



PLANNING (PLN) APPLICATION

SUBMITTAL PACKET

INSTRUCTIONS

A complete Planning Application is required whenever a project requires discretionary review, including design review or land use entitlements. Detailed application instructions, including an overview of the process and estimated timelines, checklists to determine if discretionary review is required, and when a mailed notice is necessary, are available in the [Planning \(PLN\) Application Guide](#). Read the information in the Planning Application Guide before starting this application.

HOW TO SUBMIT

All building permit and planning applications, including all supporting plans and documents, are accepted online via our [Accela Citizen Access Portal \(ACA\)](#). More information: [Electronic Submittals](#).

WHAT TO SUBMIT

This document includes a comprehensive list of information that is required to submit an application for a development project. Not all information will apply to every project. The application should include all required information to the best of the applicant's knowledge at the time of initial submittal. Prior to determining the application is complete, the City will inform you of any information required before project approval. Minor changes that do not significantly alter the project do not require updated forms.

TIP! If you have a minor project that you think may qualify for staff-level approval, please review the [Administrative Design Review Supplemental Application](#) for a list of eligible projects and criteria. If your project qualifies, you do not need to submit this application.

WHO MAY SUBMIT AN APPLICATION?

Only the property owner or a party designated as the owner's agent may submit a Planning Application for work on that property. The Planning Application must be signed by both the property owner and the owner's agent before it will be accepted for processing. If multiple property owners are involved in the project, a letter of agent authorization from each owner is required.

SIGN UP FOR MORE INFORMATION

Subscribe for city updates and sign up to automatically receive email notices from the "LDT Bulletin" for important information regarding new or changed policies impacting development projects.

FEES

Payment of fees is required for all applications.

Fees

Payment via check, electronic check, or credit card is required before project review or processing. Once the application is submitted, City staff will follow up electronically with an invoice for the total fee amount. Fees may be paid online, mailed, faxed, or dropped off at 630 Garden Street for processing. If paying by mail or fax, a [Fee Payment Submittal Sheet](#) is required. For more information, see: [How to Pay Invoiced Fees](#).

TIP! *The initial fee covers two completeness reviews and four design review hearings. If the application request exceeds that estimated review time, additional fees will apply.*

PHOTOGRAPHS

Photographs are required for all applications. Photos copied onto the project plans are preferred.

Site and Area Photographs

Submit current color photographs of the site from the street, each elevation of the buildings, adjacent properties, surrounding neighborhood area, and streetscape. Photos must be clear and in focus with a minimum size of 4 x 6. Internet photos such as Google Maps are not acceptable because they may not show current conditions. Label each page and photo with a number, and include cardinal directions (north, east, south, west) to identify photo directions.

PLANS

Plan sets are required for all applications.

Project Plans

See the [Project Plan Submittal Guide](#) for the required contents of plan submittals. If design review is required for the project, applicants are encouraged to present sketches or conceptual drawings on the initial application. For minor projects, see the [Basic Site Plan](#) handout.

Tentative Map

If the project includes a new condominium or subdivision, submit a Tentative Map as described in the Subdivision Ordinance Chapter 27.07.

SUPPORTING MATERIALS

Supporting Materials are required only if applicable, as noted below.

Applicant Letter

Planning Commission and Staff Hearing Officer Projects Only. Include a detailed description of the proposed project in a letter addressed to the appropriate review body. Include any data or other evidence in support of the applicable findings; describe any community benefit derived from the project. Include a design intent statement. This is your opportunity to explain your project goals and give decision-makers a more thorough understanding of the project.

- Homeowner’s Association (HOA) Approval Letter**
If applicable, submit a letter from the HOA board authorizing the proposed project.
- Preliminary Hydrology Calculations**
If applicable, prior to Final Approval, provide a preliminary hydrology and drainage report, or the appropriate worksheets from the City's Storm Water BMP Guidance Manual, indicating how the project is meeting the City’s [Storm Water Management Program](#).
- Public Hearing Minutes**
After conceptual review, submit a copy of the meeting minutes that contain comments on Project Compatibility criteria. On any other related public approvals, submit a copy of the minutes, letters, or similar with the status of the application and any conditions of approval.
- Preliminary Title Report**
Planning Commission and Staff Hearing Officer Projects Only (excluding modification projects). Include a preliminary title report issued within three months of the application for all parcels.
- Rental Rate History**
Housing Development Projects Only. Submit rental rate history (rent roll) for each type of existing unit on-site for the previous five years that are being replaced.
- Response to Previous City Letters**
If applicable, submit a copy of any previous pre-application or other determination letters from City staff on the application along with written responses to all requested information.
- Special Studies**
In order to conduct the preliminary environmental assessment for the project, submit a copy of any special studies or reports that are required or were previously prepared based on project description, location, or construction type and duration. Provide a copy of any environmental site assessments prepared for the project site and any relevant adjacent sites.
- Supplemental Applications**
Supplemental Applications and checklists are required on some projects, based on the review requested. For assistance determining what Supplemental Applications may be required, please contact the Planning Counter. The list may also be found online: [Planning Handouts](#).

