



City of Santa Barbara

REQUIRED DOCUMENTATION OF BUILDINGS PRIOR TO DEMOLITION

If directed by City of Santa Barbara Staff or the Historic Landmarks Commission, documentation materials shall be submitted to the staff of the Historic Landmarks Commission for review and acceptance prior to the issuance of a demolition permit. Documentation submitted shall conform to the requirements of either Level I, Level II, or Level III enumerated below:

Level I (Full large format documentation and plans) For Demolition and major alterations of Landmark Buildings

1. A site plan of the property as it exists, with the subject building clearly indicated, drawn to scale and with dimensions given.
2. Floor plans drawn to scale.
3. Building elevation scaled drawings of the exterior and of significant, representative interior elevations. The Historic Landmarks Commission or planning staff may be consulted for a determination of what is significant.
4. Notations as to the building's construction materials.
5. A detailed history of the building including the original architect, if known, builder, and any factual information on subsequent alterations. This information can generally be found in the Historic Structures Report.
6. Black and white photographic prints and negatives, taken with a large format camera (120 or greater), of all exterior elevations, interior rooms, and architectural details. The prints shall have identification labels on the back, with the subject and date of the photo clearly expressed. All photos shall be keyed to a location map indicating the direction and location of the photo. Alternate media: high resolution digital images (11 mega-pixels or greater), submitted on a CD-R with project information (description, location, address etc.) encrypted on the CD-R.
7. Prints must be printed on archival quality paper designed for photograph prints.
8. All materials shall be submitted in a manila 8½ x 11 pocket file folder with the property's address and Assessor's Parcel Number identified on the front cover. NOTE: BINDERS WILL NO LONGER BE ACCEPTED.

Level II (Large Format Photo Documentation and plans) For major alterations and additions to historic resources

1. Measured site plan and elevations of existing conditions that will be altered.
2. Black and white photographic prints and negatives, taken with a large format camera (120 or greater), of all exterior elevations, and architectural details. The prints shall have identification labels on the back, with the subject and date of the photo clearly expressed. All photos shall be keyed to a location map indicating the direction and location of the photo. Alternate media: high resolution digital images (11 mega-pixels or greater), submitted on an archival quality Compact Disk (CD-R) with project information (description, location, address etc.) encrypted on the CD-R.
3. Prints must be printed on archival quality paper designed for photograph prints.
4. All materials shall be submitted in a manila 8½ x 11 pocket file folder with the property's address and Assessor's Parcel Number identified on the front cover. NOTE: BINDERS WILL NO LONGER BE ACCEPTED.

Level III (Minimal photographic documentation) For minor alterations to historic resources

1. Photographs of all exterior elevations and significant architectural details using standard 35 mm color photographic prints (and negatives) in plastic slip sleeves. The prints shall have identification labels on the back, with the subject and date of the photo clearly expressed. All photos shall be keyed to a location map indicating the direction and location of the photo. Alternate media: digital images (8 mega-pixels or greater), submitted on an archival quality Compact Disk (CD-R) with project information (description, location, address etc.) encrypted on the CD-R.
2. Prints must be printed on archival quality paper designed for photograph prints.
3. All materials shall be submitted in a manila 8½ x 11 pocket file folder with the property's address and Assessor's Parcel Number identified on the front cover. NOTE: BINDERS WILL NO LONGER BE ACCEPTED.



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LARGE FORMAT PHOTOGRAPHIC CONSULTANTS

The following list has been compiled by the Community Development Department of the City of Santa Barbara to assist agencies and property owners in carrying out the required documentation of structures prior to demolition in compliance with the latest edition of the City's Master Environmental Assessment (MEA) document and the California Environmental Quality Act (CEQA). The consultants on this list may have the capability to carry out one or all components (i.e., measured drawings, large-format photography, or written historical and descriptive reports, etc.) of demolition projects. Placement on this list does not imply endorsement or recommendation of these consultants by the City of Santa Barbara. Costs for any photographic surveys are not determined by the City of Santa Barbara, but are to be negotiated by the consulting photographer and the contracting property owner or applicant. A sample binder with the information required is available for viewing at the public counter at 630 Garden Street. For more information, please contact the City's Urban Historian at (805) 564-5470.

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