



**PROJECT APPLICATION**  
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 APPROVALS REQUESTED**

- |   |  |
|---|--|
| <input type="checkbox"/> Architectural Review       | <input type="checkbox"/> Accessory Dwelling Unit                 |
| <input type="checkbox"/> Certificate of Compliance  | <input type="checkbox"/> Specific Plan                           |
| <input type="checkbox"/> Coastal Development Permit | <input type="checkbox"/> Subdivision (Tract/Parcel Map)          |
| <input type="checkbox"/> Conceptual Review          | <input type="checkbox"/> Variance                                |
| <input type="checkbox"/> Conditional Use Permit     | <input type="checkbox"/> Fire Protection Certificate Application |
| <input type="checkbox"/> Development Plan           | <input type="checkbox"/> Other _____                             |
| <input type="checkbox"/> GP/LCP Amendment           | _____  |
| <input type="checkbox"/> Rezone                     | _____  |

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.

**PROPERTY OWNER CONSENT:** I, \_\_\_\_\_, hereby authorize  
(1) Property Owner Name Printed  
\_\_\_\_\_ to submit the attached application.  
(2) Applicant Name Printed

\_\_\_\_\_  
(1) Property Owner Signature (*Required*) Date

**AGENT AUTHORIZATION:** I, \_\_\_\_\_, hereby authorize \_\_\_\_\_  
(2) Applicant Name Printed (3) Agent Name  
to act as my agent and to bind me in all matters concerning this application.

\_\_\_\_\_  
(2) Applicant Signature Date

**CITY OF CARPINTERIA**  
**PROJECT APPLICATION AGREEMENT FOR PAYMENT OF DEPOSIT AND  
PAYMENT OF PROCESSING FEES AND CONSULTANT COSTS**

The parties to this agreement are as follows:

**(1) PROPERTY  
OWNER:**

Printed Name	Phone/Fax/e-mail
Mailing Address	City/State/Zip Code
Telephone Number	Email Address

**(2) APPLICANT:**

If different from owner.

Printed Name	Phone/Fax/e-mail
Mailing Address	City/State/Zip Code
Telephone Number	Email Address

**(3) AGENT:**

If different from owner.

Printed Name	Phone/Fax/e-mail
Mailing Address	City/State/Zip Code
Telephone Number	Email Address

**(4) FINANCIALLY  
RESPONSIBLE  
PARTY:**

Printed Name	Phone/Fax/e-mail
Mailing Address	City/State/Zip Code
Telephone Number	Email Address

Received from Owner and/or Applicant the sum of \$ \_\_\_\_\_ as a deposit for costs associated with this application.

In this agreement, APPLICANT shall refer collectively to the project applicant, agent and financially responsible party.  
CITY shall refer to the City of Carpinteria, its staff and its agents.  
PROJECT shall refer to the proposed development or activities in the attached application.  
CONSULTANT shall refer to any contracted person or firm hired to provide services, studies or analysis as necessary to meet local, state or federal law.

The parties of this agreement, by payment of this deposit and submittal of the attached application, desire the processing of this project application to be continuous, uninterrupted and efficient.

The APPLICANT understands and agrees that Government Code §65104 authorizes CITY to charge and collect all processing fees including consultant costs as part of the application fee charged for THE PROJECT and that a signed agreement for payment of all processing fees and consultant costs and an initial deposit submitted to the CITY is a condition precedent to a determination of application completeness under Government Code §65943 and to continued, uninterrupted processing of THE PROJECT.

The APPLICANT understands and agrees that once an application is determined to be complete, CITY has a mandatory duty under Government Code §65950 to exercise its discretion to approve, conditionally approve or deny THE PROJECT within statutory time limits, and that it is impractical for CITY to complete processing or present sufficient information

to the Review Authority to enable the Review Authority to make legally required findings for PROJECT approval, unless costs are paid in full prior to decision.

