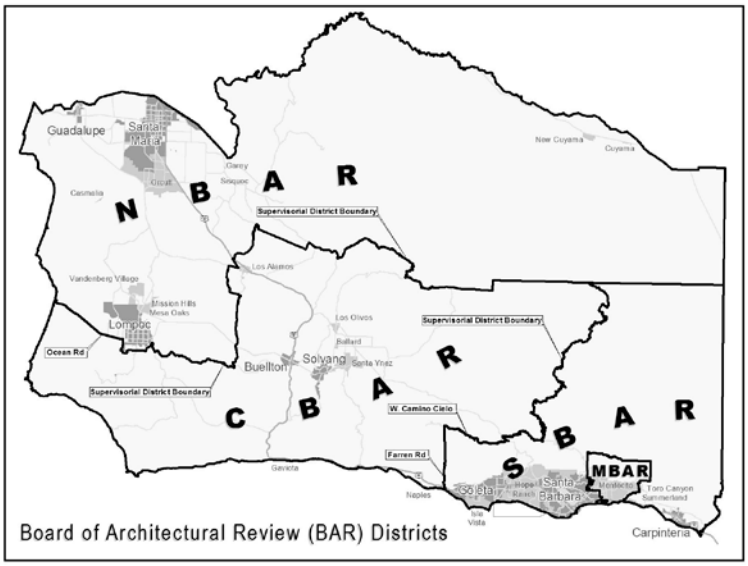
COUNTY OF SANTA BARBARA

Planning and Development

www.countyofsb.org/plndev

BOARD OF ARCHITECTURAL REVIEW SIGN REVIEW



BOARD OF ARCHITECTURAL REVIEW (BAR) SIGN REVIEW encourages development which exemplifies the best professional design practices so as to enhance the visual quality of the environment, benefit surrounding property values, and prevent poor quality of design.

THIS PACKAGE CONTAINS

- ✓ **BAR PROCESS INFORMATION**
- ✓ **LOCAL ARCHITECTURAL REVIEW COMMITTEES**
- ✓ **FINDINGS FOR APPROVAL**
- ✓ **SUBMITTAL REQUIREMENTS AND DETAILS**
- ✓ **APPLICATION FORM**
- ✓ **INDEMNIFICATION AGREEMENT**

South County Office
123 E. Anapamu Street
Santa Barbara, CA 93101
Phone: (805) 568-2000
Fax: (805) 568-2030

North County Office
624 W. Foster Road, Suite C
Santa Maria, CA 93455
Phone: (805) 934-6250
Fax: (805) 934-6258

Website: http://www.countyofsb.org/plndev/home.sbc

Updated by SCI 092019

GENERAL INFORMATION

WHAT Projects meeting any of the criteria below must be considered by one of the county Regional Boards of Architectural Review:

- Located in the D-Design Control Overlay Zone District.
- Located in the Montecito Planning Area.
- Subject to the Hillside and Ridgeline Development Guidelines
- Discretionary projects where BAR review is required for buildings and/or signs.
- Projects where BAR review is specified by action of the Zoning Administrator, Planning Commission, or Board of Supervisors.
- Located in the Summerland Community Plan area.
- Projects requiring a Modification.
- Other development as required by the county's Zoning Ordinance (Development Code).

WHERE & WHEN

North County BAR	Central County BAR	South County BAR	Montecito BAR
Meets every three weeks on Fridays in the Betteravia Government Center Hearing Room, 511 East Lakeside Parkway, Santa Maria.	**Meets every three weeks on Fridays** in the Solvang Municipal Courtroom, 1745 Mission Drive, Solvang	**Meets every 2 weeks on Fridays** in the SB County Engineering Rm. at 123 East Anapamu St., Santa Barbara.	**Meets every other Monday at 3:00p.m.** in the SB County Engineering Rm. at 123 East Anapamu St., Santa Barbara.

All meetings begin at 9:00 a.m. unless otherwise posted. See http://www.countyofsb.org/plndev/home.sbc.
Click on Regional Boards of Architectural Review under Hearing Bodies on the left hand side bar.

HOW Submit a complete application to Planning and Development no later than 2:00 p.m. Friday (or Monday for Montecito BAR), 3 weeks prior to the requested meeting date.

