



PROJECT APPLICATION FORM
CITY OF CARPINTERIA
COMMUNITY DEVELOPMENT DEPARTMENT

OFFICIAL USE ONLY
Project File Number _____
Site/Zoning _____

PROJECT LOCATION _____ (Address) _____ (Assessor's Parcel Number)

GENERAL PROJECT DESCRIPTION: _____

PERMITS AND APPROVAL REQUESTED

- | | |
|----------------------------------|--|
| _____ Annexation | _____ General Plan Amendment |
| _____ Amend Sphere of Influence | _____ Local Coastal Plan Amendment |
| _____ Architectural Review | _____ Rezoning |
| _____ Certificate of Compliance | _____ Secondary Dwelling Unit |
| _____ Coastal Development Permit | _____ Specific Plan |
| _____ Conceptual Review | _____ Subdivision (Tract/Parcel Map) |
| _____ Sign Permit | _____ Variance |
| _____ Conditional Use Permit | _____ Zoning Ordinance Text Amendment |
| _____ Condominium Conversion | _____ Fire Protection Planning Certificate (\$205) |
| _____ Development Plan | _____ Other _____ |

The City charges 100% of its costs of processing to the applicant. Prior to receiving any permits, applicant shall reimburse City for all processing costs. The City will review the application for completeness and will notify the applicant within 30 days of submittal of a complete or incomplete application.

AUTHORIZATION: I, _____, hereby authorize _____ to act as my agent and to bind me in all matters concerning this application.

Property Owner Signature (*Required*) Date

Financially Responsible Party Signature (if other than owner) Date

I declare that I am the applicant, owner, lessee, or attorney of the owner, agent, or person with the power of attorney from the owner of the above property involved in this application, and that the information contained in this application is true and accurate.

Applicant Signature Date

**CITY OF CARPINTERIA
PROJECT APPLICATION AGREEMENT AND RECEIPT FOR DEPOSIT**

The parties to this agreement are as follows:

APPLICANT:			
	Name	Address	Phone/Fax/e-mail
OWNER:			
	Name	Address	Phone/Fax/e-mail
AGENT:			
	Name	Address	Phone/Fax/e-mail

Received from Applicant the sum of \$ _____ as a deposit on the following service(s): _____

Applicant understands and agrees that, prior to the processing of this application, 1) Property Owner or other financially responsible party must pay in full any and all outstanding City fees and exactions due and owing to the City related to this or any of Property Owner's or financially responsible party's other real property and 2) Applicant must deposit with the City an amount as provided in the applicable City of Carpinteria fee schedule.

Applicant further understands and agrees that the City charges 100% of its costs of processing this application against the deposit(s). Costs of processing may include but shall not be limited to, City staff time and the services of the City's contract employees such as the City Engineer, the City Attorney, the City Biologist, the City Arborist, and other contractors for specialized services to the City relating to the project application, such as environmental review and energy permitting and planning. Administrative and overhead costs will also be charged pursuant to the City's 2001 adopted cost study. Should the costs of processing exceed the deposit the City reserves the right to require additional deposits to cover the excess. If, after all conditions have been complied with and all permits issued, the deposit(s) are in excess of the costs of processing, such excess will be returned to applicant upon request. Please indicate the recipient of a refund in the event there are excess fund remaining in the project account after the project has been completed.

Name	Address	Phone

Applicant will be sent a periodic statement on active accounts setting forth the costs of processing and any deposits or other credits received. Payment of the balance of this statement must be received by the City within thirty (30) days of the date of the statement. Should payment of the balance not be made in a timely manner, the City may discontinue processing of this application, including but not limited to, review of the application by the Architectural Review Board, Planning Commission and/or City Council, the preparation of staff reports, or the issuance of any permits until such time as payment is received. Further, interest will accrue monthly on any outstanding balance at the rate of 10% per annum or the prevailing legal rate. No permits will be issued to Applicant until such time as the City is reimbursed for all fees, costs and expenses incurred in processing the application.

This Agreement shall be read and interpreted in conjunction with the City of Carpinteria Community Development Department Project Application, by this reference incorporated herein.

Applicant acknowledges that he/she has read and understands this Agreement and will comply with its terms and conditions.