APPLICANT and CITY agree that because of the size, nature or scope of the proposed PROJECT, it is impossible to ascertain the full extent of the costs involved in processing the application and preparing necessary environmental documentation upon initiation of case processing. APPLICANT and CITY further agree that it is in the interest of the parties and the intent of this agreement to: a) permit payment of a deposit of a portion of the estimated case processing fees prior to a determination of application completeness; b) permit subsequent periodic billings and payments as necessary to keep a positive balance on account; and c) permit subsequent deposits as necessary to fund consultant costs. APPLICANT agrees it will be benefited by retaining greater cash liquidity and will make additional payments upon notification by CITY when they are necessary. CITY agrees it will be benefited through the greater certainty of recovering its full costs to process APPLICANT's application. CITY further agrees that all fees charged to APPLICANT under this agreement shall comply with Government Code §65104.

The APPLICANT understands and agrees that, prior to the processing of this application: 1) 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.

The APPLICANT further understands and agrees that the CITY charges 100% of its cost of processing this application against the deposit(s). Cost 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, City Attorney, City Biologist and other contractors who provide specialized services to the City relating to the project application, such as environmental review. Administrative and overhead costs will also be charged pursuant to the City's 2011 adopted fee schedule (currently between \$90-350 per hour for professional staff and \$75-185 per hour for support staff). Should the cost 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 deposits are in excess of the costs of processing, such excess will be returned to applicant upon request.

The APPLICANT agrees that "consultant costs" includes those reasonably necessary to satisfy CITY's duty to meet the requirements of the California Environmental Quality Act (CEQA) and the CITY CEQA Guidelines resulting in preparation of environmental documents such as Environmental Impact Reports, and Negative Declarations. In the event the project is approved, APPLICANT further agrees that "consultant costs" also includes the reasonable cost of any necessary, special studies or programs pursuant to permit project conditions, including any condition requiring participation in the permit compliance program, to assess APPLICANT's compliance with its permit conditions, during both construction and operation where necessary. CITY shall retain and contract necessary services of environmental and technical consultants (hereinafter CONSULTANT), after consultation with APPLICANT, consistent with CITY's normal contracting procedures. APPLICANT further agrees that it shall deposit with CITY 100% of CONSULTANT Base Contract amount plus any funds required for contingency or a lesser amount as agreed by the CITY and the APPLICANT. CITY shall use these funds to meet the projected cost for completion of tasks as contracted with CONSULTANT. APPLICANT agrees that the adequacy of performance of CONSULTANT and the extent of payment to CONSULTANT for its work shall be determined by CITY after consultation with APPLICANT. APPLICANT agrees that all decisions concerning the preparation of contractual documents lies with the CITY through its designated representatives.

Please indicate the recipient of a refund in the event there are excess funds remaining in the project account after the project has been completed, closed or withdrawn.

**REFUND RECIPIENT:** \_\_\_\_\_  
Printed Name

\_\_\_\_\_ City/State/Zip Code  
Mailing Address

\_\_\_\_\_ Email Address  
Telephone Number

The FINANCIALLY RESPONSIBLE PARTY will be sent a periodic statement on active accounts setting forth the costs of processing and status of 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, Community Development Director, 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.

In the event that the APPLICANT withdraws the application, the FINANCIALLY RESPONSIBLE PARTY understands that he/she will be billed for any outstanding amount due. The FINANCIALLY RESPONSIBLE PARTY agrees to pay such invoices within 30 days of the billing notice.

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

The FINANCIALLY RESPONSIBLE PARTY agrees to pay all attorneys’ fees and costs incurred by the City in collecting said fees. The FINANCIALLY RESPONSIBLE PARTY also understands that if the deposit amount has not been exceeded, the Refund Recipient will receive a refund of the remaining amount upon completion of the project.

I acknowledge that I have read and understand this Agreement and will comply with its terms and conditions and I represent the common interests of the APPLICANT.

\_\_\_\_\_  
(2) Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(2) Applicant Printed Name

\_\_\_\_\_  
(4) Financially Responsible Party Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(4) Financially Responsible Party Printed Name

**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) \_\_\_\_\_

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**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	
	<i>Existing</i>	<i>Proposed</i>	<i>Existing</i>	<i>Proposed</i>
Lot coverage (area covered by buildings, including garage)				
Area paved or used for parking, including walkways, patios, etc.				
Area landscaped				
<b>TOTAL</b>			<b>100%</b>	<b>100%</b>

**2A. EXISTING BUILDINGS**

Number existing building(s) \_\_\_\_\_ Height(s) \_\_\_\_\_ Number of stories \_\_\_\_\_

Accessory structures and 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.

