



County of Santa Barbara

Planning and Development

Lisa Plowman, Director

Jeff Wilson, Assistant Director

Steve Mason, Assistant Director

Zoning Application Submittal Process During Counter Closure

The County of Santa Barbara is committed to the health of our staff, our customers, and the health of our overall community. In abundance of caution and in an effort to slow the spread of COVID-19, the Planning and Development Department (P&D) has closed the public service counters at the Santa Barbara and Santa Maria locations until further notice.

Prior to your submittal if you have questions regarding the appropriate zoning permit application(s) and submittal requirements for the proposed development, please contact the Zoning Counter. All zoning applications and forms are available at Planning & Development’s web page at:

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

How to Contact the Zoning Counter

Although staff monitors and responds to voicemails on a daily basis, the most efficient way to communicate with staff is via email. If you would like to schedule a call with Zoning Counter staff, we recommend you send us an email at the below addresses and schedule a call.

Office Location	Email	Voicemail
Santa Barbara – South County	front@countyofsb.org	(805) 568-2090
Santa Maria – North County	nocounte@countyofsb.org	(805) 934-6251

Submittal Procedures

- Email your request to the Zoning Counter. In your request include the following:
 - Project address and/or Assessors’ Parcel Number (APN)
 - Brief description of proposed project
 - Application type (e.g., Land Use Permit, Board of Architectural Review, Conditional Use Permit, etc.)
If unsure, the Zoning Counter staff will help you out
- Zoning Counter staff will respond to your email in the order it was received with a link to a project specific Box.com folder for your zoning permit application submittal.
- Upload the application(s), forms, plans and supporting documentation.
- Notify the applicable Zoning Counter via email to request review of the submittal once a complete submittal is uploaded. Please note, review of your Box folder submittal will not occur unless a request has been emailed to the Zoning Counter.
- Zoning Counter staff will review the submittal and if complete, staff will assign a case number and email an invoice for the intake fees. Please follow the instructions on the invoice to pay the submittal fees.