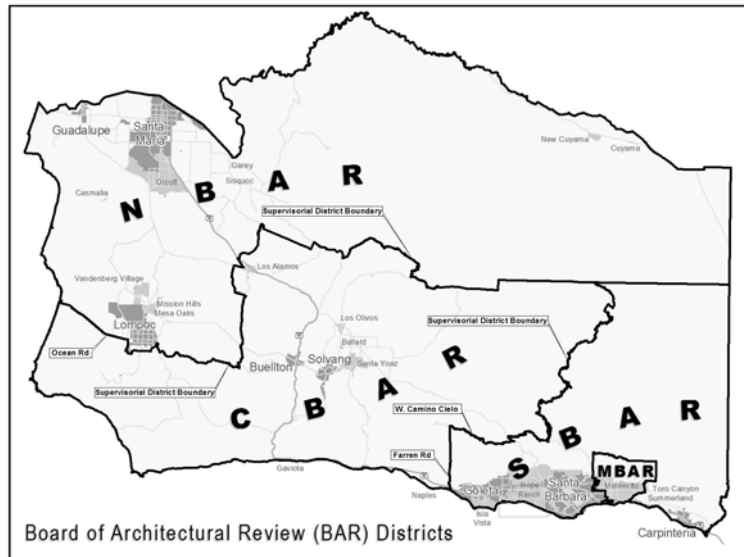




BOARD OF ARCHITECTURAL REVIEW STRUCTURE



Board of Architectural Review (BAR) Districts

BOARD OF ARCHITECTURAL REVIEW STRUCTURE (BAR) 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
- ✓ BUILDING HEIGHT CALCULATIONS

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

P&D Website: www.sbcountyplanning.org

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

<p>North County BAR</p> <p>Meets every three weeks on Fridays in the Betteravia Government Center Hearing Room, 511 East Lakeside Parkway, Santa Maria.</p>	<p>Central County BAR</p> <p>Meets every three weeks on Fridays in the Solvang Municipal Courtroom, 1745 Mission Drive, Solvang</p>	<p>South County BAR</p> <p>Meets every 2 weeks on Fridays in the SB County Engineering Rm. at 123 East Anapamu St., Santa Barbara.</p>	<p>Montecito BAR</p> <p>Meets every other Monday at 3:00p.m. in the SB County Engineering Rm. at 123 East Anapamu St., Santa Barbara..</p>
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All meetings begin at 9:00 a.m. unless otherwise posted. See www.sbcountyplanning.org.
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

<p>The following developments are exempt from BAR review:</p> <ul style="list-style-type: none"> → 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 	<p style="text-align: center;">Additional Exemptions from North County BAR:</p> <ul style="list-style-type: none"> → 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 <i>advisory only</i> and is to be completed within either three meetings or three months of application submittal, whichever occurs first. <p>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.</p>
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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 Tom Jacobs), 33 E. Victoria St., Santa Barbara, CA 93101 (805) 898-8004.
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 Holzhauser 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. In areas designated as rural on the land use plan maps, the height, scale, and design of structures shall be compatible with the character of the surrounding natural environment, except where technical requirements dictate otherwise. Structures shall be subordinate in appearance to natural landforms; shall be designed to follow the natural contours of the landscape; and shall be sited so as not to intrude into the skyline as seen from public viewing places. (Coastal Zone only)
2. In areas designated as urban on the land use plan maps and in designated rural neighborhoods, new structures shall be in conformance with the scale and character of the existing community. Clustered development, varied circulation patterns, and diverse housing types shall be encouraged (Coastal Zone only).
3. Overall building shapes, as well as parts of any structure (buildings, walls, fences, screens, towers or signs) are in proportion to and in scale with other existing or permitted structures on the same site and in the area surrounding the property.
4. Mechanical and electrical equipment is well integrated in the total design concept.
5. There is harmony of material, color, and composition of all sides of a structure or building.
6. A limited number of materials will be on the exterior face of the building or structure.
7. There is a harmonious relationship with existing and proposed adjoining developments, avoiding excessive variety and monotonous repetition, but allowing similarity of style, if warranted.
8. 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)
9. Adequate landscaping is provided in proportion to the project and the site with due regard to preservation of specimen and landmark trees, existing vegetation, selection of planting which will be appropriate to the project, and adequate provisions for maintenance of all planting.
10. Signs including their lighting, shall be well designed and shall be appropriate in size and location.
11. 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 to the applicable zoning ordinance (development code).
12. 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).
13. Grading and development shall be designed to avoid visible scarring and shall be in an appropriate and well designed relationship to the natural topography with regard to maintaining the natural appearance of ridgelines and hillsides.

