


<h2 style="margin: 0;">LAND USE APPLICATION</h2> <p><b>Department of Planning &amp; Community Development</b>  809 Center Street, Room 100  Santa Cruz, CA 95060  www.cityofsantacruz.com  (831) 420-5100 phone  (831) 420-5434 fax</p>				APPLICATION # <hr/> RECEIVED BY <hr/> ZONING <hr/> CODE ENFORCEMENT <hr/>	
PROJECT ADDRESS			ASSESSOR'S PARCEL NUMBER (APN)		
PROPERTY OWNER			APPLICANT*		
NAME		NAME			
ADDRESS		ADDRESS			
CITY/STATE/ZIP		CITY/STATE/ZIP			
PHONE		PHONE			
EMAIL		EMAIL			
CERTIFICATION					
<p>"I hereby certify that the facts given on this application are true and correct to the best of my knowledge and I agree to, and authorize, such investigations as are deemed necessary by the City of Santa Cruz City Planning Department for the preparation of reports related to this application, including the right of access to the property involved. In submitting this application, I agree to defend, indemnify and hold harmless the City, its officials, officers, employees and agents ("City Parties"), from and against any claim, action, or proceeding against City Parties (including payment of attorney fees and litigation costs), arising out of or in any way related to the City's processing, consideration or approval of this application to the fullest extent permitted by law."</p> <p>Electronic, scanned, and emailed signatures are accepted and treated as an original and legally binding on the parties.</p>					
APPLICANT'S SIGNATURE* If applicant is not the property owner, an owner-agent form is required. <div style="font-size: 2em; font-family: cursive;">X</div>					DATE
PARCEL CHARACTERISTICS - To be completed by City					
Address:		APN:			
General Plan:		Zoning:			
Area Plan:					
*If unknown, contact planning counter prior to submittal.					
Special Street Setbacks:	Yes/No	Adjacent to Residential:	Yes/No		
<input type="checkbox"/> Exception Requested Pursuant to 24.08.580. <i>*If yes, application will need to include written request specifying exception and include information relevant to circumstances existing that require such exception.</i>					
Surrounding Land Uses					
North:					
South:					
East:					
West:					
TYPE OF SIGNAGE PROPOSED - To be completed by applicant					
<input type="checkbox"/> Master Sign Program on Site? (*If unknown, confirm with planner prior to submittal. A Sign Permit may not be required.)					
<input type="checkbox"/> Temporary Signage Requested?					
<input type="checkbox"/> Will sign be located in or overhang ROW? (*If so, prior approval from PW is required.)					

	Type	Quantity	Exempt from Permit?	Exempt in CBD
<input type="checkbox"/>	Wall			
<input type="checkbox"/>	Canopy/Awning			
<input type="checkbox"/>	Freestanding		24.08.520(1) (<=5')	
<input type="checkbox"/>	Hanging			24.12.352(6)(b)
<input type="checkbox"/>	Projecting			
<input type="checkbox"/>	Banner			
<input type="checkbox"/>	Window		24.08.520(3)	24.12.352(6)(c)
<b>Prohibited Signs:</b> Sandwich board signs are prohibited. Moveable freestanding signs are prohibited. Wind Signs are prohibited. No commercial sign shall be erected on any property so as to be visible from a freeway if such sign is designed to have or has advertising thereon maintained primarily to be viewed from the freeway.				
PERMIT HISTORY				
<input type="checkbox"/> Existing NC signs to remain? [Notes/Permits below]				
SIGNAGE CRITERIA				
Please review signage requirements prior to submittal. If the project site is located on a parcel subject to the regulations of an area plan, then the sign regulations in the applicable area plan supersede any conflicting regulations in the Zoning Ordinance. However, additional requirements in the Zoning Ordinance must also be met if there is no conflict. Please ensure that both the Zoning Ordinance Sign Criteria Checklist <u>and</u> applicable Area Plan Sign Criteria Checklist are completed, printed and included in your application packet.				