NOTE: The agenda may be closed prior to the 2:00 p.m. deadline if a large number of applications have been received.

WHICH Applicants are encouraged to submit for **conceptual review** in order to informally discuss a project's concept or theme, and then return for preliminary and/or final approval.

Revised preliminary or revised final review is used when a project has already received preliminary or final approval and the applicant wishes to make substantial changes that would require further BAR review and approval.

Applicants may not request more than revised conceptual approval without the prior approval from the assigned case planner.

EXEMPTIONS

The following developments are exempt from BAR review:

→ Fences of 6 feet or less (in some cases)

→ Gate posts of 8 feet or less (in some cases)

→ Solar panels

→ Swimming pools, hot tubs or spas

→ Interior Alterations

→ Decks

Additional Exemptions from North County BAR:

→ Single-family dwellings, and commercial/industrial projects not open to the public, that are not visible from public roads and other public areas, are exempt from review by the NBAR, and

→ Action by the NBAR on a non-exempt single-family dwelling is *advisory only* and is to be completed within either three meetings or three months of application submittal, whichever occurs first.

These special provisions do not apply to Development Plans within the jurisdiction of the Planning Commission and structures subject to approved ministerial and discretionary permits, including subdivision maps that require review and approval by the Board of Architectural Review in order to mitigate visual impacts or provide for consistency with the Comprehensive Plan, including adopted Community Plans.

APPEALS Decisions of the BAR may be appealed to the Planning Commission by the applicant or any other interested party within 10 days of the final BAR action. A Land Use Permit for the project cannot be issued until the appeal period has expired.

EXPIRATION Board of Architectural Review approvals expire the date the associated development permit (e.g., Coastal Development Permit, Development Plan), including time extensions, expires. Where no development permit exists, Board of Architectural Review approvals expire two years from the date of approval, except the Director may grant an extension of the approval if an active development application is being processed by Planning and Development.

GRADING For projects requiring Grading Plan approval, conceptual BAR review must occur before a land use or coastal development permit may be processed.

LOCAL ARCHITECTURAL REVIEW COMMITTEES

In addition to the County's BARs, there are many communities that have their own review committees. P&D collects fees and an additional set of plans and forwards these to the following:

Mission Canyon Architectural Review Committee
(c/o Hugh Twibell), 1159 Tunnel Road, Santa Barbara, CA 93105 (805) 687-9671, Fax: (805 687-9671, Email: htwibell@cox.net.
Review by the Mission Canyon Architectural Review Committee is optional.

Summerland Board of Architectural Review
(c/o Jeff O'Neill) P.O. Box 508, Summerland, CA 93067; Jeff O'Neill 969-1971 or Mary Holzhauer 565-3751.
Review by the Summerland Board of Architectural Review is optional.

Applicants are responsible for contacting these applicable review bodies:

Montecito:

1. **Birnam Wood Golf Club, Architectural and Landscape Committee**
   2031 Packing House Road, Santa Barbara, CA 93108 (805) 969-2223

South County:

1. **Pepper Hill Homes Association**
   1215 De La Vina, Santa Barbara, CA 93101
   Desmond O'Neill, 966-2211
2. **Embarcadero Municipal Improvement District Architectural Committee**
   224 Vereda Leyenda, Goleta, CA 93117 (805) 968-5885
3. **Hope Ranch Park Homes Association**
   695 Via Tranquila, Santa Barbara, CA 93110 (805) 967-2376

Central County:

1. **Hollister Ranch Owners' Association Design Board**
   Box 1000 Bulito Canyon, Gaviota, CA 93117 (805) 567-5020
2. **Santa Ynez Township Projects**
   Tom Bohlinger
   1355 Plaza Pacifica
   Santa Barbara, CA 93108
3. **Los Olivos Board of Architectural Review**
   PO Box 27, Los Olivos, CA 93441-0027
   Beverly Whitmore, 688-4943

FINDINGS FOR APPROVAL

Prior to approving any BAR application, the Board of Architectural Review shall make the following findings:

1. There is a harmonious relationship with existing and proposed adjoining developments, avoiding excessive variety and monotonous repetition, but allowing similarity of style, if warranted.

