



LAND USE APPLICATION Department of Planning & Community Development 809 Center Street, Room 206 Santa Cruz, CA 95060 www.cityofsantacruz.com (831) 420-5100 phone (831) 420-5434 fax				APPLICATION # <hr/> RECEIVED BY <hr/> ZONING <hr/> CODE ENFORCEMENT <hr/>	DATE STAMP <hr/> <hr/> <hr/> <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, include the right of access to the property involved. In submitting this application, I agree to defend, indemnify and hold harmless the City, its officers, employees and agents, from and against any claim, including attorney fees and litigation costs, arising out of or in any way related to the City's processing, consideration or approval of this application."</p>					
APPLICANT'S SIGNATURE* If applicant is not the property owner, an owner-agent form is required. 				DATE	
APPLICATION TYPE(S) – STAFF USE ONLY FROM THIS POINT					
<input type="checkbox"/> APPEALS <input type="checkbox"/> BOUNDARY/LOT LINE ADJUSTMENT (14) <input type="checkbox"/> CERTIFICATE OF COMPLIANCE <input type="checkbox"/> COASTAL PERMIT (11) <input type="checkbox"/> CONDITIONAL FENCE PERMIT (6) <input type="checkbox"/> CONDITIONAL DRIVEWAY PERMIT <input type="checkbox"/> DEMOLITION AUTHORIZATION PERMIT – RESIDENTIAL (10) <input type="checkbox"/> DEMOLITION AUTHORIZATION PERMIT – HISTORIC (2) <input type="checkbox"/> DESIGN PERMIT (2) <input type="checkbox"/> DEVELOPMENT AGREEMENT <input type="checkbox"/> EXTENSION AREA (15) <input type="checkbox"/> GENERAL PLAN AMENDMENT (12) <input type="checkbox"/> HISTORIC ALTERATION PERMIT (7) <input type="checkbox"/> HISTORIC BUILDING SURVEY DELETION <input type="checkbox"/> HISTORIC DESIGNATION		<input type="checkbox"/> MINOR MODIFICATION (2) <input type="checkbox"/> MAJOR MODIFICATION (2) <input type="checkbox"/> PLANNED DEVELOPMENT <input type="checkbox"/> RECONSTRUCTION PERMIT (2) <input type="checkbox"/> SIGN PERMIT (2) <input type="checkbox"/> SLOPE MODIFICATION (2,5) <input type="checkbox"/> SPECIFIC PLAN <input type="checkbox"/> SUBDIVISION (13) <input type="checkbox"/> USE PERMIT – ADMINISTRATIVE (2,4) <input type="checkbox"/> USE PERMIT – SPECIAL (2,4) <input type="checkbox"/> VARIANCE (5) <input type="checkbox"/> WATERCOURSE DEVELOPMENT PERMIT <input type="checkbox"/> WATERCOURSE VARIANCE <input type="checkbox"/> ZONING MAP AMENDMENT (12) <input type="checkbox"/> OTHER			
PROJECT DESCRIPTION					