APPLICATION FORMS & AFFIDAVITS

All forms must be completed, signed, and submitted as a PDF attachment to your electronic submittal.

- | | | | | | |
|----------|----------------------------------|------|----------|-------------------------------|------|
| 1 | Planning Application Form | Pg 4 | 3 | Noticing & Posting | Pg 7 |
| 2 | Hazardous Waste Form | Pg 6 | 4 | Applicant’s Affidavit | Pg 8 |

1 PLANNING APPLICATION FORM

RECORD INFORMATION

Application Date: _____ PLN RECORD # (if known): _____

PROPERTY INFORMATION

Project Address: _____ Zone: _____

Assessor Parcel Number (APN): _____ Avg. Slope: _____

General Plan/Coastal Land Use Plan Designation: _____

Existing Use: _____ Proposed Use: _____

ADJACENT LAND USES

North: _____ South: _____

East: _____ West: _____

LOT COVERAGE INFORMATION

EXISTING

PROPOSED

	Sq. Ft.	%	Sq. Ft.	%
Building Footprint:				
Hardscape (<i>impermeable</i> : concrete, asphalt):				
Landscape (<i>permeable</i> : turf, gravel, dirt):				

Storm Water Management Program (SWMP): TIER 1 TIER 2 TIER 3 TIER 4

GRADING AND CONSTRUCTION DETAILS

Grading – Under Building Footprint (CY)	Cut:	Fill:
Grading – Outside Building Footprint (CY)	Cut:	Fill:
Grading Balanced on Site? <input type="checkbox"/> Yes <input type="checkbox"/> No	Import:	Export:

Total Construction Duration (in months): _____ Number Trucks/Workers: _____

Demolition (mos.): _____ Construction (mos.): _____ Landscape (mos.): _____

OWNER'S INFORMATION

Name: _____ Email: _____

Address: _____ Phone: _____

APPLICANT'S INFORMATION SAME AS ABOVE

Name: _____ Company: _____

Address: _____ ZIP: _____

Email: _____ Phone: _____

PROJECT DESCRIPTION

Describe the **existing development** on site including all existing uses, parking, and size of buildings

Explain the **proposed project** including size of additions and any new buildings, units, or uses

RELATED APPLICATIONS

If there are any other permits or approvals associated with the project, include the permit number and date of application or decision (e.g., BLD#, PBW#, etc.). Any approval required by another City Board or Commission must be completed prior to a determination that the application is complete.

REVIEWS REQUESTED

To the best of your knowledge, indicate below the review bodies for the project.

DESIGN REVIEW

- Architectural Board of Review Historic Landmarks Commission Single Family Design Board

DEVELOPMENT REVIEW

- Staff Hearing Officer Planning Commission City Council

2 HAZARDOUS WASTE & SUBSTANCES

California Government Code §65962.5 requires all applicants for development projects to complete this form and submit it with your signed application. Make sure you check all the lists.

Look up the list of hazardous waste sites online: calepa.ca.gov/SiteCleanup/CorteseList/

IS THE SITE LISTED AS A HAZARDOUS WASTE SITE? YES NO

- List of Hazardous Waste and Substances sites from Department of Toxic Substances Control (DTSC) EnviroStor database (<http://www.envirostor.dtsc.ca.gov/public/>)
- List of Leaking Underground Storage Tank Sites by County and Fiscal Year from Water Board GeoTracker database (<http://geotracker.waterboards.ca.gov/>)
- List of solid waste disposal sites identified by Water Board with waste constituents above hazardous waste levels outside the waste management unit (PDF). (<http://www.calepa.ca.gov/SiteCleanup/CorteseList>)
- List of "active" Cease and Desist Orders and Cleanup and Abatement Orders from Water Board (PLEASE NOTE: This list contains many Cease and Desist Orders and Cleanup and Abatement Orders that do NOT concern the discharge of wastes that are hazardous materials.) (<http://www.calepa.ca.gov/SiteCleanup/CorteseList/default.htm>)
- List of hazardous waste facilities subject to corrective action pursuant to Section 25187.5 of the Health and Safety Code, identified by DTSC (<https://calepa.ca.gov/sitecleanup/corteselist/section-65962-5a>)

TIP! Lead and other constituents of concern may be found in surface and subsurface soils within the city limits of Santa Barbara. Please refer to the EPA's Soil Screening Guidance: User's Guide <https://www.epa.gov/>.

