



# City of Santa Barbara

## ZONING PLAN CHECK BASIC COMPLIANCE CHECKLIST

Staff recommends that you use this checklist when preparing plans for submittal, to ensure that all items have been addressed. It is a basic list, and other requirements may apply, depending on the specific project proposed. Since this list is used for all type of projects: residential or commercial, new or remodel, shell buildings or tenant improvements, etc., not all items will apply to all projects.

The SHEET column is an area where you can enter the sheet number where that item can be found. If you believe that an item does not apply, please indicate this with an “N/A” in the SHEET column.

<b>Project Address:</b>	<b>Case #:</b>
<b>APN:</b>	<b>Date:</b>

SHEET	ITEM	REFERENCE/COMMENTS
<b>POTENTIAL MAJOR PROJECT ISSUES</b>		
YES/NO	<b>1) Is the USE allowed by the zone?</b>	SBMC Title 28, see the specific zone.
YES/NO	<b>2) Does the project meet residential DENSITY and slope density requirements?</b>	Single Family Zones: SBMC §28.15.080 R-2 Zone: SBMC §28.18.075 R-3 and less restrictive: SBMC §28.21.0080
YES/NO	<b>3) Does the project comply with MEASURE E (Charter Section 1508) requirements? (Nonresidential Only)</b>	If there is a demolition, conversion, or new <b>nonresidential</b> floor area proposed, does it comply with SBMC §28.87.300? Include all cumulative net permitted non-residential floor area (excluding parking) since 1989.
YES/NO	<b>4) Does the project meet all SETBACK requirements? (required yards)</b>	SBMC Title 28. See the specific zone. SBMC §28.04.590: definition of required yard.
YES/NO	<b>5) Does the proposed project provide adequate PARKING?</b>	SBMC §28.90.100. For multi-family, the residential unit configuration affects the parking requirement.
YES/NO	a) Is the parking non-conforming?	SBMC §28.90.001.2 If the existing parking is nonconforming (fewer provided than required), and the cumulative total of all additions since July 15, 1980 is 50% or greater than the floor area that existed on July 15, 1980, the parking for the entire site must be brought up to code (for both the number of spaces provided and the dimensions of the spaces).
YES/NO	b) If the use of the property is changing to a use that requires more parking spaces, have they been provided?	SBMC §28.90.001.14
YES/NO	c) Do the parking spaces meet the minimum dimensions?	Parking Design Standards
YES/NO	<b>6) Does the project meet BUILDING HEIGHT and number of stories limitations?</b>	SBMC Title 28. See specific zones. SBMC §28.04.120: definition of Building Height.
YES/NO	<b>7) Does the project comply with the SOLAR ACCESS ORDINANCE? (Residential Zones ONLY)</b>	SBMC Chapter 28.11. See Solar Access Packet.
YES/NO	<b>8) Does the project meet the OPEN YARD/outdoor living space requirements? (Residential &amp; Mixed Use ONLY)</b>	Single Family Zones: SBMC §28.15.060 R-2 Zone: SBMC §28.18.060 R-3 and less restrictive: SBMC §28.21.081
YES/NO	<b>9) Does the project meet BUILDING SEPARATION requirements?</b>	SBMC Title 28. See specific zone.
YES/NO	<b>10) Does the project meet FENCE, WALL, HEDGE, SCREEN height limitations?</b>	In the A, E, R, C-O, C-X zones; SBMC §28.87.170.

