



# City of Santa Barbara

## ADMINISTRATIVE REVIEW OF MINOR EXCEPTIONS FOR FENCES, SCREENS, WALLS AND HEDGES

Pursuant to Santa Barbara Municipal Code (SBMC) §28.87.170.E.1 and 2, the Community Development Director may grant minor exceptions to certain standards<sup>1</sup>, as specified in the [Fences, Screens, Walls and Hedges Guidelines](#), if the required findings can be made. Please refer to the Municipal Code for the complete regulations, allowed exceptions, and findings.

**SUBMITTAL REQUIREMENTS:** The following information is required before a Minor Exception request can be accepted and reviewed by Community Development Department Staff. Please note that many projects involving fences and walls also require a building permit and/or design review<sup>2</sup>. Questions regarding application submittal requirements or process can be answered at the Planning Counter at 630 Garden Street, or by calling (805) 564-5578.

1. Completed [Master Application Form](#):
  - a. Project Address
  - b. Assessor's Parcel Number(s) and Land Use Zone(s)
  - c. Existing use(s)
  - d. Complete Project Description, including approval requested
  - e. Owner and Applicant/Agent Information (Name, Complete Address & Phone Number)
  - f. Signature of Applicant/Agent and Property Owner
2. Letter from Applicant:
  - The letter should include a description of existing development, proposed development, and the applicant's opinion of how the proposed exception request meets the required findings.
3. Letter from Homeowner's Association (*If applicable*):
  - For projects that have a Homeowner's Association, a letter from the Homeowner's Association shall be submitted with the application.
4. Consent of Adjacent Property Owner(s) (*If applicable*):
  - Requests for Minor Exceptions within an interior setback shall include a completed and signed "Consent to Grant a Fence, Screen, Wall or Hedge Exception" form.
5. Evidence of "Similarly Situated and Approved Structures" (*If applicable*):
  - Requests for Minor Exceptions to fence or wall standards shall include evidence that the neighborhood contains similarly situated **and approved**<sup>3</sup> structures.
6. Compliance with the Protection and Enhancement of Solar Access (*If applicable*):
  - Requests for Minor Exceptions to hedge or screen standards shall include evidence that the hedge or screen will respect the height limitation applicable to structures, as specified in SBMC §28.11.020 (*Please refer to the Solar Access Packet, available online*).
7. Specifications (*If applicable*):
  - Scaled construction details of proposed fences or walls with height, materials and colors.

<sup>1</sup> In most cases, Administrative Review of Minor Exceptions is limited to no more than four feet (4') above the codified standard; only hedges within interior setbacks may be considered for an exception to extend six feet (6') above the codified standard.

<sup>2</sup> Please refer to SBMC Chapters 22.22, 22.68 and 22.69 to determine if the project requires design review.

<sup>3</sup> As evidenced by a previous building permit, Modification approval, or has been deemed by the City as nonconforming to current standards.

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8. Photographs:

- Current color photographs of the overall project site and relevant features(s)
- Current color photographs of the relevant features on adjacent properties and the surrounding neighborhood, to provide an accurate depiction of the site's context. *(Please note that a map showing the locations of photographs is required for #5 above - Evidence of "Similarly Situated and Approved Structures" - and on a case-by-case basis)*

Photographs must be clear, visually legible and a **minimum** of 3"x 5" size. Dark and/or discolored photographs are not acceptable. Mount and label each photograph on foldable 8½" x 11" heavy paper (loose photographs are NOT acceptable). All photographs must be labeled with the project address and the relationship of the photograph to the project site. Digital color photographs may be printed on 8½" x 11" regular white paper.

*(You may be required to provide duplicates for each separate submittal if photographs are required for other discretionary applications (e.g., Design Review, Coastal review))*

9. One (1) set of plans. Plans must be a minimum of 8½" x 11" and maximum of 11" x 17" and include the following:

- Site Plan**
  - a. Project Address
  - b. County Assessor's Parcel Number (APN)
  - c. Land Use Zone
  - d. Scope of Work – Describe all work proposed as part of the project
  - e. North arrow
  - f. Scale of drawing
  - g. Property line boundaries with dimensions
  - h. Required setbacks
  - i. All public and private streets shown and labeled
  - j. Location of all driveways on the property and within 20 feet on adjacent properties
  - k. Location, height and material of all existing and proposed fences, screens, walls or hedges on-site and within five feet (5') of either side of the property lines. **The total height of the proposed fence, screen, wall or hedge must be noted on the plans.** If the height of the fence, screen, wall or hedges varies, each point where the height is different shall be noted by dimensions on the plans to show where the height varies.
  - l. Existing building footprint of all structures on site and any other relevant features, including garages, carports, parking spaces, walks, trees, decks, and patio covers.
- Elevations** *(If applicable):*
  - a. Label each elevation
  - b. Scale of drawing
  - c. Identify individual and overall height of fences, screens, walls, and hedges, measured from the lowest point of contact with the directly adjacent ground.

10.  **Fees:** Shall be paid at time of application in the amount indicated on the current fee resolution, as adopted by the City Council.