City of Santa Barbara

TREE AND LANDSCAPING CHECKLIST

This checklist can help you determine if a permit from the Community Development Department or Parks and Recreation Department is required to remove or alter trees or landscaping on your property. Some alterations and replacements may be found exempt by Planning Staff if the replacement is "substantially similar" to the existing trees or landscaping, or if found exempt by ordinance. Projects that require review by both departments may be streamlined. If design review approval is required, a separate submittal to the Architectural Board of Review (**ABR**), the Historic Landmarks Commission (**HLC**), or the Single Family Design Board (**SFDB**) is required.

<u>INSTRUCTIONS:</u> Review **ALL** the items in below in order and check <u>YES or NO</u> to each question. A separate "Tree and Landscape Reference Guide" is available to define terms and direct you where to find required information. Links to useful information such as our design district maps, case history and parcel information is available at our Planning Central webpage at www.SantaBarbaraCa.Gov/PlanningCentral.

YES	NO	QUESTION		IF YOU ANSWERED "YES"
☐	☐	1. Does the project involve <u>tree(s)</u> located in the city <u>right-of-way</u>?	➔	A <u>Parks & Recreation Dept. Tree Permit</u> is required.
☐	☐	2. Does the project involve tree(s) located in the <u>front setback</u> but outside of a historic district?	➔	A <u>Parks & Recreation Dept. Tree Permit</u> is required.
☐	☐	3. Does the proposal involve a City "<u>Specimen</u>" or "<u>Historic</u>" Tree?	➔	A <u>Parks & Recreation Dept. Tree Permit</u> is required to remove all Specimen Trees and any Historic Trees located in the right-of-way. (<u>HLC</u> approval is required to remove a Historic Tree on private property.)
☐	☐	4. Does the proposal involve <u>dead</u>, diseased, or hazardous tree(s)?	➔	<u>Parks & Recreation Dept. staff</u> approval is required per SBMC§15.24.030.
☐	☐	5. Is the proposal to alter or <u>prune</u> a regulated <u>tree</u> located on private property?	➔	As long as it is not a "significant alteration", no permit is required.
☐	☐	6. Does the project involve <u>landscaping ONLY</u> (no trees) located in the city <u>right-of-way</u>?	➔	Refer to the <u>Public Works Department</u> for information on allowed landscaping in the right-of-way.
☐	☐	7. Does the project involve <u>vegetation removal</u> in the Hillside Design District as defined in SBMC§22.10.040?	➔	<u>SFDB</u> approval and a building permit are required. See Planning and Zoning Counter staff more information on vegetation removal permit submittal information.
☐	☐	8. Is the property located in a <u>historic district</u> (such as El Pueblo Viejo Part I or II, Brinkerhoff Avenue Landmark District, Riviera Campus Historic District), or a <u>designated historic resource</u> (City Landmark or City Structure of Merit) property?	➔	<u>HLC</u> approval and a Community Development Dept. permit may be required. Go to **STEP TWO**.
☐	☐	9. Is the property located in the Demolition Review Survey Study Area, on the <u>Potential</u> Historic List, or is it eligible for designation as a historic resource?	➔	Submit proposal to <u>Urban Historian or Design Review Supervisor</u> for historic assessment. If determined to be historic, a permit may be required. Go to **STEP TWO**.
☐	☐	10. Are there Planning Commission, Staff Hearing Officer, or City Council <u>conditions of approval</u> which require protection or maintenance of trees(s) or landscaping?	➔	<u>Design Review</u> approval and a Community Development Dept. permit may be required. Go to **STEP TWO**.

YES	NO	QUESTION		IF YOU ANSWERED "YES"
☐	☐	11. Are there any <u>active cases</u> for this property which required design review approval?	➜	Contact the appropriate <u>Design Review Staff</u> to determine if the changes require further design review approval.
☐	☐	12. Does the project involve tree(s) located in a <u>parking lot</u>?	➜	<u>ABR or HLC</u> approval and, a Community Development Dept. permit may be required. Go to **STEP TWO**.
☐	☐	13. Does the project involve tree(s) or landscaping in the Appealable Jurisdiction of the <u>Coastal Zone</u>?	➜	See <u>Planning and Zoning Counter staff</u> for further information on coastal review submittal requirements.
		In order to answer the next two questions, review of the archive plans will be necessary. Please go to the "Records and Archives" counter (805) 564-5485 to set up an appointment and then proceed to the Planning Counter so a staffperson may be assigned to assist you when the plans are available.		
☐	☐	14. For <u>non-residential</u>, <u>multi-residential</u>, <u>duplex</u>, <u>mixed-use</u>, or, <u>two or more detached units</u> on a lot (other than a single-family zone), are there approved, archived plans on file which include landscaping in the area of the property where the landscaping proposal is located?	➜	<u>ABR or HLC</u> approval and a Community Development Dept. permit may be required. Go to **STEP TWO**.
☐	☐	15. For a <u>single-family</u> residence in any zone, or two or more detached units on a lot in a single-family zone, does the proposal include an alteration to a specific tree or planting conditioned to be maintained as part of a project approval?	➜	<u>SFDB</u> approval and a Community Development Dept. permit may be required. Go to **STEP TWO**.

Note: If there is existing vegetation to be pruned or removed, it is your responsibility to comply with federal and state laws regarding bird nest protections, especially between February 15th and August 15th. See www.fws.gov for more information.

<u>STEP ONE:</u> If you answered <u>YES</u> to one or more questions above, please go to **STEP TWO**.

If you answered "<u>NO</u>" to <u>ALL</u> questions above, then your proposal is exempt from a permit per the Municipal Code.

In order to have your conclusions confirmed and documented by Staff, please go to the Planning Counter (at 630 Garden Street) with all supporting information during office hours.

<u>STEP TWO:</u> Some alterations and replacements may be found exempt by Planning Staff if the replacement is "substantially similar" to the existing trees or landscaping. Projects that require review by both departments may be streamlined. Submit the following information to Planning Staff for a "substantially similar" determination and then go to **STEP THREE**.

1. Completed *Tree and Landscaping Checklist*.
2. Completed *Tree and Landscaping Submittal Sheet*.
3. **Photographs.** Current color photographs of the site. Photographs <u>must</u> be clear, visually legible, <u>in color</u> AND a <u>minimum</u> of 3″ x 5″ size.
4. **Plans for a review determination.** Plans must be to scale <u>OR</u> show appropriate dimensions. Include the project address, scale, zone, APN, and scope of work. For simple projects, legible 8½ x 11″ aerial photographs with labels are acceptable. Label any trees to be significantly altered. Indicate any trees or landscaping to be removed with an X. Indicate the location, number, species, and size (trunk diameter and height) of existing and proposed trees and vegetation. For more complicated proposals, standard landscape plan submittal requirements apply.

<u>STEP THREE:</u> If the tree or landscaping alteration and removals are not "substantially similar" and/or require a permit per the checklist, submit for a permit as described in **Permitting Process** in the "Tree and Landscape Reference Guide".

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