SHEET	ITEM	REFERENCE/COMMENTS
<b>OTHER PROJECT REQUIREMENTS</b>		
YES/NO	<b>11) Does the project comply with the Tenant Displacement Assistance Ordinance (TDAO)?</b>	SBMC §28.89 applies if residential unit is being demolished or converted (including illegal units under enforcement). Provide a demolition plan. A notice to tenants is required before application submittal, proof of payment required prior to building permit issuance.
YES/NO	<b>12) Is the project in the Coastal Zone (SD-3)?</b>	SBMC Chapter 28.44
YES/NO	a) Is a Coastal Exclusion, Coastal Exemption, or Coastal Development Permit required? If so, has it been approved?	Final zoning clearance cannot be granted until a coastal exclusion/exemption has been approved, if required. Forms are available at the Planning and Zoning Counter or City's website.
	<b>13) Is Design Review required?</b>	
YES/NO	a) Architectural Board of Review	SBMC Chapter 22.68
YES/NO	b) Historic Landmarks Commission	SBMC Chapter 22.22
YES/NO	c) Single Family Design Board	SBMC Chapter 22.69
	d) If so, why?	
YES/NO	e) If so, is the Final Approval still valid?	It must be valid when the building permit is issued.
	f) If not, why not?	
YES/NO	<b>14) Is approval by the Planning Commission or Staff Hearing Officer required?</b>	
	a) If PC or SHO is required, a separate application must be submitted.	Submittal information available on the City's website or at the Planning and Zoning Counter.
	b) If a <u>modification</u> is requested, a preliminary appointment is REQUIRED prior to submitting for concept review at ABR/HLC/SFDB.	Appointments can be made at the zoning counter or by calling (805) 564-5578.
YES/NO	<b>15) Does the project comply with Floor to Lot Area Ratio (FAR) limitations? Applies only on lots:</b> a) Located in single family zones; and b) On lots less than 15,000 s.f.; and c) Lots with a main or accessory building taller than 17' in height or taller than one story and a basement	SBMC Chapter 28.15 "FAR calculator" available on website FAR limit is a <i>guideline only</i> for lots over 15,000 s.f.
YES/NO	<b>16) Does the project comply with the Inclusionary Housing Ordinance?</b>	SBMC Chapter 28.43
	<b>17) Does the project comply with the City's Storm Water Management Program?</b>	City's Website, Creeks Division <a href="http://www.santabarbaraca.gov/Resident/Community/Creeks">www.santabarbaraca.gov/Resident/Community/Creeks</a>
	<b>18) Check Street File, Planning File, Permit Tracking Database; Did you check for:</b>	City's Website, Case Status Lookup City's Website, LDT Record Archives
YES/NO	a) Outstanding enforcement cases – abate all violations in the proposed project.	Street File Planning File
YES/NO	b) Violations described in Zoning Information Reports – abate all violations in the proposed project.	Check with the Building & Safety Department on how to proceed if you have expired permits.
YES/NO	c) Expired Permits – incorporate the expired project into the proposed project, or state that the project was abandoned.	
YES/NO	d) Uncompleted permits – complete previous project prior to or concurrent with the proposed project.	
YES/NO	e) Planning Commission or SHO conditions of approval – show compliance with all applicable conditions	

