

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 ¹/₂" 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 Recorders Office.
- 7. A copy of the agreement approved by Council is sent to the applicant.

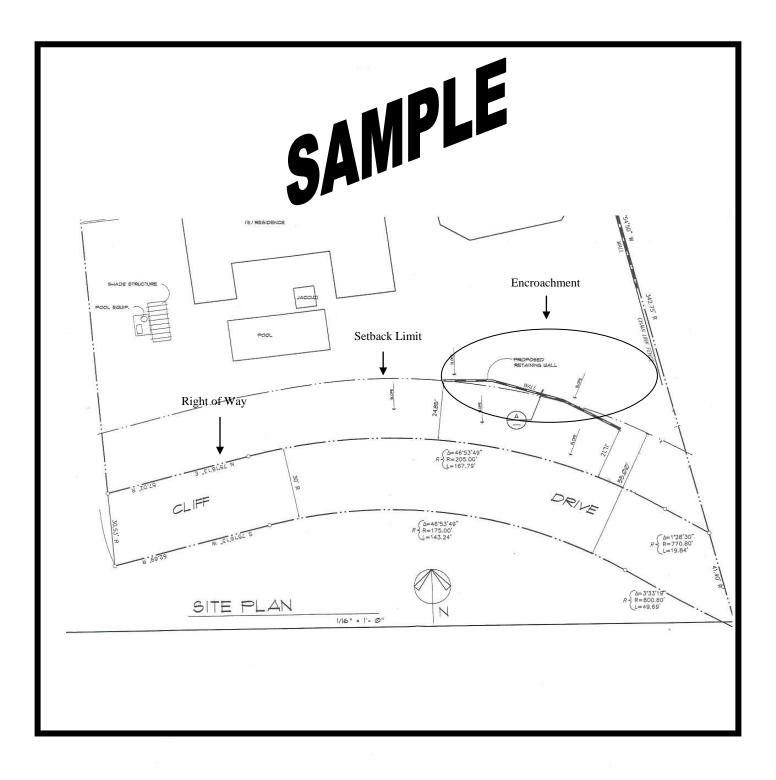
The outline listed above addresses Public Works Department concerns and requirements. Other City Divisions/Departments may have additional requirements.

For information call (805) 564-5388

City of Santa Barbara Public Works Department

630 Garden Street, Santa Barbara, California, 93101

SITE PLAN



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