Applicant Signature	Date
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A. **PROPERTY INFORMATION**

1. Site area _____ sq. ft. _____ acres
2. Site dimensions _____
3. Lot features (sloping, flat, next to a creek, etc.) _____

4. Amount of grading proposed (in cubic yards) _____

B. **LAND USE INFORMATION**

1. Existing use(s) of property _____
2. Proposed use(s) of property _____

3. How are adjacent properties used?
North _____ South _____
East _____ West _____
4. Describe your project _____

5. Are there any restrictions (deed restriction, easements, etc.) that affect the property? If so, what are they? _____

6. If this a request for a variance, is it for
_____ setback _____ lot coverage _____ parking _____ height
_____ other (explain) _____
- 6A. Why do you feel this variance is justified? _____

C. PROJECT INFORMATION

1. ALL PROJECTS

	Square feet		Percent of Site	
	Existing	Proposed	Existing	Proposed
Lot Coverage (Area covered by buildings, including garage)				
Area paved or used for parking, including walkways, patios, etc.				
Area landscaped				
TOTAL			100%	100%

2A. EXISTING BUILDINGS

Number existing building(s) _____ Height(s) _____ Number of stories _____

Accessory structures & uses _____

Ground floor area _____ sq. ft. Second-story floor area _____ sq. ft.

Total floor area of each building _____ sq. ft.

Total floor area of all buildings _____ sq. ft.

2B. PROPOSED BUILDINGS

Number of new buildings _____ New accessory structures _____

Building height(s) _____ Number of stories _____

Ground floor area _____ sq. ft. Second-story floor area _____ sq. ft.

Total floor area of each new building _____ sq. ft.

New total floor area of all buildings _____ sq. ft.

3. RESIDENTIAL

Number of existing units _____ Schedule of unit sizes _____

_____ 1 bdrm _____ 2 bdrm _____ 3 bdrm _____ 4 + bdrm

Range of sale prices or rents _____

Number of proposed units _____ Schedule of unit sizes _____
_____ 1 bdrm _____ 2 bdrm _____ 3 bdrm _____ 4 + bdrm
Range of sale prices or rents _____

4. COMMERCIAL/INDUSTRIAL

Existing improvements and use(s) _____

Existing net floor area: Office _____ sq. ft.
Retail _____ sq. ft.
Warehouse _____ sq. ft.
Manufacturing _____ sq. ft.
Other _____ sq. ft.

New net floor area: Office _____ sq. ft.
Retail _____ sq. ft.
Warehouse _____ sq. ft.
Manufacturing _____ sq. ft.
Other _____ sq. ft.

Number of tenant (lease) spaces _____ Hours of operation _____
Number of employees per shift _____ Number of shifts per day _____
Loading facilities _____
Type(s) of business(es) to occupy tenant space(s) _____

5. PARKING

Existing number of: garage spaces _____ carport _____ uncovered _____
Proposed number of: garage spaces _____ carport _____ uncovered _____
Number of handicapped spaces: existing _____ proposed _____
Number of bicycle parking spaces: existing _____ proposed _____
Number of loading facilities: existing _____ proposed _____

6. TREES, SHRUBS AND VEGETATION (should be included on site plan)

Existing trees (type, height, diameter at breast height), shrubs and other vegetation on site

Trees, shrubs and vegetation to be removed _____

Proposed new landscaping _____

D. ENVIRONMENTAL INFORMATION

1. Address of project: _____

2. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:

3. Is this property identified in the Hazardous Waste Substance Sites List, which was prepared by the State Office of Planning and Research? _____

4. Are there any dangerous, explosive, flammable, or hazardous chemicals and/or processes to be used or stored on this property? _____ Yes _____ No

If yes, describe: _____

5. Proposed scheduling for the project: _____

6. Anticipated incremental development: _____

Are any of the following items applicable to the project or its effects? Discuss below all items checked yes.

		Yes	No
7.	Change in existing features of any tidelands, beaches, or hills, or substantial alteration of ground contours.	<input type="checkbox"/>	<input type="checkbox"/>
8.	Change in scenic views or vistas from existing residential areas or public lands or roads.	<input type="checkbox"/>	<input type="checkbox"/>
9.	Change in pattern, scale, or character of general area of project.	<input type="checkbox"/>	<input type="checkbox"/>
10.	Significant amounts of solid waste or litter.	<input type="checkbox"/>	<input type="checkbox"/>
11.	Change in dust, ash, smoke, fumes, or odors in vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
12.	Change in ocean, stream, or ground water quality or quantity, or alteration of existing drainage patterns.	<input type="checkbox"/>	<input type="checkbox"/>
13.	Substantial change in existing noise or vibration levels in the vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
14.	Site on filled land or on slope of 10% or more.	<input type="checkbox"/>	<input type="checkbox"/>
15.	Use or disposal of potentially hazardous materials such as toxic substances, flammables, or explosives.	<input type="checkbox"/>	<input type="checkbox"/>
16.	Substantial change in demand for municipal services (police, fire, water, sewage, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
17.	Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
18.	Relationship to larger project or series of projects?	<input type="checkbox"/>	<input type="checkbox"/>