SHEET	ITEM	REFERENCE/COMMENTS
YES/NO	f) Other items that may hinder the proposed project – address these items either prior to application or in the proposed project.	
YES/NO	g) Did you check the Parcel Tags?	City's Website, Parcel Specific Information
SHEET	INDICATE THE SHEET WHERE THESE ITEMS CAN BE FOUND ON YOUR PLANS:	
	<b>19) Project Address</b>	
	<b>20) Owner's Information</b>	
	a) Name	
	b) Address	
	c) Phone Number	
	d) For Condominium or similar, Homeowner's Association approval letter is required.	
	<b>21) Architect's/Designer's Information</b>	
	a) Name	
	b) Address	
	c) Phone Number	
	<b>22) Assessor Parcel Number (APN)</b>	APN Books, City's Website, Parcel Specific Information
	<b>23) Zoning Designation</b>	Zoning Map, City's Website, Parcel Specific Information
	<b>24) General Plan Designation (PC/SO Only)</b>	General Plan Map, City's Website
	<b>25) Lot Size</b>	City's Website, Parcel Specific Information or calculate from lot dimensions, or site survey
	a) Existing (gross and net)	Gross lot size = includes public ROW easements Net lot size = excludes public ROW easements
	b) Proposed (gross and net)	If a subdivision or lot line adjustment is proposed.
	<b>26) Average Slope</b>	Site Survey, City's Website, Parcel Specific Information
	<b>27) Scope of Work (Project Description).</b>	This is a written description of the project. Include <u>ALL</u> aspects of the project in the description.
	a) Existing and Proposed use of all buildings	
	b) Include number of restaurant seats, hotel rooms, beds etc. (existing and proposed)	If a restaurant, hotel, care facility or other special use is proposed. Include number of restaurant seats in the exterior and interior.
	c) Abatement of all violations	Check all ENF & ZIR cases for violations
	<b>28) Project Statistics (as applicable)</b>	The "Project Statistics Form" is required to be reproduced on all design review plans. Its use is recommended for all other permits. Zoning counter and City's website.
	a) Floor Area	SBMC §28.15.083. Call out floor area separately for every floor of every building on site including garages and accessory space. See Project Statistics Form.
	i) Existing buildings (gross and net)	Gross s.f. includes the exterior walls. Net s.f. excludes the exterior walls.
	ii) To be demolished (gross and net)	
	iii) Proposed (gross and net)	
	iv) Detached accessory buildings	
	v) Garages and carports	SBMC §28.87.160. The maximum amount of garage/carport floor area in the A-1 and A-2 zones and on lots over 20,000 s.f. is 750 s.f. and the maximum garage/carport floor area in the E-1,E-2, E-3, and R-1 zones is 500 s.f. Carport measured from inside the posts.
	vi) Non-residential floor area	For nonresidential projects, show how the project complies with Measure E (SBMC §28.87.300)

SHEET	ITEM	REFERENCE/COMMENTS
	b) Number of residential units	For projects with more than one residential unit on the lot, provide a residential density calculation on your plans. See SBMC §28.18.075 for R-2 Zone SBMC §28.21.080 for R-3 and less restrictive zones.
	i) Existing	
	ii) To be demolished	
	iii) Proposed	
	iv) Number of bedrooms per residential unit (existing, demolished, and proposed)	
	v) Is the project an Accessory Dwelling Unit, Secondary Dwelling Unit or Additional Dwelling Unit? If so, show how it complies with all requirements.	Accessory Dwelling Unit: R-2 Zone SBMC 28.18 Secondary Dwelling Unit: SBMC §28.94.030.Z Additional Dwelling Unit: SBMC §28.93.030.E
	vi) Two-Star Green Building for single family residences over 4,000 s.f.	SBMC §28.69.055
	c) Number of Parking Spaces	
	i) Existing (covered and uncovered)	
	ii) Required (covered and uncovered)	
	iii) Proposed (covered and uncovered)	
	iv) Is it in a Zone of Benefit?	SBMC §28.90.100.J
	v) Buildings in excess of 10,000 s.f.?	SBMC §28.90.100.D
	vi) Mixed Use Development?	SBMC §28.90.100.H
	d) Site Statistics showing square footages and percentage of building, landscaping and paving coverage.	Be sure the percentages add up to 100%
	e) Floor to Lot Area Ratio (FAR) - if applicable	<i>Example:</i> FAR = (0.14)
	i) 100% Max FAR (s.f.)	<i>Example:</i> 100% Max Floor Area = 4,805 s.f.
	ii) 85% Max FAR (s.f.)	<i>Example:</i> 85% Max Floor area = 4,084 s.f.
	iii) FAR Discount for Basement, Secondary Dwelling Unit	See SBMC §28.15.083
	f) Grading	
	i) Amount of cut and/or fill <u>under</u> the main building footprint	Cut + Fill = Total Amount of Grading
	ii) Amount of cut and/or fill <u>outside</u> the main building footprint	
	g) Construction Type	For use by the Building & Safety Division
	h) Occupancy Group	For use by the Building & Safety Division
	<b>29) Vicinity Map</b>	Small scale map showing the neighborhood in which the project is located. It should show the surrounding areas and streets.
	a) True North Arrow.	If you choose to add a Reference North, please orient Reference North parallel to State Street.
	b) Project site identified	
	<b>30) Site Plan - Show the following:</b>	
	a) True North Arrow.	If you choose to add a Reference North, please orient Reference North parallel to State Street.
	b) Scale	The scale of the drawing is to be such that all features required per this checklist are clearly legible. Generally, 1/8" scale for site plans and 1/4" scale for floor plans and elevations is acceptable.
	c) Streets	Include the Street Name(s)
	d) Parkway	
	e) Curb, Gutter, Sidewalk	