Total floor area of all new 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) \_\_\_\_\_

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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**

Number of existing:    garage spaces \_\_\_\_\_ carport \_\_\_\_\_ uncovered \_\_\_\_\_

Number of new:        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 (show on site plan)**

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

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Trees, shrubs and vegetation to be removed \_\_\_\_\_

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Proposed new landscaping \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. Storm Water Management Program**

Projects with new or replaced impervious (hard) surface may be subject to City of Carpinteria storm water requirements. Plans and data sheets shall be submitted in accordance with the project tier.

Please identify the project tier:

- Tier 1** Projects that create or replace 2,500 square feet or more of impervious surface\*
- Tier 2** Projects that create or replace 5,000 square feet of net impervious surface\*
- Tier 3** Projects that create or replace 15,000 square feet or more of impervious surface\*
- Tier 4** Projects that create or replace 22,500 square feet of impervious surface\*

\*Please refer to the County of Santa Barbara Stormwater Technical Guide, which can be found at <http://www.sbprojectcleanwater.org/development.aspx?id=76>.

For questions, please call the Department of Public Works Environmental Coordinator at (805) 880-3415.

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**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?  Yes  No
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. Substantial increase in 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.

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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, setbacks, rear yard, etc.).

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Certification

I hereby certify that the statements furnished above and in the 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 \_\_\_\_\_

Name \_\_\_\_\_  
Printed Name

For \_\_\_\_\_  
Printed Name

# SUBMITTAL CHECKLIST

Community Development Department  
City of Carpinteria

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## A. STAFF INFORMATION – OFFICE USE ONLY

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

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<b>THE FOLLOWING INFORMATION MUST BE PROVIDED INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED</b>
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**A NOTE ON COPIES:** We require an adequate number of applications and plan sets to distribute to decision makers and other departments and agencies for review. Initial application review requires a minimum of **two sets of scaled plans, one reduced set, and one PDF electronic copy.** Additional plan sets or submittal documents may be required to satisfy agency, environmental and/or departmental review needs. 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 your project design changes, one revised plan set and one electronic PDF set must be resubmitted.**

## 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)

**B. PLANS –**

**2 full-size sets+ 1 half-sized (or 11x17) set + 1 digital set** unless otherwise directed by CDD staff.  
**PLEASE FOLD ALL OVERSIZE PLANS TO 8-1/2" X 11" W/ TITLE BLOCK FACING UP.**

**SITE PLAN**

- \_\_\_\_\_ 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

**SITE TOPOGRAPHIC/GRADING/DRAINAGE PLAN**

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

**BUILDING ELEVATIONS**

- \_\_\_\_\_ 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

**FLOOR PLANS**

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

**CROSS-SECTIONS**

- \_\_\_\_\_ Project site cross-section
- \_\_\_\_\_ Building cross-section

**ROOF PLAN**

**UTILITY PLAN**

**LANDSCAPE PLAN** – refer to attached requirements

**RENDERINGS** (not required for ADUs)

- \_\_\_\_\_ Colored renderings of all four exterior building elevations

**C. ELECTRONIC COPY OF PLANS AND RENDERINGS – PDF format**

**D. PHOTOGRAPHS**

- \_\_\_\_\_ Photos with labels of the site, showing existing conditions and/or buildings on property
- \_\_\_\_\_ Photos with labels of immediately adjacent buildings and properties

**E. COLORS AND MATERIALS BOARD – 1 set, 8-1/2" X 11" (not required for ADUs)**

(more on next page)

- F. 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
- G. PRELIMINARY TITLE REPORT – 1 Copy** – Most current report (within one year)
- H. HEIGHT POLES** – Required for all second story additions and new two-story homes, may be required for commercial additions or remodels. Please refer to the requirements outlined in the attached “Story Pole Procedures.” (not required for ADUs)
- I. STORM WATER MANAGEMENT PROGRAM** – Provide required plans, checklists and documents as required by the Storm Water Management Program on page 6 of this application.
- J. SOLAR ACCESS COMPLIANCE** – Projects in residential zones shall provide verification of solar access by providing a site plan and elevation drawing(s), as described on the attached “Instructions for Determining Solar Impacts.”
- K. FLOOD HAZARD DETERMINATION LETTER – Required if the project is in the floodplain.** Must be obtained from the City of Carpinteria Public Works Department (contact John Ilasin).
- L. MAILING LABELS**
- **Project:** ONE sheet of labels with property owner, applicant and agent mailing addresses
  - **Neighbor Noticing:**
    - Map and list showing 300-foot radius (owner) AND 100-foot radius (occupant)
    - THREE sets of labels for property owners within 300’ radius and occupants within 100’ radius.

