporary Events Submittal Requirements
- Coastal Exemption
- Sample of a Letter addressed to Planning Staff

Note:

- Please obtain a [Master Application](#).
- **Questions** regarding application submittal content and process can be answered at the Planning and Zoning counter at 630 Garden Street, or (805) 564-5578.
- **Research:** It is important that you research the project site prior to submitting an application. Resources such as the Santa Barbara Municipal Code (SBMC), handouts, guidelines, Street and Planning Files, parcel and case information can be found online via links on our “Planning Central” page at <http://www.santabarbaraca.gov/planningcentral>.
 - **Zoning Ordinance:** When developing your proposal, **ALWAYS** refer to the Zoning Ordinance (Title 28 of the SBMC) for the most complete information. As a rule of thumb we recommend that the following sections be reviewed carefully for additional information: Definitions (SBMC §28.04), General Provisions (SBMC §28.87), and the Automobile Parking Requirements (SBMC §28.90). The Zoning Ordinance may be purchased at the City Clerk’s Office at City Hall (735 Anacapa Street, or (805) 564-5309).
 - **Records:** The history of the property needs to be researched. Street and Planning files, and archived plans are located at the Records and Archives counter (630 Garden Street or (805) 564-5554). Please note that requests to view archived plans are on an appointment basis. Street and Planning files can be viewed online via the [“Planning Central”](#) webpage.
 - **Unpermitted Work:** Please note that outstanding violations identified in pending enforcement cases and Zoning Information Reports must be addressed as part of your application.
- **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.

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City of Santa Barbara

TEMPORARY EVENTS SUBMITTAL REQUIREMENTS

The following information is required to determine whether a project qualifies for a coastal exemption:

1. Completed Master Application Form:

- 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), e-mail address, & phone number
- Square footage, number and use of existing and proposed structures
- Lot size
- Signature of Property Owner **and** Applicant/Agent

2. Letter from Applicant which includes the following minimum information: (See attached sample letter)

- Project Address
- Assessor's Parcel Number(s) and Land Use Zone(s)
- Existing use(s)
- Proposed use(s)
- Owner and Agent - Name, address (include zip code) & phone number
- Complete project description, including but not limited to:
 - Location of temporary event
 - Dates of the temporary event
 - Operation hours
 - Total square footage of area occupied by temporary event
 - Type, number, and square footage of temporary structures
 - Proposed seating capacity
 - Parking locations
 - Planned Traffic Detours
 - Description of any proposed charges for general public admission or seating
 - Any other temporary/special events in general vicinity
 - Set up and breakdown dates and times

3. Coastal Development Permit Exemption Form, with required signatures.

4. Plans (One set of plans folded to 8 ½” x 11” and attached). Scaled plans must be a **minimum** of 11” x 17” (preferred plan size) and each set must include the following:

a. Site Plan

- Vicinity Map
- Site Plan Details
 - North arrow
 - Scale of drawing
 - Location of all existing and proposed structure(s) and use(s)
 - Location of all existing, demolished, and proposed parking areas
 - Location of the mean high tide (if applicable)
 - Dimensions of the temporary event area
 - Location of all fences and walls and indicate heights

**NOTE: Please be advised that depending on the scope of the project, additional information may be required by Staff.*



City of Santa Barbara

COASTAL EXEMPTION

This Coastal Exemption application is for a development that is exempt from the Coastal Development Permit requirements of Chapter 28.44 of the Santa Barbara Municipal Code, pursuant to Section 30610 of the Public Resource Code and Sections 13250-13253 of Title 14 of the California Administrative Code. **Before completing this form please review Santa Barbara Municipal Code Section 28.44.070, Exclusions and Exemptions, and Sections 13250-13253 of Title 14 of the California Administrative Code to determine if your project qualifies for an exemption of the Coastal Development Permit requirements.** This information can be obtained from the City's Planning and Zoning Counter located on the first floor of 630 Garden Street, or online. The Santa Barbara Municipal Code is online at <http://www.santabarbaraca.gov/municode>. The California Administrative Code is online at <http://government.westlaw.com/linkedslice/default.asp?SP=CCR-1000>.

