

REQUIRED MATERIALS

The following materials must be submitted in order for the application to be deemed complete. 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. Digital Application

Materials must be submitted through www.mycityofsantacruz.com. Instructions on how to register and upload files will be provided by a planner. Hardcopy materials will not be accepted. Other forms of delivery such as flash drives, email attachments, downloadable links, and third party transfer services (ex. Dropbox) will not be accepted.

2. Land Use Application and all additional required forms

3. Signed Owner-Agent Form

4. Fee Payment

Once files have been submitted through the mycityofsantacruz.com portal, the applicant will be notified payment is ready to be made through the portal. Online payment types: VISA, MasterCard, Discover, American Express) Cash or check are accepted as well.

5. Site Plan (1'=1/8" scale or larger)

- Contact information for preparer, property owner, business owner, architect, etc.
- Date of preparation and dates of revisions
- Property address
- Assessor's Parcel Number
- North arrow
- Scale
- Vicinity map
- Property lines with dimensions
- Adjacent Streets and alleys
- All existing and proposed easements for parking, access, utility, sewer, water, stormdrain, and all easements on surrounding properties benefiting the subject property.
- Existing structures and their uses
- Building footprints of adjacent properties and use of adjacent properties
- Building setbacks
- Off-street parking, bike parking, and loading and circulation areas. Include dimensions, and labeled as compact, standard, accessible, and/or electric vehicle supply equipment installed (EVSE), bike parking labeled as Class 1 or Class 2. Parking and bike calculations must be provided on a separate 8.5" x 11" sheet.
- Fencing labeled as existing to remain, existing to be demolished, and/or proposed new.
- Slope contours (contour interval shall be two feet for slopes up to 20% and 5 feet for slopes over 20%)
- Existing trees and shrubs (inc. street trees) labeled as to be preserved or to be removed. Indicate circumference of all existing trees measured 4.5 feet from grade. If circumference is 44 inches (14 inches in diameter) or larger and tree is proposed for removal or pruning affecting 25% or more of the crown, a Heritage Tree Removal Permit is required.
- The centerline, riparian corridor, development setback area, and management area of any creeks or waterways in close proximity to the area of proposed disturbance or on the subject parcel. Setbacks must be consistent with the Citywide Creeks and Wetlands Management Plan.
- Locations of existing and proposed on-site lighting features.
- Locations, dimensions, and design (elevations) of trash enclosures designed to Public Works specifications.
- Accurate location of all existing and proposed utilities.
- Location of existing and proposed sewer, water and storm drain lines, manholes, inlets, outlets etc.
- For projects less than 2500 square feet of new and replaced impervious surface area, preliminary drainage improvements clearly showing proposed and existing low impact design measures identified in City's Best Management Practices for Development Projects. See attached stormwater plan requirements and materials for projects greater than 2500 square feet.

- In accordance with the prohibition on natural gas infrastructure, projects that require Design Permit approval must include the following statement on the cover sheet of the architectural plans ("Natural Gas-Free Design as required by SCMC-6.100") and must be designed in accordance with Chapter 6.100 of the Municipal Code. Existing buildings undergoing alterations, additions, or tenant improvements are exempt. For new construction not requiring a Design Permit, the prohibition effective date is October 29, 2020. The ordinance may be viewed at: <http://www.cityofsantacruz.com/home/showdocument?id=79473>
Note: The 2019 Santa Cruz Green Building checklists contain many features to optimize all electric building design and may be viewed at: <http://www.cityofsantacruz.com/greenbuilding>
It is strongly advised your energy professional is engaged with the project's design team at the project's outset.

6. Improvement Plans

Required for any project that includes a modification of a property line, the division of land, the construction of a new building, or the expansion of an existing building footprint, except for single-family dwellings and projects that only require Design Review due to the zone district or due to substandard lot.

