



COASTAL ZONE REVIEW

SUPPLEMENTAL APPLICATION



GENERAL INFORMATION

WHAT IS THE COASTAL ZONE?

The City of Santa Barbara's coastal zone is designated as the S-D-3 Coastal Overlay Zone. It was established to ensure that all public and private development in the coastal zone is consistent with the City's Certified Local Coastal Program (LCP) and the State Coastal Act. There are three levels of review for projects in the coastal zone: Exemptions, Exclusions, and Coastal Development Permits.

WHAT ARE THE COASTAL JURISDICTIONS?

There are three "jurisdictions" in the coastal zone that identify different permitting requirements: Permit Jurisdiction, Appeal Jurisdiction, and Non-Appealable Jurisdiction. The certified map of the Coastal Zone identifies areas where the California Coastal Commission retains permitting authority (includes tidelands, submerged lands, and public trust lands) and the Appeal Jurisdiction (areas where City-issued Coastal Development Permits are appealable to the Coastal Commission). The remaining areas are where Coastal Development Permits are "non-appealable" to the California Coastal Commission.

WHAT TYPE OF REVIEW IS APPROPRIATE?

Planning staff will determine the level of coastal review taking into account the following questions:

1. *Is the Project Considered Development?*

The Coastal Act definition of "development" is very broad and includes demolition, new construction, reconstruction, alteration, change of use, change of occupancy, condominium conversions, removal of major vegetation, and public improvements.

2. Does an Exemption or Exclusion Apply?

The City's Zoning Ordinance [Section 28.44.070](#) lists the categories of development that are excluded or exempted from a Coastal Development Permit. (See page 3).

3. Is a Coastal Development Permit Required?

If a development is not categorically excluded or exempt, it will require review of a Coastal Development Permit by either the Planning Commission, the Staff Hearing Officer, or the California Coastal Commission (where the Coastal Commission retains permit authority).

HOW DOES THE PROCESS WORK?

Exemptions & Exclusions

Submit this supplemental application concurrently with your planning application, or with your building permit application if discretionary review is not required. Exemptions and Exclusions are reviewed and acted on by staff without a public hearing.

Coastal Development Permits

Submit this supplemental application concurrently with your planning application. Coastal Development Permits are acted on by either the Staff Hearing Officer or Planning Commission after a noticed public hearing.

California Coastal Commission Review

If the project is in an area where the California Coastal Commission retains permitting authority, you need to submit your application directly to the State. You may need to submit local agency review form to the City in order to complete your permitting with the State. Evidence of a State permit, waiver, or exemption determination must be provided to the City prior to building permit issuance.

TIMELINE FOR APPROVAL

Please allow a minimum of **30 calendar days** for planning staff to review the application and make a determination. A Coastal Development Permit may take 6 to 12 months or longer to be processed.

INSTRUCTIONS

Complete the forms and provide any supporting materials described in this Supplemental Application and submit it along with a complete Planning (PLN) Application or Building Permit (BLD) Application, as applicable.

HOW TO SUBMIT

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



EXCLUSIONS & EXEMPTIONS

Check the box below indicating the category of Coastal Exclusion or Exemption applicable to the proposed project. If the development does not conform to one of these categories, it will require a Coastal Development Permit (CDP), and you can skip this section.

COASTAL EXCLUSIONS

Single Family Residence Exclusion

- Vacant Lot.** New single-family residence on an existing vacant parcel in the non-appealable area.
- Demolition & Reconstruction.** Demolition and reconstruction of one existing single-family residence in the non-appealable area; provided the site does NOT contain any of the following:
 - a. A City Landmark or Structure of Merit
 - b. An archeological or paleontological resource (within 100 feet)
 - c. An environmentally sensitive habitat area, stream, wetland, marsh, or estuary (within 100 feet)

Time Share Conversion Exclusion

- Conversion.** Conversion of any existing multi-unit residential structure to a time-share project, estate, or use, as defined in Section 11212 of the Business and Professions Code. The conversion of multi-unit residential structures into condominiums or hotels (including short term rentals) shall require a Coastal Development Permit.

Vested Rights Exclusion

- Approved Development.** Any development which has a valid approval from the Coastal Commission shall be considered to have a vested right until such time as the approval expires.

COASTAL EXEMPTIONS

Single Family Residence Exemption

- Improvement to Existing Single-Family Residence.** Improvements to an existing single-family residence (*includes associated structures such as garages, swimming pools, fences, and storage sheds; but not including a new detached accessory dwelling unit, or similar self-contained residential unit*). Improvements which involve a risk of adverse environmental effect shall require a Coastal Development Permit. See [Section 13250](#) of the California Administrative Code for classes of development that involve a risk of adverse environmental effect.