Both the labels and the radius 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 ~ \$90 and takes 2-3 days.

Alternatively, 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-foot and 100-foot radius map.

*Radius map 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 following:*

    - Mailing labels shall include the owned or occupied parcel to which the labels refer.
    - 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.
- M. FIRE PROTECTION CERTIFICATE APPLICATION** – *Must be submitted together with the project application to the City. **The corresponding plan check fee must be paid to directly to the Fire District.***
- N. WATER AND SANITARY DISTRICT INTENT TO SERVE LETTERS (for ADUs ONLY)** – Intent to Serve Letters are required for all ADU/JADU applications to ensure adequate water and sewer capacity and service are available. Please contact Syndi Souter at (805) 755-4405 or [syndis@carpinteriaca.gov](mailto:syndis@carpinteriaca.gov) to obtain a tracking number

to obtain these letters. Please contact the districts directly with any questions on their application process to apply for a letter.

- **Carpinteria Valley Water District Intent to Serve Letter**- contact Danielle Rose at (805) 684-2816 x121 or [danielle@cvwd.net](mailto:danielle@cvwd.net)
- **Carpinteria Sanitary District Intent to Serve Letter**- contact Lance Lawhon at (805) 684-7214 x113 or [lancel@carpsan.com](mailto:lancel@carpsan.com)

Staff \_\_\_\_\_ Date \_\_\_\_\_

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

**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**

Administrative Assistant, Lorena Esparza	(805) 755-4410
Assistant Planner, Marysol Smith	(805) 755-4451
Associate Planner, Syndi Souter	(805) 755-4405
Principal Planner, Nick Bobroff	(805) 755-4407
Community Development Director, Steve Goggia	(805) 755-4414
Public Works Technician, Jesus Montiel	(805) 755-4441
Building Inspector, Dan Chepley	(805) 880-3409
Finance / Billing	(805) 880-3406 or 755-4448

**Other Districts**

Carpinteria Sanitary District	(805) 684-7214
Carpinteria-Summerland Fire Protection District	(805) 566-2451
Carpinteria Unified School District	(805) 684-4511
Carpinteria Valley Water District	(805) 684-2816
Santa Barbara Air Pollution Control District	(805) 961-8800
Santa Barbara County Environmental Health Department	(805) 681-4900
United States Post Office	(805) 275-8777

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

**INSTRUCTIONS: Submit completed form to the City of Carpinteria Building and Safety. Prior to Building & Safety approval, submitted plans will be forwarded to the Carpinteria-Summerland Fire Protection District for review. Payment shall be made to: Carpinteria-Summerland Fire Protection District prior to FPC review. The application fee of \$343.00 must be paid by credit card, check or money order made out to the Carpinteria-Summerland Fire Protection District. Payment shall be made on line or at: 1140 Eugenia Place, Suite A, Carpinteria, CA 93013. The Fire District then will review the submittal and email a Letter of Condition to the City of Carpinteria and to the Applicant.**

PLANNING NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

1. Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

City/ State/ Zip Code: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

City/ State/ Zip Code: \_\_\_\_\_

3. Project Address: \_\_\_\_\_ APN: \_\_\_\_\_

4. Project Description: \_\_\_\_\_

5. Existing square footage: (include non-habitable space): \_\_\_\_\_

6. Does existing building have a fire sprinkler system? YES NO

7. Square footage of new construction, remodel, and alterations: \_\_\_\_\_  
(Including non-habitable space)

8. After project completion, will hazardous or flammable materials be on the premises?  
YES  NO  If yes, describe fully \_\_\_\_\_

9. Describe project water source for fire protection (water district, private water co., etc.)  
\_\_\_\_\_

I HEREBY CERTIFY THAT THE ABOVE IS TRUE AND CORRECT AND THE PROJECT DESCRIBED SHALL COMPLY WITH ALL APPLICABLE DEVELOPMENT STANDARDS AND CODES.