This section is to be filled out by Planning Division Staff Only

MST#: _____

COASTAL EXEMPTION CATEGORY: _____

CONCURRENT APPLICATION(S): ABR/SFDB HLC PC/SHO PRT BP/PBW

APPLICATION REVIEWED BY: _____ DATE: _____

I. PROJECT LOCATION/DESCRIPTION:

- A. **PROJECT ADDRESS.** (If there is no street address, include other description such as nearest cross streets): _____
- B. **ASSESSOR'S PARCEL NUMBER(S):** _____
- C. **PROJECT DESCRIPTION:** _____

D. JURISDICTION OF THE COASTAL ZONE:

- APPEALABLE
- NON-APPEALABLE
- CALIFORNIA COASTAL COMMISSION (STATE) PERMIT

II. PROJECT OWNER/APPLICANT:

A. **APPLICANT:** _____ PHONE NO: _____

ADDRESS: _____

E-MAIL ADDRESS: _____

B. **OWNER:** _____ PHONE NO: _____

ADDRESS: _____

E-MAIL ADDRESS: _____

III. PROJECT INFORMATION:

Where questions do not apply to your project, indicate "NOT APPLICABLE" or "N/A".

A. TYPE OF PROJECT:

- New _____ Sq. Ft.
- Addition _____ Sq. Ft.
- Remodel _____ Sq. Ft.
- Repair _____ Sq. Ft.
- Demolition _____ Sq. Ft.
- Removal _____ Sq. Ft.
- Grading Cut _____ Cu. Yds. Fill _____ Cu. Yds.
- Paving _____ Amount
- Fences/Walls Height _____ and Length _____
- Retaining Walls Height _____ and Length _____
- Change of Use From _____ To _____
- Other _____

B. RESIDENTIAL:

	LOT AREA	NO. OF BLDGS.	BLDG. SQ. FT. ¹	DEMO'D BLDG. SQ.FT.	STORIES/BLDG. HEIGHT	UNITS	BEDROOMS PER UNIT
EXISTING							
PROPOSED							

¹ Include the square footage of **all buildings** on the project site including accessory structures and garages.

C. NON-RESIDENTIAL:

	LOT AREA	NO. OF BLDGS.	BLDG. SQ. FT.	DEMO'D BLDG. SQ.FT.	STORIES/BLDG HEIGHT
EXISTING					
PROPOSED					

D. DESCRIBE THE EXISTING CONDITION OF THE PROPERTY. INCLUDE THE NUMBER, SIZE, AND USE OF ANY EXISTING BUILDINGS AND THE NUMBER OF EXISTING UNITS:

E. DESCRIBE THE PROPOSED DEVELOPMENT. INCLUDE SQUARE FOOTAGE, INCIDENTAL IMPROVEMENTS SUCH AS SEPTIC TANKS, WATER WELLS, ROADS, DRIVEWAYS, ACCESSORY BUILDINGS, FENCES, GRADING, VEGETATION REMOVAL, ETC. ALSO, INCLUDE WHETHER ANY EXISTING BUILDING(S) WILL BE DEMOLISHED OR REMOVED:

F. ADDITIONAL INFORMATION:

- Has any application for development on this site been submitted previously to the City of Santa Barbara, California Coastal Zone Conservation Commission or Coastal Commission?

YES NO

If yes, state previous Application Number(s): _____

2. Will any aspect of the project (i.e. construction, grading, landscaping, vegetation removal, fences, interior remodel, window/door changes, etc.) occur within 50 feet of a coastal bluff or within the 75-year seacliff retreat line?

YES NO

If yes, explain below and include the distance from the edge of the coastal bluff:

3. Does the project include the removal of trees, hedges, shrubs or other vegetation?

YES NO

If yes, indicate the number, location, type and size of trees and the type and area of other vegetation to be removed:

4. If the development is between the first public road and the sea, is public access to the shoreline and along the coast currently available near the site?

YES NO

If yes, indicate the location of the nearby access, including the distance from the project site:

5. Will the project have an effect on public access to and along the shoreline, either directly or indirectly (e.g. removing parking used for access to the beach)?

YES NO

If yes, describe the effect:

6. Does the development involve diking, filling, dredging or placing structures in open coastal waters, wetlands, estuaries, lakes, or creeks?

YES NO

If yes, explain. (Include amount of material to be dredged or filled and the location of the dredged material disposal site).