SHEET	ITEM	REFERENCE/COMMENTS
	f) Alley	
	g) Width of Public Right of Way and Edge of Street Pavement	If no curb and sidewalk are shown on the plans, then the edge of street pavement must be called out and the width of the Public Right of Way must be shown. All setbacks must be called out AFTER the edge of the public right of way.
	h) Property Lines	
	i) Dimensions	
	ii) Bearings	
	i) Setbacks	Show with dashed or dotted lines SBMC Title 28, see the specific zone for setbacks SBMC §28.04.590 for the definition of required yards.
	i) Front	
	ii) Interior	
	iii) Rear	
	j) Outline of all buildings and structures on site	Differentiate existing, proposed, or to be demolished areas by shading, crosshatching, etc. Show an outline of the roof eaves and an outline of the upper floors superimposed on the first floor.
	k) Driveways and paved areas	
	l) Parking areas and turnaround areas	Show covered and uncovered parking areas. Include bicycle parking areas if proposed.
	m) Landscaped areas, including trees	Contact the Parks and Recreation Department to confirm whether or not permission will be needed to remove any tree located in the front yard setback or City right-of-way. New street trees also require Parks and Recreation permission for species and location. If approval by the Street Tree Committee is required, please reproduce a copy of the approval letter on the plans.
	n) Adjacent building footprints	Adjacent site survey, Public Works Geospatial Browser
	o) Distance between buildings dimensioned	SBMC Title 28. See the specific zone
	p) Distances from all structures to property lines	
	q) All fences, hedges, walls or screens.	<b>Residential Zones, C-0 and C-X Zones Only</b> (SBMC §28.87.170) (SBMC §28.87.030.D.1.a.(5)). Unless conclusively proved to be permitted by the applicant, all fences, hedges, walls or screens that are taller than allowed must be reduced in height. Nonconforming fences, walls or screens cannot be rebuilt.
	r) Open yard	<b>A-1, A-2, E-1, E-2, E-3, R-1 and R-2 Zones</b> SBMC §28.04.430.5 for definition of open yard SBMC §28.15.060.3 for single family zones SBMC §28.18.060 for R-2 zone
	s) Outdoor Living Space	<b>Residential uses in R-3 and less restrictive zones</b> SBMC §28.04.430.5 for definition of open yard
	i) Size, Dimensions, Location	SBMC §28.21.081 for R-3 and less restrictive zones.
	ii) 10% open yard	If private outdoor living space is being provided, has the 10% open space been provided? See SBMC §28.21.080.6.
	t) Parking Lot Landscaping	SBMC §28.90.050
	u) Trash Enclosure/Trash Can storage area.	New commercial buildings and multi-family developments of 5 units or more, or improvements that add 30% or more to existing floor area must provide adequate, accessible and convenient areas for collecting and loading recyclable materials. The trash enclosure or can storage area may not be in a setback or in the remaining front yard, and it must be screened. Environmental Services approval of the location is required.