SUBMITTAL REQUIREMENTS FOR STRUCTURES FOR BAR REVIEW

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. Building elevations (rough draft would be acceptable)
- ___ E. Mounted color photographs of the site and neighboring areas (mounted on 8½ x 11 paper)
- ___ F. Grading plan
- ___ G. Check Payable to Planning and Development*

***Payment is for conceptual and preliminary/final review. Fees paid prior to Preliminary/Final review may be refunded if your project is withdrawn. You must contact Accounting (805) 568-2003 to request a refund. Refund applies only to Preliminary/Final review fees.**

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.

FOR PRELIMINARY REVIEW

- ___ A. Vicinity map
- ___ B. Site plan **
- ___ C. Site sections or supplemental information, where required
- ___ D. Building elevations and sections
- ___ E. Floor plans
- ___ F. Preliminary landscape plan, if required
- ___ G. Mounted color photographs
- ___ H. Check Payable to Planning and Development*
- ___ I. Topographic map (showing elevation of property within 100' in any direction from the proposed building envelope)
- ___ J. Topographic map showing the existing topography of the building site with the building roof plan superimposed. The roof ridgelines and eaves shall be dimensioned so show the vertical distance from the ridgeline or eave to the existing grade directly below.
- ___ K. If the structure is located in the Summerland Planning Area structure height calculations (see attached sample)
- ___ L. Grading plan
- ___ M. Planner authorization for review

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

- ___ M. Building details (with colors printed on the original drawings prior to reproduction)
- ___ N. Complete color and material sample board (not larger than 8½" x 11")
- ___ O. Landscape plan (if required) listing the plant names, sizes, quantity and location. Irrigation type to be noted on plans.

** [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
 - Approximate footprints of neighboring structures within 25 feet of the site
 - All existing trees (noting location, species, diameter and canopy). Trees proposed for removal must be noted.
 - Off-street parking and loading areas
 - Adjacent roads or access easements
 - Driveway(s) and internal vehicular circulation
 - Exterior lighting facilities (final review only)
 - Natural topographic contour lines at intervals sufficient to show site detail, and proposed grading contour lines
 - Trash disposal/storage
 - Sign locations
 - Landscaped areas (especially for screening and erosion control)
- C. **Site Sections** shall be drawn through each axis of the site where a slope of 1:10 or greater occurs, and shall include sufficient distance beyond the property to accurately depict the character of the grading and building mass of the project in its surroundings. This requirement may be waived by the BAR upon applicant's request at the "conceptual" review level if sufficient information regarding the character of the site is provided.

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. **Building Elevations** shall be drawn to a scale appropriate to indicate the complete view of each side of the proposed structure(s), and shall include graphic representation of materials, textures, window details and color. Where proposed building abuts existing adjacent structures, those structures shall be included in the elevation drawings.

- E. **Building Floor Plans** shall be drawn to a scale of not less than one inch equals eight feet, and shall indicate locations of all walls, windows and doors. All rooms shall be identified as to function.
- F. **Preliminary Landscape Plan** shall indicate all trees, shrubs and groundcover areas, identified relative to function or use. A list of proposed plant materials shall be included. Final Landscape Plan shall list plant sizes, quantity, and location. List irrigation type.
- G. **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.

- H. **Completed Application** - Any application lacking any item of information listed herein will not be accepted.
- I. **Topography Map** shall show elevation of property within 100 feet of any direction from proposed building envelope.
- J. **Building Height Calculations** shall be submitted, following the formula prescribed in the attached example. Calculations shall be noted on elevation plan sets (average height must be noted on site plan or plan sets cover sheet).
- K. **Drawings** required for final BAR review must be drawn to scale, and shall include:
- Building floor plans, elevations, sections, and details
 - Final site plan
 - Final landscape plans (planting, irrigation, landscape details) where required by Ordinance
 - Final grading plans
 - 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.

- L. **Color and Material Sample Board** shall include accurate representative samples of roof and siding materials, paint and stain colors.

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

PROJECT INFORMATION

This section 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 _____
(Counter Staff enters BAR case #) (conceptual, preliminary, final)

review/approval of a _____
(circle one) (new residence, condominium, garage, guesthouse, addition to a...)