PROPERTY INFORMATION

Project Address:	ZIP:
Assessor Parcel Number (APN):	
Local Agency (City/County):	
Specify List:	
Regulatory Identification Number:	Date of List:

3 NOTICING & POSTING FORM

If a **public notice** is required for the project, complete this form, and submit it with your application certifying the following information is true and correct for the proposed project. Check **ALL** that apply.

ALL NOTICED PROJECTS (If a notice is required, always check this first box) or N/A

- On-Site “Notice of Development” Sign.** I will obtain the City’s Notice of Development sign from the Planning Counter. I am responsible for assuring that the project site is posted 10 days prior to each public hearing. The sign will be placed within 2 feet of the primary front property line, and clearly visible from the closest public roadway. All information will be filled-in with black permanent marker, and the sign will remain in place at least 10 days after Project Design Approval.

SUPPLEMENTAL NOTICES (Check all that apply) or N/A

- Average Unit-Size Density Project (AUD) Supplemental On-Site Notice.** If 5 or more new dwelling units are proposed, in addition to the City’s Notice of Development sign, I am responsible for designing, fabricating, and installing an extra on-site notice sign that meets all of the following:
- **Minimum Size:** 2 x 3 feet
 - **Materials:** Sign will be made of a weather-resistant, rigid material, not paper. I understand flexible banner signs are prohibited. The sign will be erected in a manner to withstand winds.
 - **Content:** One or more perspective views or street elevation drawings of the buildings will be provided. Drawings will be a minimum of 11 x 17 inches and at least 5 sq. ft. Scale will be demonstrated with height dimensions, or human figures, or existing adjacent buildings.
 - **Height:** Sign will be installed on signposts, or attached to a fence or building, at 5-foot minimum height to top of sign.
 - **Location:** Sign will be placed within 2 feet of the primary front property line, or within 10 feet of the property line if the public has free access to walk up and view the sign. The sign will be clearly visible from the closest public roadway; will not block the view to any other signs and will not obstruct the views of drivers exiting driveways or approaching intersections.
 - **Timing:** I will update and maintain the sign as needed and assure that the project site is posted 10-days prior to each public hearing, and at least 10 days after Project Design Approval.

- Condominium Conversion Tenant Notification.** The attached list contains the Assessor’s Parcel Numbers and mailing addresses of all tenants of the proposed condominium conversion.

- Construction Neighborhood Notice.** I am responsible for assuring that a notice is delivered to the property owners, businesses, and residents within 300 feet of the subject property.

- Hand-Delivered Notice.** If the project is a single-family residence, I am responsible for assuring that a hand-delivered notice is delivered to the residents of each of the 10 closest lots to the subject property at least 10 days prior to the hearing date. The 10 closest lots shall, at a minimum, include all lots that directly abut the project site and several lots located across the street. The hand-delivered notice shall include all of the following: the notice date, project address, PLN case number, property owner’s name and contact information, a brief description of the proposed project, and the hearing date.

- P-R Zone Posting.** I am responsible for assuring that the notices are posted at all park entrances and along adjacent streets at a sign spacing interval of 150 feet, 10 days prior to each public hearing.

4 APPLICANT'S AFFIDAVIT

Under penalty of perjury the following declarations are made:

- a. The undersigned is the owner or authorized agent of the owner of this property.
- b. The information presented is true and correct to the best of my knowledge.
- c. **Public Record.** I understand that any information provided becomes part of the public record and can be made available to the public for review and posted to City websites.
- d. **Hazardous Waste and Substances.** I have reviewed all of the lists of Hazardous Waste Sites, and indicated whether the proposed project site, or any alternative site, is listed.
- e. **Site Visit.** I hereby authorize City of Santa Barbara to conduct a site visit of this property as part of the City's review of this application, making all portions of the exterior accessible through completion of construction, and in response to the monitoring of any conditions.
- f. **Noticing and Posting.** I have reviewed the City's noticing and posting requirements and I agree to obtain, install, or assure that all applicable supplemental noticing requirements are submitted, delivered, or installed, as required.
- g. **Owner/Agent Authorization.** If the Applicant is not the Property Owner, both the Property Owner and Applicant must sign this affidavit or the separate [Owner/Agent Authorization Form](#). By signing this affidavit, the Property Owner authorizes the Applicant listed in this application to act as the Property Owner's agent on all matters before the City of Santa Barbara Community Development Department pertaining to development on this property.

PROPERTY OWNER:

Owner's Signature

Date

Owner's Name (printed)

APPLICANT: SAME AS ABOVE

Applicant's Signature

Date

Applicant's Name (printed)

Title (Architect, etc.)