\_\_\_\_\_  
Applicant name (print) Applicant signature

**Fire District Use Only**

Approved with attached conditions  Approved

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Comments: \_\_\_\_\_

**CITY OF CARPINTERIA**  
**Community Development Department**

**LANDSCAPE PLAN – REQUIRED INFORMATION**

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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

## Story Pole Procedures



Modified August 16, 2004



**Purpose:** Story poles are used to depict the elevations and silhouette of a proposed structure or an addition to an existing building. Story poles are intended to help decision makers, staff, neighbors and other interested parties visualize the location, mass and/or height of a proposed building(s), as part of the review of the project's relationship to its surrounding. The use of story poles is not limited to residential development.

**When Required:** At the discretion of the City, story poles may be required for development projects and/or additions. As a general rule of thumb, story poles are required for all new homes and second story additions. However, a new one-story addition could also require story poles.

**Story Pole Installation/Submittal Requirements:** Story poles shall be constructed pursuant to the following requirements.

1. Installation Timing – A story pole plan must be submitted to staff for approval prior to the installation. The installation shall occur approximately two weeks prior to the scheduled Architectural Review Board meeting.
2. Plan Components – As illustrated in Exhibit A, the story pole plan must include a site plan of the property, a building footprint of all structures on the property, and a complete roof plan detail of the structure under consideration. Story pole locations are plotted on the roof plan and each location should indicate the maximum height of the pole.
3. Construction Method – Story poles shall be made of 2" X 4" lumber, pipes, galvanized conduit or similar material that is sturdy and avoids bending as determined by the City. All story poles need to be erected safely and without putting the public at risk, without bending or leaning, so as to withstand weather and remain standing until meeting dates. This can be accomplished by installing guy wires or other similar temporary support system. The poles must be sturdy (allowing not more than 5" deflection). **Story poles must be installed by a licensed contractor.**
4. Pole Locations – Story poles shall be erected at the most distant corners of the proposed structure or addition and at the maximum height of the roof ridge. The idea is to achieve a silhouette of the structure or addition, clearly defining the maximum roof heights. Story poles for roof overhangs, eaves, chimneys, balconies, and accessory buildings may also be required at the discretion of the Community Development Director.

5. Flagging Poles – Dark red or blue colored ribbons shall be attached to taut ropes, between the poles, to detail roof lines. A cable or other appropriate material may be permitted as approved by the Community Development Director. Ribbons shall be a minimum of 12 inches long, 2 inches wide and spaced a minimum of two feet apart.
6. Duration – Story poles shall be erected at least two weeks (14 days) prior to the Architectural Review Board (and Planning Commission if applicable) hearing date and shall remain in place until such time as the Planning Commission or Community Development Director has rendered a decision on the project. Upon notification by City, the story poles shall be removed as soon as possible and no later than 48 hours from the date of the notice. If at any time the story poles become unsafe, they shall be repaired or removed immediately if determined by the City to be a public safety risk. If the poles fall down prior to the hearing date, they shall promptly be replaced.
7. Waiver – The applicant must sign a waiver that absolves the City of any liability associated with construction of, or damage by, the temporary story poles. **The applicant shall not install the temporary story poles until the waiver form is submitted to the City.**
8. Certification – Story pole height and location must be certified in writing by a licensed surveyor, architect (other than the project architect), or a civil engineer. The height of each pole should be clearly marked on the base of each pole. In residential developments involving a single-family dwelling, an alternative certification process is permitted as illustrated in Exhibit B. Although this process still requires a survey of the property elevations, it will save a separate certification of the height poles when installed correctly. The height of each pole should be represented with a tape measure mounted onto each pole.