Other Construction Exemption

- Improvements to Any Structure Other Than A Single-Family Residence or A Public Works Facility.** Improvements which involve a risk of adverse environmental effect; or adversely affect public access; or result in a change in use contrary to any policy of the Coastal Act; shall require a Coastal Development Permit. See [Section 13253](#) of the California Administrative Code for classes of development that involve a risk of adverse environmental effect.

Maintenance of Navigation Channel Exemption

- Maintenance.** Dredging of existing navigation channels or moving dredged material from such channels to a disposal area outside the Coastal Zone, pursuant to a permit from the United States Army Corps of Engineers.

Repair or Maintenance Exemption

- Repair or Maintenance.** Activities that do not result in an addition to, or enlargement or expansion of the object of such repair or maintenance activity. Repair and maintenance that involves a risk of adverse environmental effect shall require a Coastal Development Permit. See [Section 13252](#) of the California Administrative Code for classes of development that involve a risk of adverse environmental effect.

Utility Connections Exemption

- Utility Connections.** The installation, testing and placement in service or the replacement of any necessary utility connection between an existing service facility and any development approved pursuant to the California Coastal Act of 1976 and this Chapter; provided that the Community Development Director may, where necessary, require reasonable conditions to mitigate any adverse impacts on coastal resources, including scenic resources.

Structures Destroyed by Natural Disaster Exemption

- Replacement.** The replacement of any structure, other than a public works facility, destroyed by a disaster. See [SBMC §28.44.070](#) for the definition of disaster, bulk, and structure. The replacement structure must comply with ALL of the following:
- a. Conforms to existing zoning requirements
 - b. Same use as the destroyed structure
 - c. Does not exceed floor area, height, or bulk of the destroyed structure by more than 10%
 - d. Sited in the same location on the affected property as the destroyed structure

Temporary Event Exemption

- See Separate Temporary Use Permit Application.** Any temporary event that involves the exclusive use of a sandy beach, parkland, filled tidelands, water, streets or parking area which is otherwise open and available for general public use. Temporary events must comply with all of the following:
1. The event does NOT include ALL THREE of these conditions: (a) held between Memorial Day weekend and Labor Day; (b) occupies all or a portion of a sandy beach area; (c) charges a fee for general admission where no fee is currently charged for use of the same area (not including booth or entry fees); OR
 2. The event DOES include ALL THREE of the conditions listed above, BUT it also meets ONE of the following (*check at least one*):
 - a. The fee is for preferred seating only and 75% of the provided seating capacity is available free of charge for general public use
 - b. The event is on a sandy beach area in a remote location with minimal demand for public use, and there is no potential for adverse environmental effect
 - c. The event is less than one day in duration
 - d. The same event previously received a coastal development permit and will be held in the same location, at a similar season, and for a similar duration



SUBMITTAL INFORMATION

FEES

Additional fees are required for all Coastal Zone Review 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, click on [How to Pay Invoiced Fees](#).

PHOTOGRAPHS

Photographs are required for all applications. If photographs were already provided as part of a PLN application, you do not need to submit additional photographs.

Photographs

Submit current color photographs of the site from the street, each elevation of the buildings, adjacent properties, surrounding neighborhood area, and streetscape, to provide an accurate depiction of the location of the subject parcels.

PLANS

In addition to the plans required as part of a PLN or BLD application, submit a condensed site plan and vicinity map for Coastal Exemptions/Exclusions to be forwarded to the California Coastal Commission.

Vicinity Map

Provide a Vicinity Map (either on a separate sheet or combined with the site plan below) with a digital sheet size of 8 ½ -inches by 11-inches showing the surrounding streets and neighboring properties. Identify the project site.

Condensed Basic Site Plan

Provide a scaled, reduced-size, Basic Site Plan on a digital sheet size of minimum 8 ½ -inches by 11-inches and maximum 11-inches by 17-inches. See the minor projects, see the [Basic Site Plan](#) handout.

APPLICATION FORMS & INSTRUCTIONS

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[Coastal Zone Review Form](#)

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[Applicant's Affidavit](#)

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[Coastal Screening Questions](#)

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[City's Determination](#)

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1 COASTAL ZONE REVIEW FORM

RECORD INFORMATION

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

PROPERTY INFORMATION

Project Address: _____ Zone: _____

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

OWNER'S INFORMATION

Name: _____ Email: _____

Address: _____ Phone: _____

APPLICANT'S INFORMATION SAME AS ABOVE

Name: _____ Company: _____

Address: _____ ZIP: _____

Email: _____ Phone: _____

PROJECT DESCRIPTION

Provide a brief description of **development** on site including all uses, parking, and size of buildings

RELATED APPLICATIONS

Indicate if there are any other City approvals associated with the project.

