

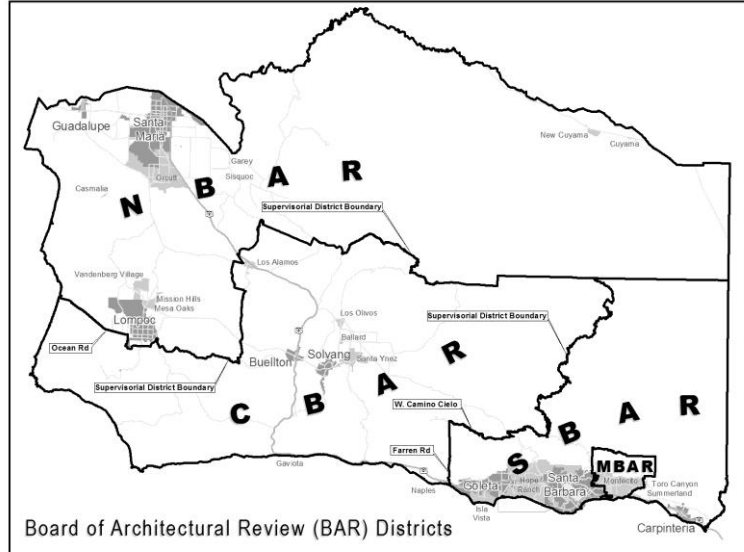


COUNTY OF SANTA BARBARA

Planning and Development

[www.sbcountyplanning.org](http://www.sbcountyplanning.org)

# BOARD OF ARCHITECTURAL REVIEW



Board of Architectural Review (BAR) Districts

**BOARD OF ARCHITECTURAL REVIEW (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**
- ✓ **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

P&D Website: [www.sbcountyplanning.org](http://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
- 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
- Located in the Gaviota Coast Plan area
- Located in the Critical Viewshed Corridor Overlay
- 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
<b>Meets once a month on Fridays</b> in the Betteravia Government Center Hearing Room, 511 East Lakeside Parkway, Santa Maria.	<b>Meets once a month on Fridays</b> in the Solvang Municipal Courtroom, 1745 Mission Drive, Solvang	<b>Meets every 2 weeks on Fridays</b> in the SB County Engineering Rm. at 123 East Anapamu St., Santa Barbara.

**HOW** Submit a complete application to Planning and Development no later than 2:00 p.m. Friday, 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 required to submit for **conceptual review** in order to informally discuss a project's concept or theme on a schematic basis, and then return for preliminary and/or final review. Applicants may not request preliminary or final review/approvals without the prior approval from the assigned case planner.

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

### EXEMPTIONS

The following developments are exempt from BAR review:  Fences of 6 feet or less (unless associated with development otherwise requiring BAR)  Gate posts of 8 feet or less (unless associated with development otherwise requiring BAR)  Solar panels  Swimming pools, hot tubs or spas  Interior Alterations  Decks (unless associated with development otherwise requiring BAR)	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 <i>advisory only</i> 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.
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**APPEALS**

Decisions of the BAR (i.e., approval or denial of preliminary or final reviews) 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. An appeal of a preliminary decision can relate to any or all of their findings and an appeal of a final approval can only be made if it can be demonstrated that the project for which final approval was granted does not substantially conform to the project that was granted preliminary approval.

**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. Review by these committees and Homeowners Associations (HOA) is not required in order to obtain a permit through Planning and Development (P&D), however they may be required pursuant to your respective HOA regulations. P&D collects 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: htwabell@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 (805) 969-1971 or Mary Holzhauer (805) 565-3751

Review by the Summerland Board of Architectural Review is optional.

**Applicants are responsible for contacting these applicable review bodies:**

### **South County:**

1. **Pepper Hill Homes Association**  
1215 De La Vina, Santa Barbara, CA 93101  
Desmond O'Neill, (805) 966-2211
2. **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. **Los Olivos Board of Architectural Review**  
PO Box 27, Los Olivos, CA 93441-0027  
Beverly Whitmore, (805) 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
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 the applicable zoning ordinance (development code).
12. 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 BAR REVIEW

### Conceptual Review

All BAR projects begin the design review process at the conceptual level. Conceptual review is a critical step in the review process providing an opportunity for the BAR to review and comment on a project's concept or theme when it is still in the early stages of development before the applicant has committed to and invested in a design. At conceptual review, the BAR considers only broad issues such as site planning, general architectural style and the project's relationship to its site and the surrounding neighborhood. This allows the applicant and the BAR an opportunity to informally discuss a project that will be subsequently submitted to the County. Applicants should bring sketches and/or conceptual drawings, including schematic sections and three-dimensional renderings, and should have completed site studies that address various aspects of site design (e.g., general massing of buildings, grading, access, landscaping concepts). No formal action is taken by the BAR at a conceptual level, however, comments are made that give the applicant general direction for future review. Additionally, the BAR may determine during the conceptual review that a site visit should be conducted by the BAR as a whole or a subgroup of BAR members (not involving a quorum), and/or that the preparation of a landscape plan is necessary.