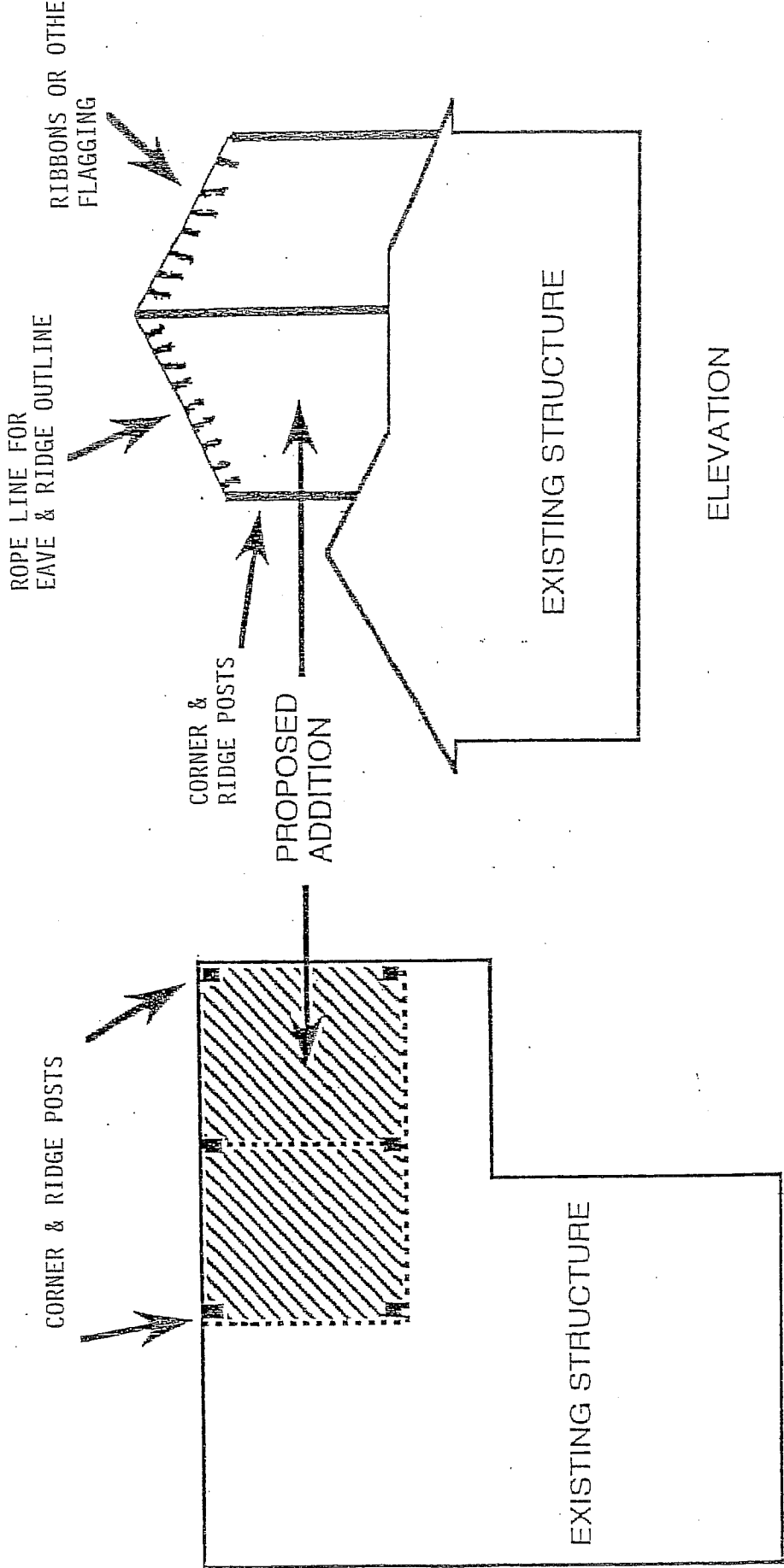
## Story Poles Waiver

I, \_\_\_\_\_, hereby absolve the City of Carpinteria of any and all liability associated with the installation of, or damage by, the temporary story poles that I will erect in compliance with the City's Story Pole Procedures.