19. Please discuss any items that were checked yes (*attach additional sheets as necessary*):

20. Describe the project site as it exists currently, including information on topography, soil stability, plants and animals, and any cultural, historical, or scenic aspects. Describe any existing structures on the site, and the use of the structures.

21. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use, intensity of land use (one-family, apartments, restaurants, shops, etc.), and scale of development (height, set backs, rear yard, etc.).



Certification

I hereby certify that the statements furnished above and in attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date _____

Signature _____

For _____

CITY OF CARPINTERIA
Community Development Department
Submittal Checklist

A. STAFF INFORMATION – OFFICE USE ONLY

1. Date Application Received _____
2. Case No. _____
3. Environmental Review Committee Required? Yes _____ No _____
(Categorical Exemption Class No. _____)
Fish & Game Fee Collected? \$ _____
Zoning _____
4. Previous Case Numbers _____
5. General Plan Land Use Designation _____
6. Coastal Plan Land Use Designation _____
7. Special Features:
_____ CA Overlay District
_____ FH Overlay District
_____ ESH Overlay District
_____ V Overlay District
_____ N / A
8. **Fee Paid** \$ _____ **Received by** _____ **Receipt #** _____ **Date** _____

THE FOLLOWING INFORMATION MUST BE PROVIDED INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED
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A NOTE ON COPIES: We require an adequate number of copies of your plans to assure distribution to our decision-makers and to the many public agencies that give us their input during the review process. Thus, **25 copies and a full set reduced (8-1/2" X 11") exhibits are required for Planning Commission cases. For projects undergoing Architectural Review only, we need 8 copies and a full set of reduced exhibits.** The project planner may authorize a reduction in the number of plans you must submit **or** may request more copies in the course of project review. **If/when your project design changes, we will only need 7 full sets of the changed plans as well as a reduced set unless otherwise specified by your case planner.**

A. APPLICATION INFORMATION

- _____ All questions fully and honestly answered
- _____ APN and street address provided
- _____ Complete project description
- _____ Original signature of project owner

(more on next page)

Submittal Checklist (cont'd.)

PLEASE FOLD ALL OVERSIZE PLANS TO 8-1/2" X 11" W/TITLE BLOCK FACING UP.

B. SITE PLAN – 25 or 8 COPIES + 1 REDUCED COPY (8-1/2" X 11")

- _____ Scale (1/4" = 1' or 1" = 20') and north arrow
- _____ Property lines and required setbacks with dimensions
- _____ Adjacent street locations/names and widths
- _____ Existing/proposed buildings, parking, entrances/exits
- _____ Footprint of all buildings on adjacent lots
- _____ Plan preparer's name, address and phone number
- _____ Accessory structures and usage
- _____ Trees (type, height, diameter at breast height, dripline) shrubs and other vegetation

C. SITE TOPOGRAPHIC/GRADING/DRAINAGE PLAN – 25 OR 8 COPIES + 1 REDUCED COPY (8-1/2" X 11")

- _____ Direction of drainage indicated with arrows
- _____ Adjacent grades within five feet (5') of the site boundaries

D. SOILS REPORT AND SURVEY – 3 COPIES, prepared by a registered, licensed professional engineer

- _____ **Required** if project is over 700 sq. ft. or it is a new development

E. BUILDING ELEVATIONS – 25 OR 8 COPIES + 1 REDUCED COPY OF EACH PAGE

- _____ Scale (1/4" = 1') and elevations labeled (north, east, south, west)
- _____ Building heights from finished grade
- _____ Windows, doors, stairs, railings, major architectural features
- _____ Application of solar access guidelines

F. FLOOR PLANS – 25 OR 8 COPIES + 1 REDUCED COPY OF EACH PAGE

- _____ Scale (1/4" = 1')
- _____ Use(s) and dimensions of all rooms including garage