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

### FOR CONCEPTUAL REVIEW

- A. Vicinity map
- B. Site plan  
[Click to download Site Plan and Topographical Map Requirements](#)
- C. Topographic map (showing elevation of property within 100' in any direction from the proposed building envelope)  
[Click to download Site Plan and Topographical Map Requirements](#)
- D. Conceptual Building elevations (rough drafts are encouraged)
- E. Two Sets Mounted color photographs of the site and neighboring areas (mounted on 8½ x 11 paper preferred)
- F. Conceptual Grading plan
- G. Agreement to Pay Form
- H. Check Payable to Planning and Development

## Preliminary Review

Preliminary Review is a formal review of an application that confirms the site plan configuration and design that must be followed before the architect prepares working drawings. An application for preliminary review will only be accepted if a development application for the project has been submitted to Planning & Development. Projects can receive preliminary approval only if the project has been reviewed by staff, the discretionary review authority, if applicable (except Modifications- which require preliminary prior to review authority hearing), and if the project is consistent with county plans and policies. All significant elements of the project's appearance, landscaping and site and/or building orientation must be found to be consistent with the applicable BAR findings and guidelines in order to receive approval at this level of review. The BAR's action on preliminary review is appealable to the Planning Commission.

### FOR PRELIMINARY REVIEW

- A. Vicinity map
- B. Site plan  
[Click to download Site Plan and Topographical Map Requirements](#)
- C. Site sections or supplemental information, where required
- D. Building elevations and sections
- E. Floor plans
- F. Preliminary landscape plan, if required
- G. Two Sets Mounted color photographs
- H. Topographic map (showing elevation of property within 100' in any direction from the proposed building envelope)
- I. Topographic map showing the existing topography of the building site with the building roof plan superimposed. The roof ridgelines and eaves shall be dimensioned to show the vertical distance from the ridgeline or eave to the existing grade directly below.
- J. If the structure is located in the Summerland Planning Area structure height calculations (see attached sample)
- K. Grading plan
- L. Planner authorization for review
- M. Complete color and material sample board (not larger than 8½" x 11")

### Revised Preliminary Approval

Revised Preliminary review is used when a project has already received preliminary approval and the applicant wishes to make substantial changes that would require further BAR review and approval prior to final approval. Plans submitted should include all information on drawings that reflect the proposed revisions. If the revisions are not clearly delineated, they cannot be construed as approved. Substantial changes after a project has received final approval require a new LUP/CDP and new BAR approval. Conceptual/Preliminary/Final may be agendized as one BAR item at the planner's discretion.

## Final Review

Final review is a formal review of completed working drawings excluding electrical, plumbing, mechanical and structural drawings unless components of these plans would affect the exterior of the building. All details, color samples, door hardware, fenestration and exterior lighting fixtures must be included in the plans submitted for final review. The final plans will be approved only if they are in substantial conformance with the plans given preliminary approval. If substantial changes to the plans are proposed at this stage by the applicant, a new preliminary approval may be required.

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

- \_\_\_ P. Building details (with colors printed on the original drawings prior to reproduction)
- \_\_\_ Q. Complete color and material sample board (not larger than 8 ½" x 11"). Photo of approved color board to be provided following approval stamp.
- \_\_\_ R. Landscape plan (if required) listing the plant names, sizes, quantity and location. Irrigation type to be noted on plans.

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



## 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 16 of this application)
  - Existing and proposed building footprints(s) or roof plans
  - Approximate footprints of neighboring structures within 50 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 a 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). All applicants are required to identify and submit mounted color photographs (8½ x 11 paper) of their project at the time of BAR application submittal. A plan showing locations of photo viewpoints is recommended. Larger photographic displays may be brought to the BAR meeting and are encouraged. 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). Story poles may be required.
- 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.



Photos must be submitted at this time: \_\_\_\_\_ (initialed by intake staff) Zoning Violation: Yes\_\_\_\_ No\_\_\_\_

**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, Goleta, etc.) (list district: 1st, 2nd, etc.)

\_\_\_\_\_ BAR District.  
(list district: South, Central or North)

## HEIGHT CALCULATION METHODOLOGY - January 2007

1. Structures Outside Summerland (pg 13)
2. Structures on Areas Subject to the Hillside/Ridgeline Regs. (pg 15)
3. Sample Site Statistics Table (pg 16)

### 1. Height Calculations for All Structures Not Subject to the Ridgeline/Hillside Development Regulations:

**Methodology applies to: Structures located outside of the Summerland Planning Area.**

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 exceed 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**