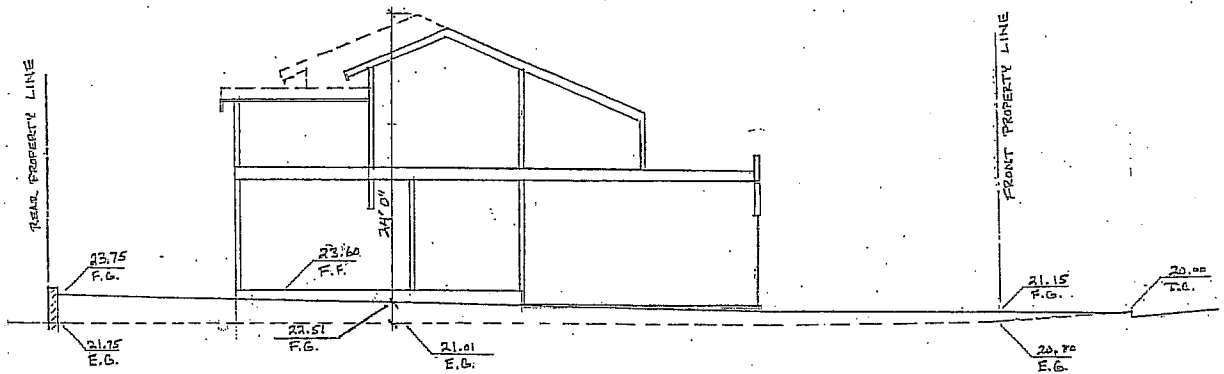
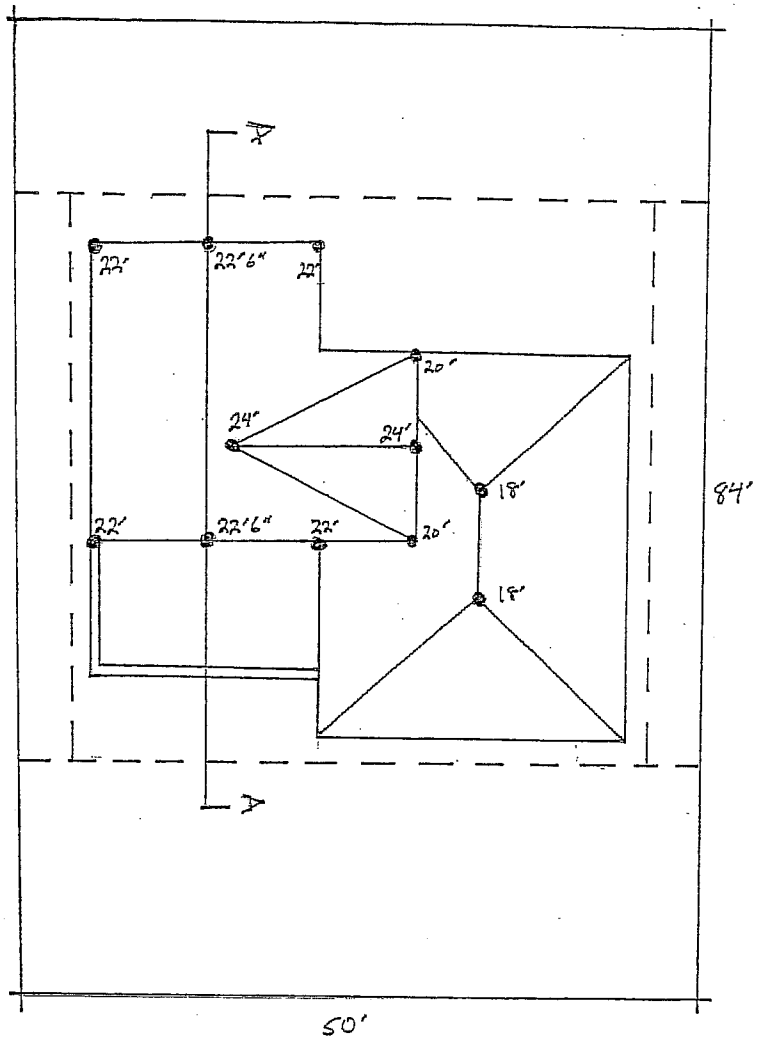
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

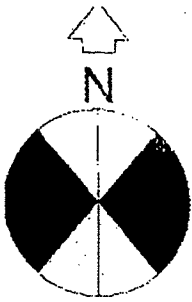
# STORY POLE ILLUSTRATION



The story pole site plan would be used to depict the location of a cross-section through the residence, making certain the highest portion of the roof is clearly shown. Before doing so, the site plan would need to be surveyed to determine the parcel's elevations and the height of any grading work.