- Survey prepared by a licensed surveyor that includes: the footprints of existing buildings and retaining walls on the site, fully dimensioned public right-of-way improvements for both sides of the adjacent streets showing accurate locations for existing and proposed facilities such as streets, curbs, sidewalks, street trees, utility poles, electroliers, traffic signals, storm sewers, sanitary sewers, fire hydrants, median islands, project driveways, driveways on adjacent street frontages, bus stops, drainage inlets, and manholes.

7. Topographic Map Required for any lot with slopes 10% or greater and prepared by a licensed surveyor.

- Clearly differentiate 30% to 49% slope areas and 50% or greater slope areas with shading or cross-hatching.
- Provide gross lot area and net lot area.
- For lots with slopes greater than 30% the topographic map must show all proposed improvements and existing buildings and structures to remain.

8. Floor Plan(s) (1/4"=1' scale)

- Total gross floor area
- Total square footage of leasable floor area
- Room labels for each room
- Identify existing walls to remain (solid line), existing walls to be removed (dashed line), and new walls (bold/colored solid line)
- Seating areas with tables and chairs for commercial restaurants

9. Elevations (1/4"=1' scale) Required for all sides of buildings.

- Building heights
- Existing and proposed grade lines.
- Exterior materials and colors. A full color and materials board is required for projects that require Planning Commission or City Council approval.
- Vertical or diagonal setback lines, if project subject to a setback/height ratio.
- Finished floor and top of plate elevations

10. Context

The following materials are required for all projects with the exception of single-family residential development on residentially-zoned, standard-sized parcels that meet all of the site development standards for the zone district or as permitted by front yard averaging.

- One schematic streetscape elevation illustrating building height and mass in relationship to both structures on either side of the applicant's property, if applicable. The schematic elevation may be a single-line drawing at a scale of 1/8" = 1' and must include building height and roof pitch. (See attached examples)
- Detailed rendering of the project with accurate site context. An accurate depiction of the structure(s) superimposed on the project site in the proposed location either as a photosimulation or rendering. Include both structures on each side of the applicant's property, accurate streetscape improvements, topography, and trees/landscaping. The rendering must accurately reflect the location, height, and design of the structure(s) and improvements, as shown on the final set of plans proposed for approval.

11. Landscape Plan

Required for all projects that include front or exterior side yard open space area. Include planting plan (location, common and botanical name, container size, and quantity), paving, exterior lighting, fences/walls, screening, existing trees and vegetation. The landscape plan may be subject to the City's Water Efficient Landscaping Ordinance.

12. Building and Site Sections (See attached example)

- Required for all projects involving new multi-family residential, commercial or industrial development, or any development proposing stepped or terraced buildings. Building Sections that include existing and finished grades, building height measured from finished grade to the midpoint of the roofline, except finished floor elevations, and ceiling height.
- Street Cross Section including the proposed improvements on the subject property, the accurate width of the right of way, and structures/improvements on the opposite side of the street.
- Site Cross Sections that include the proposed improvements on the subject property and the two adjacent parcels and improvements on either side of the property. The cross section should be through the tallest element of the building.

13. Roof Plan

- Include roof dimensions, shape, pitch, and location, size, and screening of all exterior mechanical equipment.
- Include locations of all new downspouts and show if they will be connected to drainage piping or disconnected to downspouts.

14. Demolition Plan

- Identify existing structures and their uses and show structures to be removed in dashed lines.
- Investigative demolition is required for all projects that include the demolition of exterior walls on a nonconforming structure to ensure that the walls proposed to remain in place are in good condition and are structurally safe to remain. Investigative demolition shall be completed by a California licensed structural engineer and shall include a report prepared by the engineer detailing the process, results/conclusions, and recommendations.