G. CROSS-SECTIONS OF PROJECT – 25 OR 8 COPIES + 1 REDUCED COPY OF EACH PAGE

H. CROSS-SECTIONS OF BUILDING – 25 OR 8 COPIES + 1 REDUCED COPY OF EACH PAGE

I. ROOF PLAN – 25 OR 8 COPIES

J. UTILITY PLAN – 25 OR 8 COPIES

K. LANDSCAPE PLAN – 25 OR 8 COPIES (see attached requirements)

L. PHOTOGRAPHS – Mounted on solid, 8 1/2" x 11" backing

- _____ Photos with labels of the site, showing existing conditions and/or buildings on property
- _____ Photos with labels of immediately adjacent buildings and properties
- _____ For second story additions or new two-story homes, photos with labels taken from an elevation mimicking the proposed second floor, and demonstrating the views from proposed windows and/or balconies. **(more on next page)**

Submittal Checklist (cont'd.)

M. RENDERINGS (one of each side) + 1 REDUCED COPY OF EACH PAGE

- _____ Colored renderings of all four exterior building elevations

N. COLORS AND MATERIALS BOARD (8-1/2" X 11")

O. TITLE REPORT – 1 Copy – (Most current report – within one year)

P. HEIGHT POLES – Required for all second story additions and new two-story homes, may be required for commercial additions or remodels

Q. SOLAR ACCESS COMPLIANCE VERIFICATION

R. FLOOD HAZARD DETERMINATION LETTER (If project is in the floodplain)

- *Must be obtained from Santa Barbara County Flood Control (contact Jeff Paley)*

S. MAILING LABELS

- **3 SETS**

- **300 FT. RADIUS MAP (OWNER) AND 100 FT. RADIUS MAP (OCCUPANT)**

-Labels for property owners within 300' radius and occupants within 100' radius and applicable map may be obtained from S.B. County Assessor's Office @ 105 E. Anapamu St., Rm. 204, Santa Barbara, CA 93101, Phone 568-2550 or 568-3264 (Cost is ~ \$50, takes 2-3 days)

-Applicants may have an independent contractor prepare the map and mailing labels. Consistent with the information obtained from the County, three (3) sets of mailing labels, 300 ft. and 100 ft. radius map that shall include the following:

- The subject parcel should be shaded in color.
- A 300-foot boundary line drawn around the subject parcel (owners).
- A 100-foot boundary line drawn around the subject parcel (occupants).
- Each of the affected parcels shaded in a different color.
- Parcel numbers on the affected parcels.
- A scale
- A north arrow
- The name, address and phone number of the person preparing and certifying the map
- All of the above information to be on 11 x 17 size paper
- Mailing labels shall include the owned or occupied parcel for which the label refers to.
- Mailing labels identifying the current property owner on the most current Tax Assessor's Roll (not older than 30 days) AND Certification that the mailing labels are the most current available.

T. 5 SETS OF Mailing Labels addresses to the property owner, applicant and the project agent. AGENT.

U. Fire Protection Certificate Application and Fee \$205.00

Staff _____ Date _____

When submitting your application, please include the application checklist along with the project application forms.

**CARPINTERIA- SUMMERLAND FIRE PROTECTION DISTRICT
FIRE PROTECTION CERTIFICATE- PLANNING APPLICATION (FPC-P)**

<p>COMPLETE AND RETURN form to the City of Carpinteria Community Development Department. This form must be signed by the applicant and accompanied by the required fee and plans indicating water for fire protection and project access. This application must be completed and approved prior to issuance of a permit. The Fire District will review the Certificate Application and forward it with conditions to the City of Carpinteria Community Development Department and mail a copy to the owner and applicant. All fields must be completed.</p>	<p>Date of Application _____</p> <hr/> <p>Fees Received: _____</p>
<p>1. Project Number _____ APN _____</p> <p>2. Project Site Address _____</p> <p>3. Applicant _____ Phone: _____</p> <p style="padding-left: 20px;">Mailing Address _____</p> <p style="padding-left: 20px;">City/ State/ Zip Code _____</p> <p>4. Property Owner _____ Phone: _____</p> <p style="padding-left: 20px;">Mailing Address _____</p> <p style="padding-left: 20px;">City/ State/ Zip Code _____</p> <p>5. Project Description: _____</p> <p style="padding-left: 20px;">_____</p> <p>6. Existing square footage: _____ (include non-habitable space)</p> <p>7. Does existing building have a fire sprinkler system? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>8. Square footage of new or additional construction: _____ (include non-habitable space)</p> <p>9. After project completion, will hazardous or flammable materials be on the premises? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, describe fully _____</p> <p>10. Describe project water source for fire protection (water district, private water co. , etc.) _____</p>	
<p>I HEREBY CERTIFY THAT THE ABOVE IS TRUE AND CORRECT AND THE PROJECT DESCRIBED ABOVE SHALL COMPLY WITH ALL APPLICABLE DEVELOPMENT STANDARDS AND CODES.</p> <p style="text-align: center;">_____</p> <p style="display: flex; justify-content: space-between;">Applicant name (print)Applicant signature</p>	
<p align="center">Fire District Use Only</p> <p>Approved with attached conditions <input type="checkbox"/> Approved <input type="checkbox"/> See Comments <input type="checkbox"/></p> <p>Date: _____ Signed: _____</p> <p>Comments: _____</p>	