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 proposed project will require approximately _____ cubic yards of cut and
(give quantity or write **None**)

approximately _____ cubic yards of fill. The property is a _____ acre/square foot parcel
(give quantity or write **None**) (give sq. footage if under an acre; give acreage if 1 acre or more--circle one)

zoned _____ and shown as APN _____
(zoning) (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)

HEIGHT CALCULATION METHODOLOGY - January 2007

1. Structures Outside Summerland (pg 10)
2. Structures on Areas Subject to the Hillside/Ridgeline Regs. (pg 11)
3. Structures in the Summerland Area (pg 12)
4. Sample Site Statistics Table (pg 13)

1. Height Calculations for Structures Located *Outside* of the Summerland Planning Area:

Methodology applies to: Structures located outside of the Montecito and Summerland Planning Areas.

Except for structures located within the Coastal Zone on property zoned with the VC View Corridor Overlay, the height of a structure (not including fences and walls) is determined by the vertical distance between the **existing grade** and the uppermost point of the structure directly above that grade. If the structure is located within the Coastal Zone on property zoned with the VC View Corridor Overlay, then the height of the structure (not including fences and walls) is determined by the vertical distance between the **average finished grade** and uppermost point of the structure directly above that grade.

The height of the structure shall not exceed the applicable **height limit** (see Diagram 1 below) except for certain limited **exceptions** discussed below.

In addition to the height limit applicable to a structure as described above, a structure subject to the Ridgeline and Hillside Development Guidelines shall not exceed a maximum height of 32 feet as measured from the highest part of the structure, excluding chimneys, vents and noncommercial antennas, to the lowest point of the structure where an exterior wall intersects the **finished grade** or the **existing grade**, whichever is lower (see Diagram 2 below).

1. In the case where the lowest point of the structure is cantilevered over the ground surface, then the calculated maximum height shall include the vertical distance below the lowest point of the structure to the finished grade or the existing grade, whichever is lower.
2. This 32 foot limit may be increased by no more than three feet where the highest part of the structure is part of a roof element that exhibits a pitch of four in 12 (rise to run) or greater.

EXCEPTIONS

1. Chimneys, church spires, elevator, mechanical and stair housings, flag poles, noncommercial antennas, towers, vents, and similar structures which are not used for human activity may be up to 50 feet in height in all zones subject to compliance with the F Airport Approach Overlay and the VC View Corridor Overlay. **The use of towers or similar structures to provide higher ceiling heights for habitable space shall be deemed a use intended for human activity.**
2. Portions of a structure may exceed the applicable height limit by no more than three feet where the roof exhibits a pitch of four in 12 (rise to run) or greater.

3. Architectural elements (portions of a building that exceeds the height limit and extends beyond the roof of the building) with an aggregate area less than or equal to 10 percent of the roof area or 400 square feet, whichever is less, may exceed the height limit by no more than eight feet when approved by the BAR.
4. Special exemptions for oil/gas equipment (see Article II, Section 35-127.1.a).

DEFINITIONS

Existing Grade: The existing condition of the ground elevation of the surface of a building site at the time of permit application, including Board of Architectural Review applications, that represents either (1) the natural grade prior to the placement of any fill on the site or the excavation or removal of earth from the site, or (2) the manufactured grade following the completion of an approved grading operation including grading approved in conjunction with the subdivision of the site.

Finished Grade: The height of the manufactured grade of that portion of the lot covered by the structure following the completion of an approved grading operation.

Finished Grade, Average: The average height of the manufactured grade of that portion of the lot covered by the structure following the completion of an approved grading operation.

Height Limit: The maximum allowed height of a structure as established by an imaginary surface located at the allowed number of feet above and parallel to the existing grade.