15. Stormwater and LID Assessment Checklist

The appropriate Stormwater and LID Assessment Checklist (Appendix A of the City's Best Management Practices Manual Stormwater BMP's) must be completed and submitted with all projects: <http://www.cityofsantacruz.com/LID>

16. Preliminary Grading Plan (1"=10' minimum scale)

A grading plan, prepared by a licensed civil engineer, is required if project includes over 50 cubic yards of grading. Over excavation and recompaction does not in itself require the submittal of a separate grading plan. Grading plan shall include:

- Cut and fill quantities and typical cross sections
- Limits of grading
- Existing and proposed contours. Contour interval shall be two feet for slopes up to 20% and 5 feet for slopes over 20%.
- Details and sections for new retaining walls including top and bottom of wall elevations, type of material, drainage for walls, temporary over excavation limits, type of wall construction.

17. Shadow Study

Diagram for new multi-family residential, commercial and industrial development that clearly demonstrates shading effects on adjacent properties. Shadow study shall include the following:

- Winter/Summer shadow lines at 9:00 am, noon, and 3:00 pm on June 21st and December 21st.
- All structures on adjacent properties.
- Height and number of stories of adjacent structures.

18. Wall Section(s)

Required for projects that include new buildings or additions for multi-family residential, commercial, or industrial uses.

- Show roof parapet, window recesses, trim details, wall treatments, etc.

19. Details of Exterior Architectural Elements

Show canopies, balconies, parapets, trim, doors, eaves, reveals, soffits, returns, finish materials, recesses, etc.

20. Storm Water Control Plan

See attached form

21. Preliminary Engineered Improvement Plans

Required for all large multi-family projects, for projects where street improvements are proposed within a public right-of-way, and/or for projects where off-site improvements will be necessary. The preliminary engineered improvement plan shall be prepared by a licensed civil engineer and shall include:

- Drainage details and calculations
- Circulation: Circulation details including points of ingress and egress; existing right-of-way (full street) and proposed right-of-way, utilizing guidelines established by the Public Works Department

22. Historic Evaluation

Prepared by a qualified historian for additions and remodels on parcels that are listed in the City's Historic Building Survey or that are located in a designated Historic District.

23. Sign Plans

Required for all projects that include new signs subject to approval of a Sign Permit.

- 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)

24. Use Information

Required for projects that include uses subject to approval of a Use Permit.

- Total gross floor area of building and tenant space measured to the exterior of the walls and including all areas of the building such as corridors/hallways, bathrooms, storage areas, etc.
- Labels for each room
- Identify all tenant improvements. Existing walls to remain shall be identified by a solid line, existing walls to be removed shall be identified by a dashed line, and new walls shall be identified by a bold/colored solid line
- Seating areas with the accurate number of tables and chairs proposed for new restaurants.
- Location of existing and proposed grease traps and vent ducts.
- A copy of the menu for new food service facilities with alcohol service.
- Design details and dimensions for new or existing extension seating areas.
- Operations Narrative: Indicate the hours of operation, number of employees, frequency and type of commercial vehicles entering and exiting the site per day, potential nuisance features such as nature and extent of noise, smoke, dust, fumes, and other such features generated by the use and types of controls proposed, list any corrosives, gases or chemical agents which will be used at the site and the method of storage, handling and disposal of such products, description of live entertainment proposed and frequency, and ABC license type if alcohol service is proposed.
- Food Service Facility Wastewater Discharge Questionnaire
- For Community and Day Care Facilities, submit the number and ages of children or adults to be served.

25. Industrial Land Use Designation

For properties with an industrial land use designation and/or within the IG, IG/PER or IG/PER-2 zone districts, pursuant to the industrial land use designation text and General Plan Housing Element Policy 1.2e, plans submitted must demonstrate compliance with the following standards:

- Live/work units are the only type of residential use that is allowed.
- If less than 95% of the allowable floor area ratio is provided as commercial/industrial square footage, then up to four live/work uses can be proposed in total as part of a project, which for purposes of this standard, includes four live/work units total across all properties included in a project or across all properties subdivided into multiple properties after this standard has been established.
- If 95% or more of the allowable floor area ratio is provided as commercial/industrial square footage, then the additional allowable square footage can be live/work uses, including for greater than four live/work units.
- Live/work units shall comply with the R-M District Standards and the standards in Section 24.12.185.13.c of the Zoning Ordinance.
- The construction of the live/work component must proceed concurrently with or after the commercial/industrial component.