Has the U.S. Army Corps of Engineers Permit been applied for? YES NO

7. Will the development extend into or adjoin any beach, tidelands, submerged lands or public trust lands?

YES* NO

8. Is the proposed development in or near (within 100 feet):

- Sensitive habitat areas? YES* NO
- 100-year floodplain? YES* NO
- Park or recreation area? YES* NO

9. Does the site contain any:

- Historic resources? YES* NO
- Archaeological resources? YES* NO

***NOTE:** If yes to items in 7 through 9 above, please explain on a separate sheet or below.

COASTAL EXEMPTION CATEGORY:

The previously named project is exempt from the Coastal Development Permit requirements under the following exemption category:

- D. SINGLE FAMILY RESIDENCE EXEMPTION.** Improvements to existing single-family residences; provided, however, that those improvements which involve a risk of adverse environmental effect shall require a Coastal Development Permit, as provided in Section 13250 of Title 14 of the California Administrative Code, as amended from time to time.
- E. OTHER CONSTRUCTION EXEMPTION.** Improvements to any structure other than a single-family residence or a public works facility; provided, however, that those improvements which involve a risk of adverse environmental effect; or adversely affect public access; or result in a change in use contrary to any policy of the Coastal Act; shall require a Coastal Development Permit, as provided in Section 13253 of Title 14 of the California Administrative Code, as amended from time to time.
- F. MAINTENANCE OF NAVIGATION CHANNEL EXEMPTION.** Maintenance dredging of existing navigation channels or moving dredged material from such channels to a disposal area outside the Coastal Zone, pursuant to a permit from the United States Army Corps of Engineers.
- G. REPAIR OR MAINTENANCE EXEMPTION.** Repair or maintenance activities that do not result in an addition to, or enlargement or expansion of the object of such repair or maintenance activity; provided, however, that extraordinary methods of repair and maintenance that involve a risk of substantial adverse environmental impact shall require a Coastal Development Permit, as provided in Section 13252 of Title 14 of the California Administrative Code, as amended from time to time.
- H. UTILITY CONNECTIONS EXEMPTION.** The installation, testing and placement in service or the replacement of any necessary utility connection between an existing service facility and any development approved pursuant to the California Coastal Act of 1976 and this Chapter; provided that the Community Development Director may, where necessary, require reasonable conditions to mitigate any adverse impacts on coastal resources, including scenic resources.
- I. REPLACEMENT OF EXISTING STRUCTURES DESTROYED BY NATURAL DISASTER EXEMPTION.** The replacement of any structure, other than a public works facility, destroyed by a disaster. The replacement structure shall conform to applicable existing zoning requirements, shall be for the same use as the destroyed structure, shall not exceed either the floor area, height, or bulk of the destroyed structure by more than 10 percent, and shall be sited in the same location on the affected property as the destroyed structure. See SBMC §28.44 for the definition of disaster, bulk, and structure.
- J. TEMPORARY EVENT EXEMPTION.** An activity, use or function of limited duration which involves the placement of non-permanent structures and/or involves exclusive use of a sandy beach, parkland, filled tidelands, water, streets or parking area which is otherwise open and available for general public use, provided, however, that those temporary events which meet the criteria established in Sections 28.44.070.J.2 through 28.44.070.J.4 shall require a Coastal Development Permit.

Therefore, the Community Development Department of the City of Santa Barbara certifies that this development meets the requirements of Santa Barbara Municipal Code §28.44 pursuant to Public Resources Code Section 30610 and Sections 13250-13253 of Title 14 of the California Administrative Code and is thereby exempt from the Coastal Development Permit requirements.

CERTIFIED BY:

_____	ON	_____
(Applicant's Signature)		(Date)
_____	ON	_____
(Owner's Signature)		(Date)
_____	ON	_____
(Designated Planner's Signature)		(Date)
_____	ON	_____
(Designated Planner's Printed Name)		(Date)

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Applicant's Name

Applicant's Return Address (or letterhead)

Applicant's Telephone Number

Date

Planning Division
City of Santa Barbara
P.O. Box 1990
Santa Barbara, CA 93102-1990

SAMPLE LETTER

Re: Coastal Exemption Application for (Project Address); Assessor's Parcel Number(s) (099-999-099); (Land Use) Zone

Dear Planning Staff:

(Please include a statement requesting a coastal exemption and a detailed description of the existing situation and the proposed project.)

SAMPLE TEXT:

We are requesting a Coastal Exemption under the Temporary Event Exemption category for (name of event) which will be held (dates and operation hours). The temporary event is located in the (Non-Appealable Jurisdiction/Appealable/Coastal Commission jurisdiction) of the Coastal Zone.

Describe existing use of temporary event location (street r.o.w. with # parking, sandy beach area, parking lot, etc.)

Describe temporary event. Include:

- Total square footage of area occupied by temporary event
- Type, number, and square footage of temporary structures
- Proposed seating capacity
- Parking locations
- Planned Traffic Detours
- Description of any proposed charges for general public admission or seating
- Any other temporary/special events in general vicinity
- Set up and breakdown dates and times

If project is located on the sandy beach area, describe how public access to and along the beach will be preserved.

Sincerely,

SIGNATURE OF APPLICANT