



City of Santa Barbara
Public Works Department
SETBACK VARIANCE REQUEST

In accordance with City of Santa Barbara Municipal Code Chapter 28.84 Variances for Setback Lines, applicant may request a variance related to said chapter. Prior to application, applicant shall consult with Zoning Counter staff to identify all setback-related issues.

At the time of application, the Applicant shall submit the following to the Public Works Department Engineering Counter at 630 Garden Street:

- Completed City Master Application.
- Setback Variance Request fee *per current fee resolution*
- Current Preliminary Title Report for the subject property.
- Provide a letter to Public Works Land Development staff addressed to City Council requesting a Setback Variance. Include the following information:
 - Description of all existing setback(s) for subject property.
 - Description of existing neighborhood and any known previously approved variance requests.
 - Photographs showing setbacks for existing non-conforming with current zoning ordinance, if any.
 - Reference associated encroachment permits, if any.
 - Every petition filed under this chapter shall state fully the grounds upon which leave for variance is sought and the facts warranting the proposed allowance of variance. (Ord. 3769, 1975; Ord. 3710, 1974; Ord. 2585, 1957; Ord. 2062 §2, 1946.)
- An accurate and legible 8 ½” x 11” Encroachment Exhibit, including existing property boundaries, encroachment into existing setback(s), setback lines and adjacent roadways (see sample on page 2).

Setback Variance Request Processing Steps:

1. City Public Works Land Development staff coordinates interdepartmental reviews, including Zoning, Transportation Planning and Real Property, assembles submitted information, prepares a draft Council Agenda Report with staff recommendation and variance agreement.
2. Agreement is prepared by staff and sent to owner for notarized signature, and then returned to Public Works Land Development staff contact.
3. Council date is established.
4. Council Agenda Report goes to City Council for consideration.
5. City Council reviews letter requesting variance and any other submitted documentation and makes a determination.
6. If approved, City Clerk’s office records agreement at the County Records Office.
7. A copy of the agreement approved by Council is sent to the applicant.

**The outline listed above addresses Public Works Department concerns and requirements.
Other City Divisions/Departments may have additional requirements.**

For information call (805) 564-5388

City of Santa Barbara Public Works Department

630 Garden Street, Santa Barbara, California, 93101

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8/3/08

SITE PLAN

SAMPLE