26. Other: _____

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.

(See next page for additional requirements)

SUBMIT THE FOLLOWING MATERIALS IF REQUIRED BY THE PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT:

- ☐ **Department of Parks and Recreation (DPR) Form 523:** Prepared by a qualified historian for the demolition of structures that are greater than 50 years old.

Reason: _____

- ☐ **Geotechnical/Soils Report:** Prepared by a licensed engineer for: new construction located within 20 feet of a 30% or greater slope; for new multi-family residential projects of more than four units located on a mapped high liquefaction area; new commercial, industrial, public, or quasi- public structures proposed for construction within a mapped high liquefaction areas; and for any new habitable structures located in the Coastal Zone seismic hazard area.

Reason: _____

- ☐ **Acoustical Study:** Prepared by an acoustic professional for all new development capable of producing noise or exposing residents or commercial tenants to noise in excess of the noise standards in the General Plan. The acoustical study shall evaluate existing noise conditions, estimate future noise impacts based on the noise level classifications in the General Plan, and recommended noise attenuation methods.

Reason: _____

- ☐ **Traffic Impact Study (TIS):** City Staff will determine a need for and level of TIS based on an initial assessment of the transportation attributes, motor vehicle traffic generation, and parking generation of the proposed project. A TIS will be required if a proposed project disrupts existing pedestrian, bicycle, or transit circulation. Projects that are estimated to generate 50 or more vehicle trips during the p.m. peak hour require a TIS. At a minimum the parking component of a TIS will be required for any project not meeting the City parking requirement for parking. See *Transportation Impact Study Guidelines*.*

Reason: _____

- ☐ **Arborist Report:** Prepared by a certified arborist for projects that include the removal of heritage tree (inc. street trees) or that include land disturbance within 10-feet of the trunk of a heritage tree on the subject or adjacent property or pruning more than 25% of the crown. The arborist report should include a full tree survey of the site, identification of heritage trees, and recommendations for removal and mitigation or preservation.

Reason: _____

- ☐ **Archaeological Report (see list of archaeological consultants):**

Prepared by a qualified archaeologist for projects located within areas that are mapped as highly sensitive for archaeological resources and for sites that are mapped as sensitive for archaeological resources and include projects that are not eligible for an exemption.

Reason: _____

- ☐ **Biotic Report (see list of biological consultants):** Prepared by a qualified biologist for all projects that are mapped for sensitive species/habitats or for land disturbance adjacent to a creek, wetland, or other mapped watercourse.

Reason: _____

- ☐ **Geologic Investigation:** Prepared by a qualified professional and consistent with the California Division of Mines and Geology guidelines for all development proposed within one hundred feet of a coastal bluff.

Reason: _____

- ☐ **Notice of Violation:** A Notice of Violation has been issued and requires the timely submittal of information to determine if unpermitted work can be retained. The following additional information is required:

Reason: _____

- ☐ **Phase I/II Environmental Site Assessment:** City will determine the need for submittal of an ESA I/II based on review of past or current uses (industrial uses, gas stations, dry cleaners. etc.), review of parcel mapping in the City's GIS and the State Water Resources Control Board GeoTracker system (<https://geotracker.waterboards.ca.gov/>), and review of the EPA Cortese List Data Resources (<https://calepa.ca.gov/sitecleanup/corteselist/>) and the County of Santa Cruz EHS Site Mitigation List (https://sceh.com/Portals/6/Env_Health/hazardous_materials/SiteMitigationList.pdf).