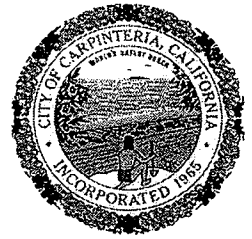


Create a cross-section drawing through the residence from the story pole site plan. The above example illustrates that the front property line has an elevation of 21.15 ft. and the rear property line has an elevation of 23.75 ft. The grade elevation at the structure's maximum height is 21.01 ft with 1.5 ft. of fill. At this point, the height pole should be 25.5 ft. (24 ft. max ht. + 1.5 ft. fill). All remaining poles would be installed in the same manner.



TEMPLATE

CITY OF CARPINTERIA  
Department of Community Development

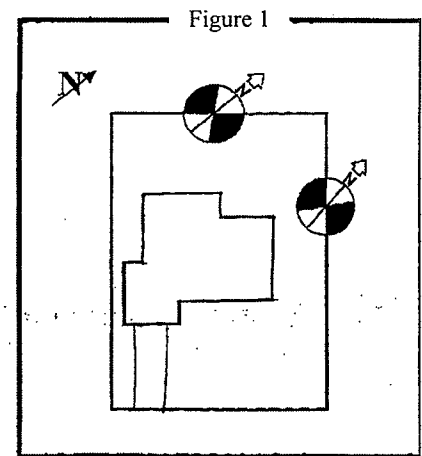


INSTRUCTIONS FOR DETERMINING SOLAR IMPACTS

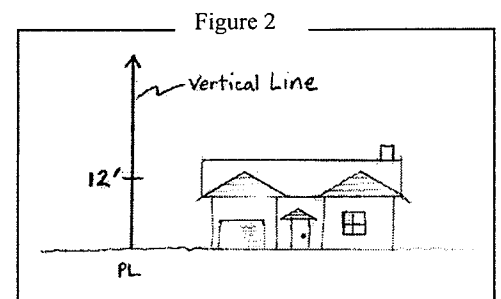
The sun shines from the south, therefore a building casts its shadow from the north. If your property is oriented towards one of the cardinal directions (North, East, South, or West) you will usually have one northern neighbor. If your property is located at an angle to the cardinal directions, you may have more than one northerly neighbor.

Use the following steps to determine whether your structure complies with the Solar Access Guidelines adopted by the City of Carpinteria. These guidelines apply only in residential zones within existing developed neighborhoods.

1. To find your northerly property lines: Find true north, then eliminate all lot lines which are obviously not on the northern edges of the property. To determine exactly which of the remaining lot lines are northerly lot lines, use the template located in the upper left hand corner of this page. Place the center of the circle on one of the remaining lot lines. Point the north arrow towards True North. If the lot line in question runs through the black area, it is defined as a northerly property line. In Figure 1, there are two northerly property lines.

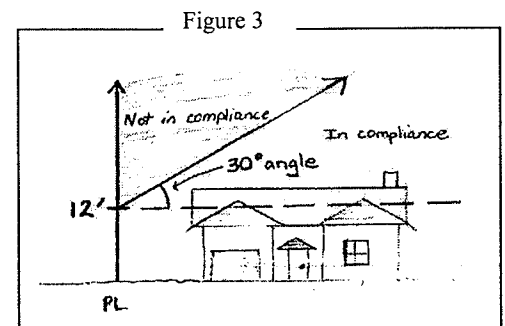


2. Draw the vertical extension of the northerly property line by drawing a vertical line at the northerly property line. On the vertical extension of the northerly property line, mark off a height of 12 feet above the ground. See Figure 2.



3. From the 12-foot mark drawn on the vertical extension of the northerly property line, draw a diagonal line toward the top of the proposed building. The diagonal line should be drawn at a 30-degree angle above horizontal. See Figure 3.

- ▶ If the building is **below** the 30-degree line, it is **in compliance** with the Solar Access Guidelines.
- ▶ If the building is **above** the 30-degree line, it is **not in compliance** with the Solar Access Guidelines.



Shadows cast by vegetation are not considered a permanent shading source and therefore a structure shall not be granted relief from the guidelines on the grounds that its shadow falls within that cast by existing vegetation.