



Submittal Requirements for Digital BAR Review

South, Central, North, and Montecito Architectural Review Boards

All digital submittals for Board of Architectural Review cases must meet the following criteria (add reference to other application requirements as well):

- All plans and supporting documents for review by BAR are to be PDFs
- PDFs are to be reduced in size and **flattened**
- Maximum total file size of 15 mb (pages reduced to no more than 2 mb in size)
 - If plans are greater than 15 mb, then the applicant shall split the pages into smaller groups (i.e., architectural, civil, landscape, etc.)
- Include plan set as one PDF file unless required to be split up due to file size as indicated above. Limit plans* to the following details:
 - Site Plan
 - Floor Plan
 - Roof Plan
 - All elevations with details keyed in
 - All architectural details (only required at Prelim/Final)
 - Overall Civil Site Plan (one or two pages) (if required)
 - Landscape Plan (if required)
 - Material and color board (only required at Prelim/Final)

*Building Code requirements such as Title 24 calculations, CA Green Building Code information, etc. should not be included

- Include additional documents such as photos, FAR studies, and arborist reports in separate PDFs
- Naming convention of digital presentation documents and any supporting documents (i.e., photos, FAR studies, etc.) shall follow this format: “#. Document Type – Project Name” Example: “1. Plans – Smith Cabana”
 - Document types shall follow the below order:
 - “1. Plans – Smith Cabana” (if there are multiple plan files, place them in the appropriate order: i.e., 1. Arch Plans, 2. Landscape Plans, 3. Civil Plans, etc.)
 - “2. Photos – Smith Cabana”
 - “3. FAR Study – Smith Cabana”