Reason: _____

PLEASE ALSO SUBMIT THE FOLLOWING ADDITIONAL FORMS:

- ☐ **Objective Standards for Multifamily Development Checklist**
- ☐ **Form 2 Project Design Data**
- ☐ **Form 3 Multi-Tenant Parking Matrix**
- ☐ **Form 4 Use Permit**
- ☐ **Form 5 Variance**
- ☐ **Form 6 Conditional Fence Permit**
- ☐ **Form 7 Landmark – Historic Alteration**
- ☐ **Form 8 Relocation of Structures**
- ☐ **Form 9 Residential Allocation**
- ☐ **Form 10 Demolition - Conversion Authorization**
- ☐ **Form 11 Coastal Permit Form**
- ☐ **Form 12 Amendments**
- ☐ **Form 13 Subdivisions and Minor Land Divisions**
- ☐ **Form 14 Lot Line Adjustment**
- ☐ **Form 15 Application for Revocable License Form**
- ☐ **Form 16 Fee Waiver Supplemental**
- ☐ **Form 17 Density Bonus**
- ☐ **Form 18 SRO's and FDU's**
- ☐ **Stormwater LID Checklists**



Department of Public Works • 809 Center Street • Room 201 • Santa Cruz, CA 95060

Initial Meeting and Storm Water Checklist

List of Required Storm Water Application Materials

I. Initial Meeting

It is strongly recommended that the Project team requests a meeting with City storm water staff and the City's third party QSD storm water reviewer prior to submitting a Design Permit application. The Project team shall include the Civil Engineer who will design the Project for compliance with storm water requirements.

The purpose of the meeting is to 1) go over the storm water requirements; 2) help ensure that initial design plans include sufficient space for storm water control measures; and 3) go over what should be included in the submittals. This in turn should reduce the review times and number of resubmittals.

II. Storm Water Checklist

1. City Storm Water Development Requirements

Please see the information below regarding the applicable development requirements. Both documents are available at: www.cityofsantacruz.com/LID.

- *SFD/Duplex <15,000 SF Impervious Area* - Project plans shall demonstrate compliance with Chapter 6A of the City's Best Management Practices Manual Storm Water BMPs for Single-Family Homes on Small Lots.
- **or**
- *Projects creating or replacing over 2,500 SF of Net Impervious Area (unless per above)* - Project plans shall demonstrate compliance with Chapter 6B of the City's Best Management Practices Manual-Storm Water BMPs for Private and Public Development Projects.

Please note that the City Storm Water Development Requirements in Chapter 6A and 6B are based on the Central Coast Regional Water Quality Control Board (RWQCB) Post-Construction Requirements per Resolution R3-2013-0032. Please see:
https://www.waterboards.ca.gov/centralcoast/water_issues/programs/stormwater/docs/lid/lid_hydromod_charette_index.html

2. Storm Water and LID Assessment Checklist

All projects shall complete and submit the applicable Storm Water and LID Assessment Checklist (Appendix A).

For the applicable Appendix A checklist, please refer to:

- Chapter 6A of the City's Best Management Practices Manual Storm Water BMPs for Single-Family Homes on Small Lots
- OR
- Chapter 6B of the City's Best Management Practices Manual Storm Water BMPs for Private and Public Development Projects

Both documents are available at: www.cityofsantacruz.com/LID.

3. Preliminary Storm Water Control Plan (SWCP) Sheet

This requirement applies to projects that include 5,000 square feet or more of net impervious surface area.

The preliminary SWCP sheet and associated “Details” sheet shall demonstrate that the proposed drainage design and storm water BMPs are feasible and will properly function to meet the City Storm Water Development Requirements (Chapter 6B) and RWQCB PCRs. The SWCP sheet and associated “Details” sheet must be prepared by a licensed civil engineer.