Diagram 1

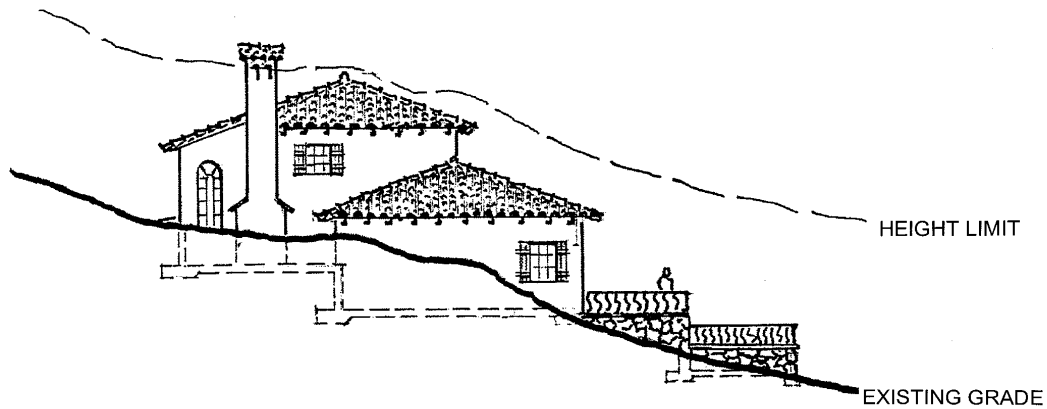
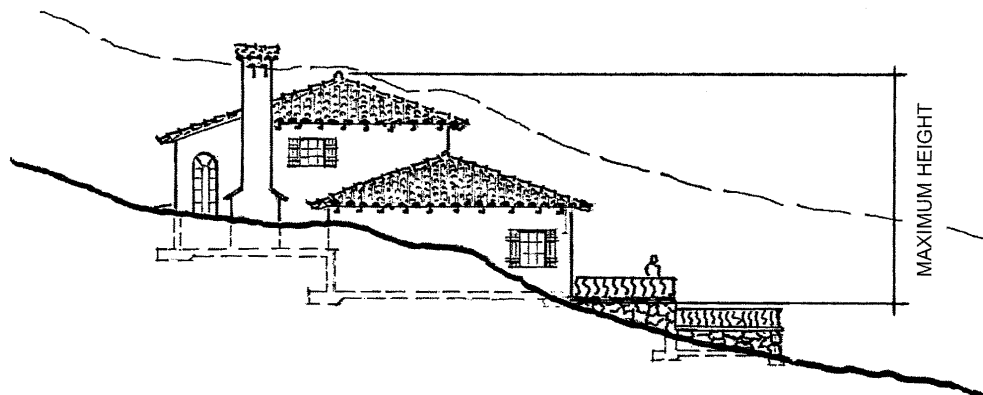


Diagram 2



2. Height Calculations for all Structures in Areas Subject to the Ridgeline/Hillside Development Regulations:

In addition to the height limit applicable to a structure as described above, a structure subject to the Ridgeline/Hillside Development Guidelines shall not exceed a maximum height of 32 feet as measured from the highest part of the structure, excluding chimneys, vents and noncommercial antennas, to the lowest point of the structure where an exterior wall intersects the finished grade or the existing grade, whichever is lower.

1. In the case where the lowest point of the structure is cantilevered over the ground surface, then the calculated maximum height shall include the vertical distance below the lowest point of the structure to the finished grade or the existing grade, whichever is lower.
2. This 32 foot limit may be increased by no more than three feet where the highest part of the structure is part of a roof element that exhibits a pitch of four in 12 (rise to run) or greater.

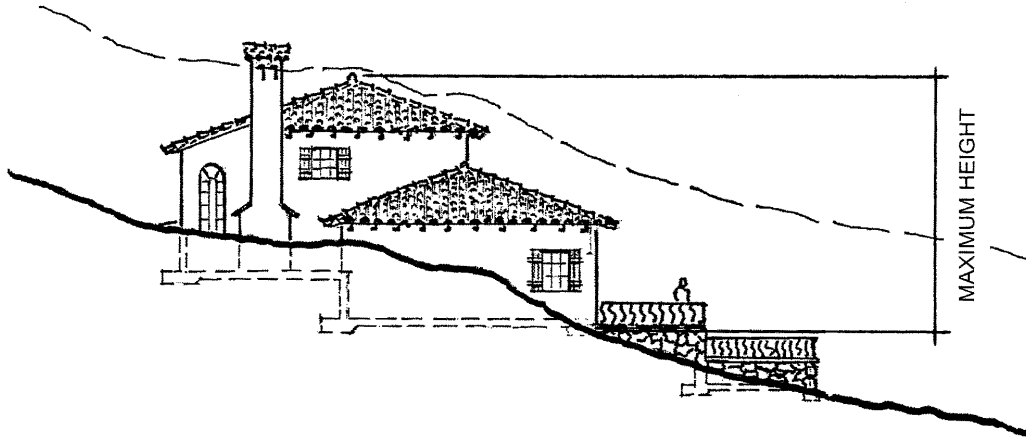


Figure 2: Measure of Maximum Height for structures in areas subject to Hillside/Ridgeline Development regulations.

3. Height Calculations for Structures Located in the Summerland Planning Area

Methodology applies to: Structures located within the Summerland Planning Area.