HEARING BODY		ENVIRONMENTAL REVIEW		COASTAL REVIEW	
<input checked="" type="checkbox"/> Staff Review (OTC) <input type="checkbox"/> Zoning Administrator <input type="checkbox"/> Historic Preservation Commission <input type="checkbox"/> Planning Commission <input type="checkbox"/> City Council		<input checked="" type="checkbox"/> Categorical Exemption <input type="checkbox"/> (Mitigated) Negative Declaration <input type="checkbox"/> Environmental Impact Report (EIR)		<input checked="" type="checkbox"/> N/A	
APPLICATION FEES					
APPLICATION INTAKE – NO PUBLIC HEARING	<input type="checkbox"/> \$220	BOUNDARY ADJUSTMENT	<input type="checkbox"/> \$1,774	PLANNED DEVELOPMENT	<input type="checkbox"/> \$9,993
DOCUMENT HANDLING – NO PUBLIC HEARING	<input type="checkbox"/> \$164	CERTIFICATE OF COMPLIANCE	<input type="checkbox"/> \$1,931	RECONSTRUCTION PERMIT	<input type="checkbox"/> \$3,493
APPLICATION INTAKE – PUBLIC HEARING	<input type="checkbox"/> \$284	COASTAL PERMIT	<input type="checkbox"/> \$2,235	SIGN PERMIT	<input checked="" type="checkbox"/> \$397
DOCUMENT HANDLING – PUBLIC HEARING	<input type="checkbox"/> \$306	COASTAL PERMIT EXCLUSION	<input type="checkbox"/> \$159	SLOPE MODIFICATION- BETWEEN 10'-20'	<input type="checkbox"/> \$1,474
PUBLIC NOTICE	<input type="checkbox"/> \$324	RESIDENTIAL/COMMERCIAL DEMOLITION PERMIT	<input type="checkbox"/> \$1,940	SLOPE VARIANCE – LESS THAN 10'	<input type="checkbox"/> \$3,638
ENVIRONMENTAL REVIEW – CATEGORICAL EXEMPT	<input type="checkbox"/> \$159	DESIGN PERMIT – MULTI-RES/ COMMERCIAL \$486/1,000 SF	<input type="checkbox"/> \$	SUBDIVISION: <4: \$9,718 + \$486/LOT OR >5: \$19,510 + \$486/LOT	<input type="checkbox"/> \$
ENVIRONMENTAL REVIEW – NEG DEC/INITIAL STUDY	<input type="checkbox"/> \$5,694	DESIGN PERMIT – LARGE HOUSE/SUBSTANDARD	<input type="checkbox"/> \$3,493	USE PERMIT – ADMINISTRATIVE	<input type="checkbox"/> \$3,442
ENVIRONMENTAL REVIEW – STATUOTY EXEMPTION	<input type="checkbox"/> \$6,079	DESIGN PERMIT – REMODEL/ SITE ALTERATION	<input type="checkbox"/> \$2,416	USE PERMIT – SPECIAL	<input type="checkbox"/> \$3,884
MITIGATION MONITORING – MINOR (DEPOSIT)	<input type="checkbox"/> \$500	BUILDING REVIEW <small>(Additional fees may be charged for multiple reviews.)</small>	<input type="checkbox"/> \$142/hr	VARIANCE	<input type="checkbox"/> \$3,493
MITIGATION MONITORING – MAJOR (DEPOSIT)	<input type="checkbox"/> \$6,222	GREEN BUILDING REVIEW <small>(Additional fees may be charged for multiple reviews.)</small>	<input type="checkbox"/> \$142/hr		<input type="checkbox"/> \$1,193
ARBORIST REVIEW	<input type="checkbox"/> \$695	FIRE REVIEW	<input type="checkbox"/> \$132	WATERCOURSE VARIANCE	<input type="checkbox"/> \$3,564
ARCHAEOLOGICAL REVIEW	<input type="checkbox"/> \$84	POLICE REVIEW	<input type="checkbox"/> \$398	ZONING MAP AMENDMENT (DEPOSIT)	<input type="checkbox"/> \$6,222
ARCHITECTURAL REVIEW (DEPOSIT)	<input type="checkbox"/> \$	EXTENSION AREA	<input type="checkbox"/> \$3,382	OTHER	
BIOTIC REVIEW	<input type="checkbox"/> \$164	FENCE – NO PUBLIC HEARING (OTC)	<input type="checkbox"/> \$1,870	OTHER	\$
DEVELOPMENT AGREEMENT	<input type="checkbox"/> \$5,993	FENCE – PUBLIC HEARING	<input type="checkbox"/> \$2,447	<b>SUBTOTAL</b>	\$ 397.00
STAFF RESEARCH/ ZONING INFO (\$164/HR)	<input type="checkbox"/> \$	HISTORIC ALTERATION PERMIT	<input type="checkbox"/> \$580	<b>TECHNOLOGY FEE (6% OF SUBTOTAL)</b>	\$ 23.82
ABANDONMENT	<input type="checkbox"/> \$8,392	MAJOR MODIFICATION	<input type="checkbox"/> \$3,327	<b>TOTAL</b>	\$ 420.82
APPEAL	<input type="checkbox"/> \$762	MINOR MODIFICATION	<input type="checkbox"/> \$2,416		
NOTES					
<ul style="list-style-type: none"> <li>• Department reviews may be required at Planner's discretion.</li> <li>• Categorical Exemption Fee will be charged at planner or applicant's request to file the Exemption Form.</li> </ul>					

# REQUIRED MATERIALS

The following materials must be submitted in order for the City to issue a permit. All sheets within a plan set must be internally consistent and must be consistent with associated technical reports. Note: Details, plan sheets, and reports that are not required as part of the Planning Application may be required as part of the Building Permit application.