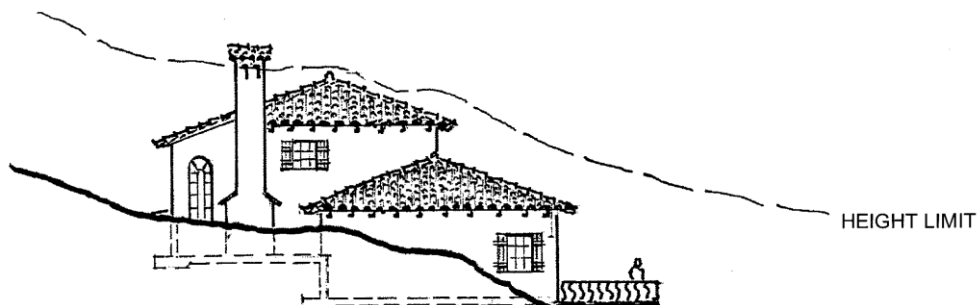
**Existing Grade:** The existing condition of the ground elevation of the surface of a building site at the time of permit application, including Board of Architectural Review applications, that represents either (1) the natural grade prior to the placement of any fill on the site or the excavation or 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.

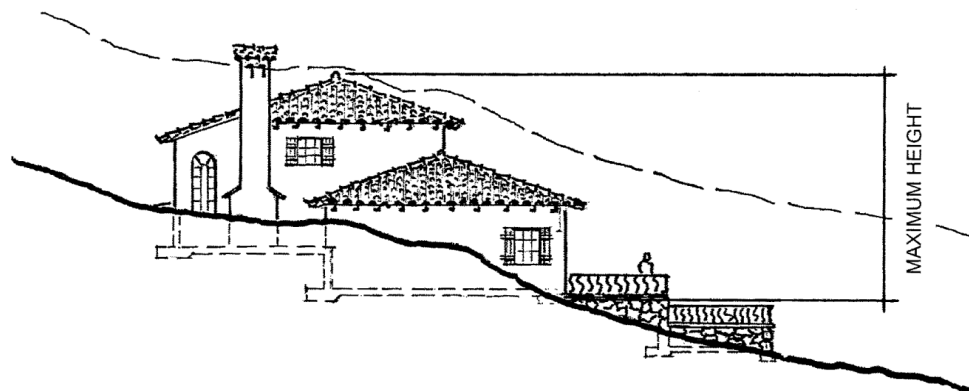
**Finished Grade, Average:** The average height of the manufactured grade of that portion of the lot covered by the structure following the completion of an approved grading operation.

**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.

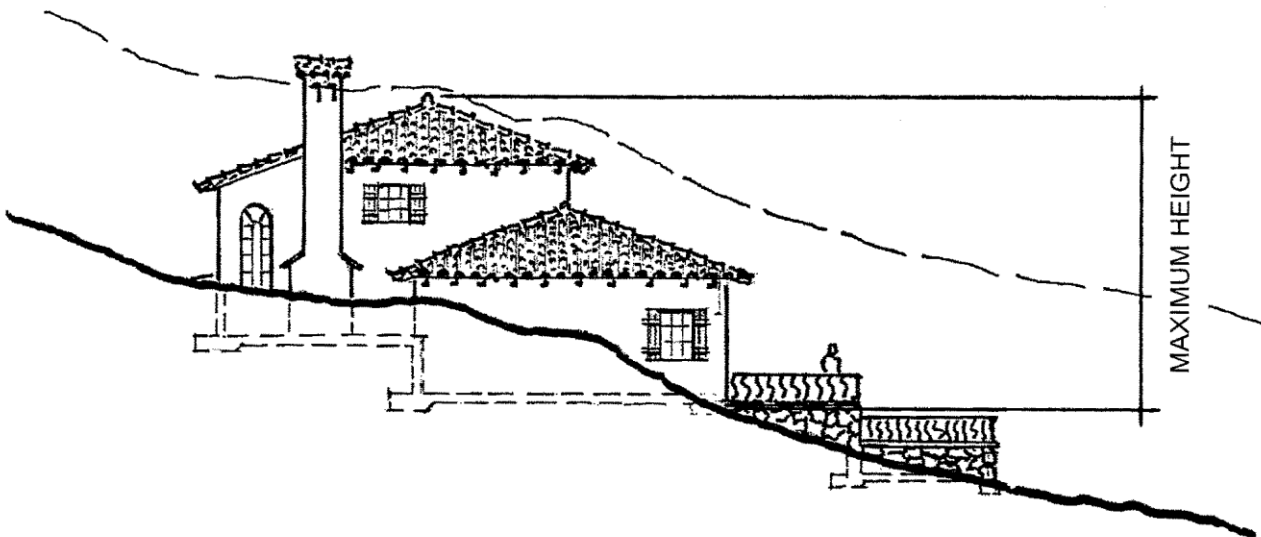


Figure 2: Measure of Maximum Height for structures in areas subject to Hillside/Ridgeline Development regulations.

### 3. 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		

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