



# Planning & Development Application

## Land Use Permit/Coastal Development Permit/ Zoning Clearance/Revision

**A LAND USE (LUP)/COASTAL DEVELOPMENT (CDP)/ZONING CLEARANCE (ZCI) or REVISION (RVP) permit is required before using any land or structure or commencing any work to erect, move, alter, enlarge or rebuild any building or structure in the unincorporated area of the County of Santa Barbara. Exemptions from these permits are found in the applicable Ordinance.**

### REQUIRED FORMS

- Completed Application
  
- Authorization of Agent form - signed by property owner  
[Click to download Authorization of Agent form](#)
  
- Indemnification Agreement - signed by property owner  
[Click to download Indemnification Agreement](#)
  
- Agreement to Pay form - signed by Financially Responsible Person  
[Click to download Agreement to Pay form](#)

### REQUIRED PLANS & DOCUMENTS- See page 2

**FOR SOUTH COUNTY SUBMITTALS, PLEASE CALL 568-2090 TO SCHEDULE AN  
INTAKE APPOINTMENT**

**FOR NORTH COUNTY SUBMITTALS, PLEASE CALL 934-6250 FOR AN  
APPOINTMENT OR WALK-IN AT THE COUNTER BETWEEN 9:00 AND 11:30 A.M.**

<http://www.countyofsb.org/plndev>

## SUBMITTAL REQUIREMENTS FOR LUP/CDP/ZCI/REV

### Cities Sphere of Influence

Is this site within a city sphere of influence  Yes  No

If yes, which city? \_\_\_\_\_

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### Provide the following:

- |   |   |
|---|---|
| <input type="checkbox"/> Proof that the project site is a legal lot:<br><a href="http://surveyor.countyofsb.org/downloads/Parcel_Validity_Review_Form.pdf">http://surveyor.countyofsb.org/downloads/Parcel_Validity_Review_Form.pdf</a> | <input type="checkbox"/> Certificate of Compliance<br><input type="checkbox"/> Lot Line Adjustment<br><input type="checkbox"/> Voluntary Merger<br><input type="checkbox"/> Parcel Map or Tract Map |
|---|---|
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- |  |                            |
|--|----------------------------|
| <input type="checkbox"/> 2 Copies of the Site Plan/Topographic Map<br><a href="#">Click to download Site Plan and Topographical Map Requirements</a> | <b>FOLDED TO 8½" X 11"</b> |
|--|----------------------------|
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|---|----------------------------|
| <input type="checkbox"/> 2 Sets of floor plans and building elevations. | <b>FOLDED TO 8½" X 11"</b> |
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- 2 Sets of photos taken from three vantage points: **NO BLACK AND WHITE XEROX COPIES**
- close-up
  - mid-field
  - entire project site.

Photos must:

- be mounted on heavy 8 1/2" x 11" paper
  - orient the viewer by direction ("looking northwest from...")
  - note any landmarks
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- Electronic submittal (all documents and plans)
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- Processing fee(s) - check made payable to Planning & Development or cash. Credit cards are not accepted as a form of payment.
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### SITE INFORMATION

Site Address: \_\_\_\_\_

Assessor Parcel No.(s): \_\_\_\_\_ Zone District: \_\_\_\_\_

Parcel Size: \_\_\_\_\_ (Gross) \_\_\_\_\_ (Net)

### CONTACTS

1. Financially Responsible Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

2. Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Street City State Zip

LLC, LP or Corporation Name and File #: \_\_\_\_\_

3. Applicant (if different than property owner): \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Street City State Zip

LLC, LP or Corporation Name and File #: \_\_\_\_\_

4. Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Street City State Zip

5. Arch./Designer: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Street City State Zip

**PROJECT DESCRIPTION SUMMARY** (description of all work proposed):

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**PARCEL INFORMATION:** (Check each that applies. Fill in all blanks or indicate "N/A")

**Existing Use:**  Ag  SFD  Duplex  Multi –Family  Commercial  Office  Indus  Vacant

**Proposed Use:**  Ag  SFD  Duplex  Multi –Family  Retail  Commercial  Office  Indus

**Existing:** No. of Buildings \_\_\_\_\_ Age of Structure(s) \_\_\_\_\_ No. Res. Units \_\_\_\_\_

**Proposed:** No. of Buildings \_\_\_\_\_ No. Res. Units \_\_\_\_\_

**Impervious Surfaces** (sq. ft.): Existing \_\_\_\_\_ Proposed \_\_\_\_\_

**Landscape** (sq. ft.) Existing \_\_\_\_\_ New \_\_\_\_\_ Renovated \_\_\_\_\_ Non-irrigated \_\_\_\_\_

**Parking Spaces:** Existing \_\_\_\_\_ Proposed \_\_\_\_\_ Handicapped \_\_\_\_\_ Total \_\_\_\_\_

**Utilities:** Water:  Public  Private **Sewer Disposal:**  Public  Private

**Grading** (cu. yd.): Cut \_\_\_\_\_ Fill \_\_\_\_\_ Import \_\_\_\_\_ Export \_\_\_\_\_

**Max % Slope:** Parcel \_\_\_\_\_ Work site \_\_\_\_\_ **Max Height:** Cut/fill combined slope \_\_\_\_\_

**Retaining wall(s):**  Yes  No **Height** (measured from bottom of footing): \_\_\_\_\_

**Tree removal:**  Yes  No Species: \_\_\_\_\_

**Vegetation removal:**  Yes  No Sq. ft./acres: \_\_\_\_\_

**Lighting:** Is exterior lighting proposed:  Yes  No

**Hillside/Ridgeline** (defined as 16 foot drop in elevation within 100 feet of project):  Yes  No

**Creeks, Ponds, Drainages, Water Bodies, Oak or Riparian Habitat within 100 feet:**  Yes  No

## CERTIFICATE OF ACCURACY AND COMPLETENESS

Must be signed by the landowner or authorized agent before a permit can be accepted for processing

*I hereby declare under penalty of perjury that the information contained in this application and all attached materials are correct, true and complete. I acknowledge and agree that the County of Santa Barbara is relying on the accuracy of this information and my representations in order to process this application and that any permits issued by the County may be rescinded if it is determined that the information and materials submitted are not true and correct. I further acknowledge that I may be liable for any costs associated with rescission of such permits.*

**Signature authorizes County staff to enter the property described above for the purposes of inspection.**

\_\_\_\_\_  
**Print Name**

Circle One: Property Owner Agent

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**