Building Permits (BLD) _____ Application Date: _____

Public Works Applications (PBW) _____ Application Date: _____

Airport Commission _____ Application Date: _____

Harbor Commission _____ Application Date: _____

Parks & Recreation Commission (PRC) _____ Application Date: _____

Other: _____ Application Date: _____

2 COASTAL SCREENING QUESTIONS

Look up relevant site and coastal zone information through the City's mapping application, [MAPS](#).

APPLICATION TYPE

- Coastal Exclusion
 Coastal Exemption
 Coastal Development Permit

COASTAL JURISDICTION

- Appealable
 Non-Appealable
 CA Coastal Commission (State) Permit

SCREENING QUESTIONS

1. Has a Coastal Development Permit for development on this site ever been submitted previously to the City of Santa Barbara or the California Coastal Commission? YES NO

If yes, indicate any previous Application or Case Numbers:

2. Are utility extensions for the following needed to serve the project? YES NO

- | | | | |
|-----------|------------------------------|-----------------------------|---------------------------------------|
| Water | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> Above ground |
| Gas | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> Above ground |
| Electric | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> Above ground |
| Sewer | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> Above ground |
| Telephone | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> Above ground |

3. If the project site is between the first public road and the sea, is public access to the shoreline and along the coast currently available near the site? YES NO

If yes, indicate location of the nearby access, including the distance from the project site:

4. Will any aspect of the project (construction, grading, landscaping, vegetation removal, fences, interior remodel, window/door changes) occur within 50 feet of a coastal bluff or within the 75-year Seacliff retreat line (shoreline hazards)? YES NO

If yes, explain below and include the distance from the edge of the coastal bluff:

5. Does the project include the removal of trees, hedges, shrubs or other vegetation? YES NO

If yes, indicate the number, location, species, and size of trees and other vegetation to be removed:

6. Does the development involve diking, filling, dredging or placing structures in open coastal waters, wetlands, estuaries, lakes, or creeks? **YES** **NO**

If yes, include amount of material to be dredged or filled and location of the dredged material disposal site:

7. Has a U.S. Army Corps of Engineers Permit been applied for? **YES** **NO**

8. Does the development include a beach, tideland, submerged land, or public trust? **YES** **NO**

9. Is the proposed development in or near (within 100 feet) of any of the following:

Environmentally Sensitive Habitat Area **YES** **NO**

100-year Floodplain **YES** **NO**

Parks or Recreation Area **YES** **NO**

10. Is the proposed development visible from any of the following areas:

Highly scenic/unique visual resource **YES** **NO**

Park, beach, recreation area **YES** **NO**

Harbor area **YES** **NO**

11. Does the site contain (or is within 100 feet) of any of the following:

Historic Resource **YES** **NO**

Archaeological Resource **YES** **NO**

12. Is the expansion or construction of water wells or septic systems proposed? **YES** **NO**

13. On a property located between the sea and the first public road, is an improvement that would result in an increase of 10 percent or more of internal floor area, or increase in height by more than 10 percent of an existing structure, proposed? **YES** **NO**

14. Is a new *detached* accessory dwelling unit, additional residential unit, guest house, or similar self-contained residential unit, proposed? **YES** **NO**

15. Is an improvement to an existing structure proposed which changes the intensity of use of the structure? **YES** **NO**

16. Unless destroyed by natural disaster, does the project include the replacement of 50 percent or more of any structure (which constitutes a replacement structure) requiring a Coastal Development Permit? **YES** **NO**

3 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 the City website.
- d. **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.)

4 CITY'S DETERMINATION

If this sheet includes a **Planning Authorization stamp**, the Community Development Department of the City of Santa Barbara certifies that this development meets the requirements of Chapter 28.44 pursuant to Categorical Exclusion Order E-86-03 as amended by Categorical Exclusion Order E-06-1 and certified by the California Coastal Commission and is thereby exempt from the Coastal Development Permit requirements of the Coastal Act of 1976.

CERTIFIED BY:

City authorization stamp goes here

NOTE: Within 5 days of the City's determination, the Community Development Department will forward a copy of this determination along with the project plans to the California Coastal Commission, pursuant to the California Coastal Act and Public Resources Code.