The height of a structure shall be the vertical distance between the **average finished grade** of the lot covered by the structure to the highest points of the coping of a flat roof or to the mean height of the highest gable of a pitch or hip roof. The mean height of a gambrel roof is the average height of the height of the ridge and the height of the first break in slope of the roof.

The height of any structure shall not exceed the applicable **height limit** except for certain **exceptions** discussed below.

EXCEPTIONS

1. Chimneys, church spires, elevator, mechanical and stair housings, flag poles, oil and gas derricks, noncommercial antennas, towers, vents, and similar structures which are not used for human activity may be up to 50 feet in height in all zones. **The use of towers or similar structures to provide higher ceiling heights for habitable space shall be deemed a use intended for human activity.**
2. Special exemptions for commercial and noncommercial telecommunication antennas (see Article II Section 35-127.C).

DEFINITIONS

1. **Finished Grade, Average:** The average height of the manufactured grade of that portion of the lot covered by the structure following the completion of an approved grading operation.

For buildings constructed on stepped pads (with various finished grades and multiple roof heights), structure height may be determined by taking measurements from the finished grade at equal intervals around the entire footprint of the structure to the highest mean roof height. This methodology is demonstrated on the following page.

In the example below, measurements taken from the finish grade to the mean height of the highest gable, using an interval of 30 feet, gives the following height:

- A= 20'
- B= 26'
- C= 26'
- D= 26'
- E= 26'
- F= 20'
- G=20

Total of height measurements = 164; 164 divided by 7 (the number of measurements) equals a calculated height of 23.5'

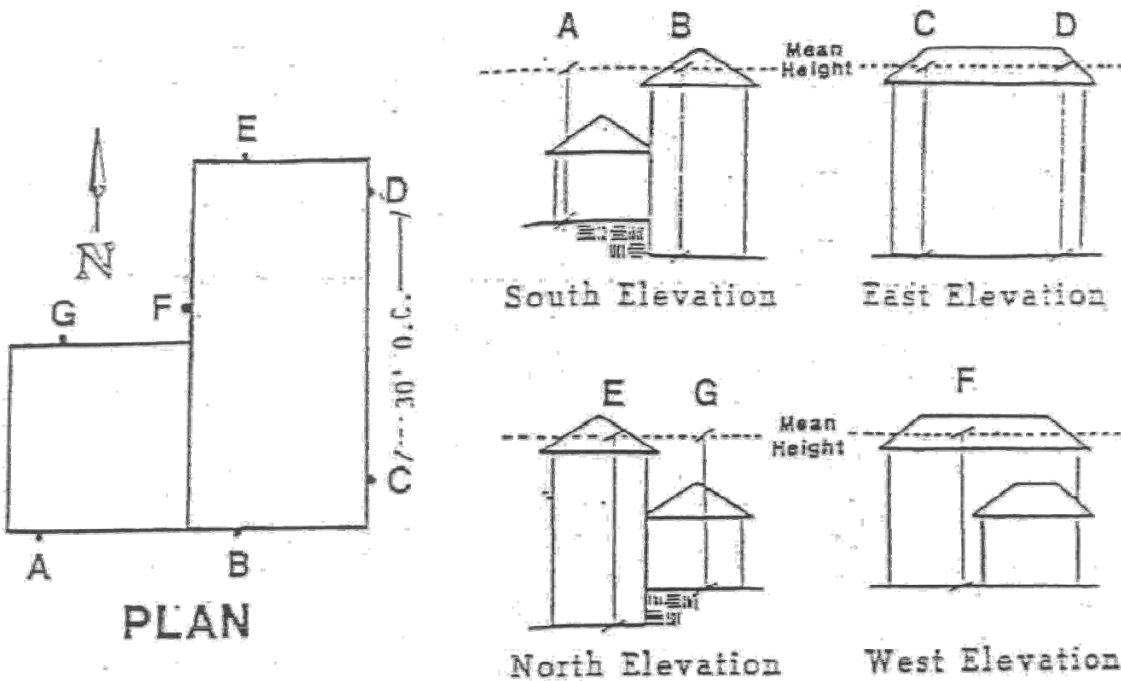


Figure 3: Height calculation for structures located within the Summerland Community Plan area

4. Sample Site Statistic Table

Site Statistics		
Site Size	(gross)	(net)
Square Footage of Development	(existing)	(proposed)
Square Footage to be Demolished		
Proposed Earthwork	(cut)	(fill)
Average Height of Structures		
Other		