SHEET	ITEM	REFERENCE/COMMENTS
	v) Easements (existing and proposed)	Private and Public (e.g. water, sewer, drainage, access, etc).
	w) Adjacent creeks or watercourses	25' setback for Mission Creek SBMC 28.87.250
	x) Utility Connections (existing and proposed)	e.g. sewer laterals, water line, water meter, etc.
	y) Right-of-Way Improvements (existing and proposed)	e.g. curb, gutter, sidewalk, utilities, meters, curb cuts
	z) Topography	5-foot contour intervals, with 1-foot intervals for driveways. The topography may be omitted if the property is flat or if the project consists of remodel only (no new floor area, no increase in building height).
	aa) Grade Levels (on site and within 5' of the property lines)	Show grade levels adjacent to each existing or proposed structure. Grade levels may be omitted if the property is flat or if the project consists of remodel only (no new floor area, no increase in building height).
	bb) Planning Commission (PC) or Staff hearing Officer (SHO) Cases Only:	
	i) Utilities	Planning Commission projects only, include sewer and water mains, fire hydrants, utility poles, wells, street lights
	ii) Topography	Extend topography 100' beyond the proposed project site.
	iii) Earthquake Faults	
	iv) Bus Stop (nearest)	
	v) Bike Lanes	
	vi) Drainage	Natural drainage patterns; existing and proposed drainage
	vii) Vegetation	
	(1) Trees	All existing trees, type and diameter 4' above grade
	(2) Significant Vegetation	Type, location and extent
	<b>31) Elevations – Show the following</b>	
	a) All elevations of all structures	Identify all existing, demolished, and proposed work.
	b) Name each elevation	The North Elevation is the side seen from True North (or Reference North, if you choose to use Reference North).
	c) Scale (Preferably 1"=4')	
	d) Building Height	SBMC §28.04.110 for the definition of building height, and the specific zone for building height limitations
	e) Natural grade and finished grade	
	f) Solar Access Ordinance ( <i>Residential Only</i> )	SBMC Chapter 28.11 See Solar Access Compliance Handout
	g) Design Review Only	
	i) Exterior Color	
	ii) Exterior Material	
	iii) Cross section drawing of land areas being cut or filled	
	<b>32) Landscape Plan – if required or desired</b>	
	a) Trees to be removed crossed out	
	b) Total landscape area and percentage of total site area	
	c) Paved surfaces: location and type	
	d) Species List (number, type and size)	
	e) Irrigation Plan	
	f) Landscape Compliance Statement	Must be SIGNED, available at the Zoning Counter
	<b>33) Floor Plan</b>	
	a) Scale	
	b) Label all rooms and label each floor plan	

SHEET	ITEM	REFERENCE/COMMENTS
	c) Show property lines on all stories	
	d) Residential	
	i) Floor Plans of all buildings, with rooms, windows and doors shown.	
	ii) Garage Size	
	(1) Minimum Size	Parking Design Standards
	(2) Maximum Size	SBMC §28.87.160
	iii) Detached Accessory Building(s)	Total may not exceed 500 s.f. (SBMC §28.87.160)
	iv) Floor Plan Configuration	Staff checks the floor plan for configurations that are easily converted to illegal dwelling units.
	(1) Generally, only one laundry area is allowed per residential unit.	Laundry areas may have laundry sinks, but not kitchen-type sinks
	(2) Generally, only one water heater is allowed per residential unit	
	(3) Kitchen sinks are only allowed in approved kitchens.	
	(4) Bars and bar sinks can be approved on a case-by-case basis	
	(5) Areas <u>with internal access</u> (except through a garage or similar situation) are allowed TWO of the following improvements:	(i) Exterior Access (ii) Bathing Facilities (iii) Bar Sink (12"x12" max. bowl size), 5' max counter
	(6) Areas <u>without internal access</u> (or with access through a garage or similar situation):	(a) Half-bath (toilet and vanity sink) allowed (b) No bathing facilities allowed, except exterior showers (c) No sinks allowed, except the vanity sink in the half-bath.
	e) Non-residential	Staff checks the floor plan of nonresidential structures to ensure that configuration matches the uses proposed, and that the required parking is being provided.
	i) Floor Plans of all buildings, with rooms, windows and doors shown.	