2. Site layout, orientation, and location of structures, buildings, and signs are in an appropriate and well designed relationship to one another, and to the environmental qualities, open spaces, and topography of the property *{with consideration for public views of the hillsides and the ocean and the semi-rural character of the community as viewed from scenic view corridors as shown on Figure 37, Visual Resources Map in the Montecito Community Plan EIR (92-EIR-03)}*. (Italicized text applicable under Article IV, Montecito Zoning Ordinance).

3. Signs including their lighting shall be well designed and shall be appropriate in size and location.

4. The proposed development is consistent with any additional design standards as expressly adopted by the Board of Supervisors for a specific local community, area, or district pursuant the applicable zoning ordinance (Land Use Development Code).

5. Other findings, identified in Division 15 (Montecito Community Plan Overlay District), are required for those parcels identified with the MON overlay zone (Coastal Zone only).

SUBMITTAL REQUIREMENTS FOR SIGN APPLICATIONS

All applicants must submit one set of plans, **except Montecito, Summerland and Mission Canyon** for which **two** sets of plans are required:

The following items **must be included** with the BAR application. Refer to the next section, "Submittal Details" for more information on each requirement.

FOR CONCEPTUAL REVIEW

___ A. Vicinity map

___ B. Site plan **

___ C. Topographic map (showing elevation of property within 100' in any direction from the proposed building envelope)**

___ D. Existing, proposed and possible future wall signs on building façade, with dimensions of signs and building facade (rough draft would be acceptable)

___ E. Materials, colors and illumination of all signs

___ F. Mounted color photographs of the site and neighboring areas (mounted on 8½ x 11 paper)

___ G. Dimensions and height of signs

___ H. Check Payable to Planning and Development

FOR PRELIMINARY REVIEW

___ A. Vicinity map

___ B. Site plan **

___ C. Typical Sign Dimensions

___ D. Letter Styles and Height, include shape

___ E. Existing, proposed and possible future wall signs on building façade, with dimensions of signs and building facade

___ F. Materials and illumination and method of all signs

___ G. Color of letters and background (include samples)

___ H. Check Payable to Planning and Development

___ I. Location of all existing and proposed signs with dimensions from property lines

___ J. Mounted color photographs

___ K. Planner authorization for review

FOR FINAL REVIEW - All **Preliminary Review** requirements above plus the following:

___ L. Complete color and material sample board (not larger than 8½" x 11")

A public hearing continuance fee will be charged when a project has been noticed for hearing and a representative does not show up, or when a representative requests a project be rescheduled within 72 hours prior to a hearing, or when a request to reschedule is the result of a conflict/revision that was not caused by staff or the hearing body and the case must be re-noticed.

** Click to download Site Plan and Topographical Map Requirements

GENERAL SUBMITTAL DETAILS

All drawings shall include a north arrow and **scale.**
All drawings shall be **reproductions**; original drawings are not acceptable.
All drawings shall be folded to approximately 10" x 12".

A. **Vicinity Map** shall show the site of the proposed development at the center of the map indicating major roads and landmarks, and shall be drawn to scale.

B. **Site Plan** shall be drawn to a scale appropriate to clearly depict all the following information (where applicable): Click to download Site Plan and Topographical Map Requirements

- Statistical information (site size, square footage existing structure(s), square footage proposed structure(s), square footage to be demolished, cubic yards cut and/or fill or amount scarification/recompaction, average height, etc.). The statistical information must be updated on every set of revised plans. (Use the table on page 9 of this application)
- Existing and proposed building footprints(s) or roof plans
- All existing trees (noting location, species, diameter and canopy). Trees proposed for removal must be noted.
- Adjacent roads or access easements
- Exterior lighting facilities (final review only)
- Sign locations

C. **Supplemental Information** such as study models or photographic simulations may be required by the BAR where the complexity of the proposal or the site necessitates additional graphic explanation.

D. **Photographs** shall show the site of the proposed development; all adjoining properties, and the general character of the neighborhood (panoramic view). Photographs shall be mounted and identified. A plan showing locations of photo viewpoints is recommended. Applicants are required to submit photographs at the time of BAR applications submittal. Photographic submissions must be 8.5 x 11" or folded to those dimensions. Larger photographic displays may be brought to the BAR meeting. Submission of larger exhibits at the BAR meeting does not preclude the requirement to submit photos at the time of application submittal.
Digital photographs or clear color copies are acceptable.