The below information may be presented on combined or individual plan sheets. If sheets are combined, please make sure that the information is clearly presented or the application may not be deemed complete.

Please speak with the Planning Counter in advance of submitting an application if there are extenuating circumstances related to the project or parcel that could affect the required application materials.

## ALL PROJECTS

### 1. Hardcopy Materials

Sign Permits require review of hardcopy materials only. Please complete and print all required forms and plans for review over the counter.

### 2. Completed Land Use Application

### 3. Completed Sign Criteria Checklist(s), including the universal checklist and any applicable area plan checklists.

### 4. Signed Owner-Agent Form, if applicable.

### 5. Fee Payment

Fee payment must be made at time of submittal and prior to permit issuance. Payment types: VISA, MasterCard, Discover, American Express), cash or check.

### 6. Sign Plans

- Site plan including property boundaries, existing buildings/structures, landscaping and parking areas, proposed sign locations.
- Elevations including sign locations, building height, and building and/or tenant space width for wall signs.
- Sign Design including size (area and key dimensions), materials, size, colors, and lettering.
- Attachment/Mounting Details/Sections
- Lighting Specifications/Details/Sections
- Photographs of existing signs and proposed sign locations as needed)

By submitting plans, the applicant authorizes the city to post the submitted plans (including architectural drawings) on the internet and to provide copies of the plans to the public upon request (Gov't Code § 65103.5). If authorization to post architectural plans is not granted, the applicant shall submit site plans and massing diagrams that meet the requirements of Gov't Code § 65103.5(f) for posting on the internet and public distribution. (Note: Sign Permits are not typically posted online.)



City of Santa Cruz  
Dept. of Planning and Community  
Development  
809 Center Street, Room 206  
Santa Cruz, CA 95060  
(831) 420-5120

## OWNER-AGENT APPROVAL FORM

For persons other than the owner who wish to obtain a building, zoning and/or other permit(s), approval of the owner is required. This document serves as the City's authorization to issue a permit to the agent listed below:

Application No.: \_\_\_\_\_ APN: \_\_\_\_\_

Project Location: \_\_\_\_\_

### Agent:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

### Owner:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

**Note:** One (1) owner-agent form will be required for each permit.

This document is intended for permit applications only. It is not intended to give the agent the right to act as a contractor for any part of the project applied for.

#### Statement Required on Contracts

7030 (b) "STATE LAW REQUIRES ANYONE WHO CONTRACTS TO DO CONSTRUCTION WORK TO BE LICENSED BY THE CONSTRUCTOR'S STATE LICENSE BOARD IN THE LICENSE CATEGORY IN WHICH THE CONTRACTOR IS GOING TO BE WORKING – IF THE TOTAL PRICE OF THE JOB IS \$500 OR MORE (INCLUDING LABOR AND MATERIALS).

LICENSED CONTRACTORS ARE REGULATED BY LAWS DESIGNED TO PROTECT THE PUBLIC. IF YOU CONTRACT WITH SOMEONE WHO DOES NOT HAVE A LICENSE, THE CONTRACTOR'S STATE LICENSE BOARD MAY BE UNABLE TO ASSIST YOU WITH A COMPLAINT. YOUR ONLY REMEDY AGAINST AN UNLICENSED CONTRACTOR MAY BE IN CIVIL COURT, AND YOU MAY BE LIABLE FOR DAMAGES ARISING OUT OF ANY INJURIES TO THE CONTRACTOR OR HIS OR HER EMPLOYEES.

YOU MAY CONTACT THE CONTRACTOR'S STATE LICENSE BOARD TO FIND OUT IF THIS CONTRACTOR HAS A VALID LICENSE. THE BOARD HAS COMPLETE INFORMATION ON THE HISTORY OF LICENSED CONTRACTORS, INCLUDING ANY POSSIBLE SUSPENSIONS, REVOCATIONS, JUDGEMENTS, AND CITATIONS. THE BOARD HAS OFFICES THROUGHOUT CALIFORNIA. PLEASE CHECK THE GOVERNMENT PAGES OF THE WHITE PAGES FOR THE OFFICE NEAREST YOU OR CALL 1-800-321-CSLB FOR MORE INFORMATION."

*(Amended by Stats. 1994, Chapter 783 (AB 3001); Amended by Stats. 1995, Chapter 467 (SB 1061); Repealed and added by Stats. 1996, Chapter 282 (AB 2494); amended by Stats. 1998, Chapter 633 (SB 2217).*