The preliminary SWCP sheet shall include:

- Locations of existing or proposed storm drain inlets on or adjacent to the property
- Show any storm water flows or “run-on” from adjacent parcels and indicate how this will be addressed.
- Distance from each disconnected downspout, e.g. flowing to landscaping or similar, to adjacent property line(s)
- Provide slopes, grades/elevations and flow direction for proposed storm water conveyance systems, LID and structural BMPs, associated piping, inlets and outlets to demonstrate that the proposed project design will be in compliance with the RWQCB PCRs and City Chapter 6B requirements.
- Provide a detail for each storm water BMP and a preliminary cross-section for a bio-swale or bio-retention facility. Detail and cross-section shall include dimensions and show over-flow piping, inlets, outlets, and “free-board” based on preliminary design.
- For projects proposing infiltration or bio-retention BMPs, demonstrate there is sufficient depth/space between the bottom of the proposed BMP (e.g. bio-retention basin) and the top of groundwater or seasonal high water table. Typically the minimum space requirement is 3 feet however it may vary/increase depending upon site. Provide depths.

4. Preliminary Storm Water Control Plan (SWCP) Report

This requirement applies to projects that include 5,000 square feet or more of net impervious surface area. The SWCP must be prepared by a licensed civil engineer.

The preliminary SWCP report shall demonstrate that the proposed project will meet the requirements of the City Storm Water Development Requirements (Chapter 6B) and RWQCB PCRs. The preliminary SWCP report shall be in an 8 ½ x 11 inch report format and follow the outline in Chapter 6B, Appendix B. In addition, the preliminary SWCP report shall include:

- List and description of LID methods and BMPs proposed to meet each of the applicable RWQCB PCR tiers.
- Calculations for the proposed LID methods and BMPs verifying that BMP sizing is correct and in compliance with the RWQCB PCRs.
- Drawdown time of each proposed BMP if applicable.
- Depth to groundwater (or note if none encountered at specified depth).
- Information on how any storm water flows or “run-on” from adjacent parcels will be addressed. Please include flow estimate.

5. Preliminary Operations and Maintenance Plan (O&M Plan)

This requirement applies to:

- *Projects between 2,500-5,000 SF of net impervious surface area if a structural storm water BMP is proposed.*
- *Projects equal to or greater than 5,000 SF of net impervious surface area.*

The preliminary O&M Plan shall include: 1) draft site plan showing drainage structures and storm water control measures; 2) draft O&M procedures, timing, and frequency for maintenance of LID features and drainage systems; 3) draft maintenance cost estimates; and 4) BMPs for any Special Site Conditions (see pages 30-31), e.g. trash enclosure, parking, etc.

6. Civil Sheets

This requirement applies to projects that include 5,000 square feet or more of net impervious surface area, although smaller projects may also provide civil sheets.

a. Design plans shall include supporting civil sheets prepared by a licensed civil engineer. Each sheet shall have the following unless not applicable for that specific sheet: Title block, North arrow, Scale, Legend, Abbreviations list and Key, Standard Notes, property lines, adjacent street and alleyways, and Detail references.

b. The following information shall be included on at least one of the following sheets: Utility, Drainage and SWCP:

- Limits of project disturbance.
- Location of natural features, e.g. waterbodies and conservation areas, and setbacks.
- Location of existing and proposed sewer, water and storm drain lines, manholes, inlets, outlets, etc.
- Location of existing and proposed utility, sewer, water and storm drain easements.
- Existing and proposed topography, drainage patterns and flow paths (onto and off site). Include sufficient spot grading and slopes to demonstrate that the storm water design is

feasible and will meet the applicable RWQCB PCR standards. Show that existing drainage patterns will be maintained.

- Location of existing and proposed impervious areas including buildings, driveways, patios, parking areas, and trash enclosure.
- Locations of downspouts and discharge points.
- Roof plan on civil sheets consistent with roof plan on architectural sheets if known.
- Building Finish Floor Elevations if known.
- Location of existing and proposed storm water conveyance systems including piping, inlets and outlets, French drains, and areas of overland release.
- Location of all BMPs proposed to meet the RWQCB PCRs and the City Storm Water Development requirements including (as applicable): permeable pavers or pavement, swales, bio-retention facilities, structural BMPs for water quality treatment, flow control devices, detention BMPs, and other Low Impact Design features, etc. Include grades, dimensions, and direction of flow.
- If the project will include a bio-retention facility, show applicable slopes, spot elevations, and dimensions of the bio-retention facility.