Where to File

Carpinteria City Hall
Community Development Department
5775 Carpinteria Avenue
Carpinteria, CA 93013

Office Hours and Days

8:00 a.m. to 5:00 p.m.
Monday through Friday

Other Materials You May Find Useful

- Applicant's Guide - PC
- Applicant's Guide - ARB
- New Development Fee Schedule & City Fees List

If you have any questions please contact:

City Hall

Lorena Esparza, Administrative Assistant	684-5405 Ext. 410
Shanna Farley, Assistant Planner	684-5405 Ext. 405
Nick Bobroff, Associate Planner	684-5405 Ext. 407
Steve Goggia, Senior Planner	684-5405 Ext. 414
Jackie Campbell, Community Development Director	684-5405 Ext. 451
Public Works	684-5405 Ext. 445 or 402
Building Inspector	684-5405 Ext. 409
Finance / Billing	684-5405 Ext. 406 or 448

Other Districts

Carpinteria Sanitary District	684-7214
Carpinteria-Summerland Fire Protection District	566-2451
Carpinteria Unified School District	684-4511
Carpinteria Valley Water District	684-2816
Santa Barbara Air Pollution Control District	961-8800
Santa Barbara County Environmental Health Department	681-4900
United States Post Office	275-8777

CITY OF CARPINTERIA
Community Development Department



LANDSCAPE PLAN – REQUIRED INFORMATION

Landscape Plans should include the following information:

1. Name of Applicant
2. Location of Project Site/Address
3. Name of Architect/Agent/Person drawing the plans
4. Landscape Plans must be drawn to scale and the scale shall be noted on the plan.
The scale of the plans shall be the same as the site plan and printed on the same size paper.
5. The location of the area to be landscaped on the property to be specified.
6. The location of all the new plants and trees, with existing trees and plants to remain noted on the plans.
7. All new plantings to be specified on plans, with the botanical and common names given along with the plant container sizes and plant quantities also specified on plans.
8. Description of the types of irrigation systems to be used, including but not limited to location of irrigation clocks, backflow preventers and irrigation valves.

*All applicants that are not single-family dwellings (residential)
must also include the following:*

1. A plant list with botanical and common names, quantities, sizes, recommended spacing of mass plantings, and any special planting notes. Planting details and tree stake details shall also be included.
2. A separate irrigation drawing with the location, type and size of the main hook-up, irrigation clocks, backflow preventer, irrigation valves, pressure lines, sleeves, sprinkler heads and nozzles, pipe sizes, and an irrigation legend showing symbols, manufacturer, model numbers, description of items, special installation notes, and installation details of all valves and heads.

CITY OF CARPINTERIA
Community Development Department

SECONDARY DWELLING UNIT DEVELOPMENT STANDARDS

CMC 14.72	Requirement	Proposal
Lot Size	8,000 square feet min lot size,	
Lot Width	Minimum lot width based on zone district	
Unit Size	No more than 30% of the living area of the primary dwelling unit; 700 s.f. max.	
Quantity	1 secondary unit max.	
Floor Area Ratio	40% maximum	
Setbacks	Based on zone district	
Height	One story, 18 ft. maximum. Must be lower than primary dwelling.	
Building Coverage	35% max.	
Open Space	20% for PRD District N/A for R-1	
Parking	One garage stall for each bedroom of the secondary dwelling unit.	
Building Materials	Same as primary residence.	
Architecture	Consistent with the design of the primary dwelling and surrounding neighborhood.	
Common Entrance	Common entrance or entrance on the side or rear of the unit.	
Access	Same driveway access as primary dwelling.	
Owner	Property owner must reside on parcel. Requires a restrictive covenant.	
Non-conforming	Parcel must be developed with a code conforming primary dwelling unit.	