E. **Completed Application** - Any application lacking any item of information listed herein will not be accepted.

F. **Drawings** required for final BAR review must be drawn to scale, and shall include:
- Final site plan
- Final lighting plans
- Final sign locations

Full working drawings are **not** required for Final BAR approval. In most cases, structural, plumbing, and electrical plans will not be required.

G. **Color and Material Sample Board** shall include accurate representative samples of proposed signs.

All applicants are required to submit mounted (8½ x 11 paper) color photographs of their project at the time of BAR application submittal

BOARD OF ARCHITECTURAL REVIEW

Application Information

PROJECT:

1. **Approval Request (circle):** Conceptual Revised Conceptual Preliminary Revised Preliminary Discussion Item Final Revised Final Final on Consent
2. **Description:** ____Residential ___Garage ___Guest House ____Commercial ____Industrial ____New ____Addition ____Remodel/Alteration ___Lighting ____Landscape Only
3. **Lot Size (sq. ft./acre):** Lot_____
4. **Grading (cu. yds.):** Cut _____ Fill_____
5. **Assessor's Parcel Number:** _____
6. **Project Address:**_____
   (street, town/area)
7. **Zoning**: _____ 8. **Architect's FAX #** :_____
9. Is this application (potentially) related to cannabis activities? ☐no ☐yes

CONTACTS:

10. **Owner:** _____Phone:_____
    Mailing Address: _____
    (street, city, state, zip)
11. **Applicant/Agent:** _____Phone_____
    Mailing Address: _____
    (street, city, state, zip)
12. **Engineer/Surveyor/Architect:** _____Phone:_____
    Mailing Address: _____
    (street, city, state, zip)
13. **Appearance By:** _____Phone:_____
    Mailing Address: _____
    (street, city, state, zip)
    FAX:_____

I hereby certify that this is a complete application, and that the statistics and calculations included herein are accurate to the best of my knowledge. I also understand that a County Board of Architectural Review approval does not guarantee me a land use clearance.

SIGNED: _____ DATED: _____

****

FOR COUNTY USE ONLY

Case No. _____BAR-00000-00_____ SUPERVISORIAL DISTRICT ____

South County BAR_____ Montecito BAR_____ Central County BAR_____ North County BAR_____

MISSION CANYON___ ISLA VISTA____ HOPE RANCH_____ GOLETA___ HOLLISTER RANCH____

SUMMERLAND____ CARPINTERIA_____ TORO CANYON_____

Ridgeline: Applicable _____ Not Applicable_____ **AREA:** Urban _____ Rural ____

For larger projects, such as subdivisions or commercial projects, how much hearing time is requested? _____

Related case No. _____ **Case Planner** _____

Date Received _____ **By** _____ **County Receipt No.** _____

BAR Meeting Date _____ **Noticing Required:** Yes___ No____

Photos must be submitted at this time: _____ (initialed by intake staff) **Zoning Violation:** Yes___ No____

PROJECT INFORMATION

This section is to be filled out by the applicant. Please print and fill in all the blank spaces.

Request of _____, agent/architect for _____
(agent or architect) (circle one) (owner's name)

to consider Case No._____for _____
(BAR case #--staff will enter) (conceptual, preliminary, final)

review/approval of a _____
(circle one) (list quantity and type i.e. 1 wall sign, 1 pole sign, 2 monument signs)

of approximately _____square feet.
(square footage of each structure)

The following structures exist on the parcel currently:_____
(list structures, i.e., residence, garage, barn, guest house)

_____
(also give approximate square footage of each structure)

The property is a _____ acre/square foot parcel, zoned _____
(give sq. footage if under 1 acre; give acreage if 1 acre or more--circle one) (zoning)

and shown as APN _____
(list APN # and use all 9 digits)

located at _____
(address, road name and number only)

in the _____area, _____Supervisorial District,
(list area; i.e., Santa Ynez, Montecito, Goleta, etc.) (list district: 1st, 2nd, etc.)

_____BAR District.
(list district: Mont., South, Central or North)