7. Storm Water Additional Information

This requirement applies to Commercial or Multi-Family projects equal to or greater than 2,500 square feet of new and replaced impervious surface area as applicable.

- If proposing to discharge or infiltrate storm water on a slope equal to or greater than 10%, please provide a statement or Geotechnical letter confirming slope stability and approval of preliminary design plan.
- If the project will use infiltration or retention to comply with RWQCB PCRs Tiers 2-4, please submit information regarding soil permeability. The information shall indicate that the proposed BMPs are feasible and will be effective at meeting the requirements. This information may be: a soils report; infiltration, percolation or permeability test results; a hydrologic or geotechnical report; or other summary or documentation.

Abbreviations:

-ADU: Accessory Dwelling Unit

-Appendix A: Storm Water and LID Assessment Checklist from the City's Development Best Management Practices brochures. There is an Appendix A per Chapter 6A and an Appendix A per Chapter 6B depending upon the type of project. For example, please use Appendix A from Chapter 6A for small residential projects. Chapter 6B is for commercial, industrial or multi-family (3 or more units) projects or a single family residential project >15,000 SF.

-BMPs: Best Management Practices

-City Storm Water Development Requirements: Chapter 6A of the City's Best Management Practices Manual Storm Water BMPs for Single-Family Homes on Small Lots (Chapter 6A) or Chapter 6B of the City's Best Management Practices Manual Storm Water BMPs for Private and Public Development Projects (Chapter 6B). Both documents are available at: www.cityofsantacruz.com/LID.

-Net impervious surface area: Net equals new and replaced impervious area minus any reduced impervious area credit

-PCRs or PCR Standards: Post-Construction Requirements per the RWQCB, Resolution R3-2013-0032, effective March 2014

-PCR Tiers: As applicable, the RWQCB PCR Tiers include: Tier 1 (Site Design & Runoff Reduction); Tier 2 (Water Quality Treatment); Tier 3 (Runoff Retention); Tier 4 (Peak Management).

-RWQCB: Regional Water Quality Control Board (Central Coast)

-SF-Square Feet

-SFD-Single Family Dwelling

-SWCP sheet: Storm Water Control Plan sheet

-SWCP report: Storm Water Control Plan report (8 ½ x 11 inch format)



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

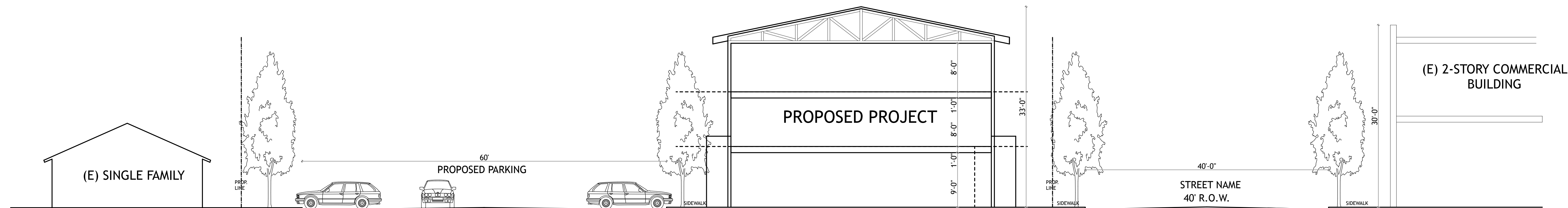
7030 (b) "STATE LAW REQUIRES ANYONE WHO CONTRACTS TO DO CONSTRUCTION WORK TO BE LICENSED BY THE CONTRACTOR'S STATE LICENSE BOARD IN THE LICENSE CATEGORY IN WHICH THE CONTRACTOR IS GOING TO BE WORKING – IF THE TOTAL PRICE OF THE JOB IS \$500 OR MORE (INCLUDING LABOR AND MATERIALS).

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).

Sample Site Section



1 SITE SECTION
SCALE: 1/8" = 1'-0"