HEARING BODY		ENVIRONMENTAL REVIEW		COASTAL REVIEW	
<input 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 type="checkbox"/> Categorical Exemption <input type="checkbox"/> (Mitigated) Negative Declaration <input type="checkbox"/> Environmental Impact Report (EIR)		<input type="checkbox"/> Standard <input type="checkbox"/> Exclusion –Zone ____ <input type="checkbox"/> Exemption <input type="checkbox"/> State Coastal Commission <input type="checkbox"/> Appealable to State Coastal Commission	
APPLICATION FEES – ALL APPLICATIONS MADE TO CORRECT VIOLATIONS OF THE ZONING ORDINANCE ARE SUBJECT TO DOUBLE FEES.					
APPLICATION INTAKE – NO PUBLIC HEARING	\$50	BOUNDARY ADJUSTMENT	\$869	MINOR MODIFICATION	\$606
DOCUMENT HANDLING – NO PUBLIC HEARING	\$35	CERTIFICATE OF COMPLIANCE	\$1,312	PLANNED DEVELOPMENT	\$3,846
APPLICATION INTAKE – PUBLIC HEARING	\$100	COASTAL PERMIT	\$606	RECONSTRUCTION PERMIT	\$1,531
DOCUMENT HANDLING – PUBLIC HEARING	\$70	COASTAL PERMIT EXCLUSION	\$90	SLOPE MODIFICATION – BETWEEN 10'-20'	\$342
PUBLIC NOTICE	\$272	CONDITIONAL DRIVEWAY PERMIT	\$869	SLOPE VARIANCE – LESS THAN 10'	\$1,749
ENVIRONMENTAL REVIEW – CATEGORICAL EXEMPTION	\$90	DEMOLITION AUTHORIZATION PERMIT	\$606	SUBDIVISION/MLD (\$2,242 + \$300/LOT)	\$
ENVIRONMENTAL REVIEW – NEGATIVE DECLARATION	\$2,942	DESIGN PERMIT – SIGN	\$259	USE PERMIT – ADMINISTRATIVE	\$869
MITIGATION MONITORING (DEPOSIT)	\$2,000	DESIGN PERMIT – MULTI-RES/COMMERCIAL (\$337/1,000 SF)	\$	USE PERMIT – SPECIAL	\$1,632
ARBORIST REVIEW	\$218	DESIGN PERMIT – LARGE FAMILY/SUBSTANDARD	\$1,536	VARIANCE	\$1,531
ARCHAEOLOGICAL REVIEW	\$165	DESIGN PERMIT – REMODEL/SITE ALTERATION	\$606	WATERCOURSE DEVELOPMENT PERMIT	\$277
ARCHITECTURAL REVIEW (DEPOSIT)	\$	FIRE REVIEW (20% OF DESIGN PERMIT FOR MAX OF \$4,400)	\$	WATERCOURSE VARIANCE	\$1,749
BIOTIC REVIEW	\$218	EXTENSION AREA	\$1,201	ZONING MAP AMENDMENT (DEPOSIT)	\$5,000
HISTORIC REVIEW	\$218	FENCE – NO PUBLIC HEARING (OTC)	\$740	OTHER	\$
STAFF RESEARCH/ ZONING INFO (\$110/HOUR)	\$	FENCE – PUBLIC HEARING	\$869	SUBTOTAL	\$
ABANDONMENT	\$2,074	HISTORIC ALTERATION PERMIT	\$134	TECHNOLOGY FEE (5% OF SUBTOTAL)	\$
APPEAL	\$500	MAJOR MODIFICATION	\$1,178	TOTAL	\$
REFERRAL ROUTING					
<input type="checkbox"/> Architectural Consultant <input type="checkbox"/> Bicycle/Transportation <input type="checkbox"/> Building <input type="checkbox"/> City Attorney <input type="checkbox"/> City Manager <input type="checkbox"/> County Environmental Health <input type="checkbox"/> County Fire Marshall		<input type="checkbox"/> Economic Development <input type="checkbox"/> Fire <input type="checkbox"/> Housing (≥5 units) <input type="checkbox"/> Parks & Recreation <input type="checkbox"/> Police <input type="checkbox"/> Public Works <input type="checkbox"/> Traffic Engineer		<input type="checkbox"/> Transit District <input type="checkbox"/> Urban Forester <input type="checkbox"/> Wastewater <input type="checkbox"/> Water <input type="checkbox"/> Water Conservation <input type="checkbox"/> _____ <input type="checkbox"/> _____	
NOTES					

2. Project Design Data

1.	<u>Area and Coverage</u>	<u>Sq. Ft.</u>	<u>% Site</u>
a.	Lot Size (dimensions) _____ ft. x _____ ft.		
b.	Total Land Area _____ sq.ft.		
c.	Proposed Floor Area first: _____ sq.ft. second: _____ sq.ft. detached bldgs: _____ sq.ft.		
d.	Existing Floor Area first: _____ sq.ft. second: _____ sq.ft. detached bldgs: _____ sq.ft.		
e.	Total Floor Area _____ sq.ft.		
	f. Existing Bldg. Coverage _____		
	g. Proposed Bldg. Coverage _____		
	h. Paved Impervious Area Existing: _____ Proposed: _____		
	i. Landscape/Open Space Existing: _____ Proposed: _____ Common: _____		
	j. Height of Building(s)	<u>Stories</u>	<u>Feet</u>
	Principal (existing) _____		
	(proposed) _____		
	Accessory (existing) _____		
	(detached) (proposed) _____		

<i>Residential Projects:</i>	<u>Existing</u>	<u>Proposed</u>	<i>Commercial/Industrial Projects:</i>	<u>Existing</u>	<u>Proposed</u>
No. of Off-Street Parking Spaces:			No. of Off-Street Parking Spaces:		
Covered	_____	_____	Standard	_____	_____
Open	_____	_____	Compact	_____	_____
Total	_____	_____	Handicap	_____	_____
*Usable Open Space per Dwelling:			Total	_____	_____
Private	_____	_____	Bicycle (total)	_____	_____
Common	_____	_____	covered	_____	_____
Total	_____	_____	uncovered	_____	_____

*See Section 24.22.586 for Definition; applicable for two (2) or more units.

2. Signage — List and describe all signs, existing and proposed.

<u>Type of Sign</u>	<u>Existing Sign</u>	<u>Size of Proposed Sign</u>	<u>Size of Sign Area</u>	<u>Total</u>
Wall Wall Area:	_____	_____	_____	_____
Freestanding Frontage of Lot in Linear Feet:	_____	_____	_____	_____
Roof Lot Frontage:	_____	_____	_____	_____
Projecting Bldg. Frontage in Linear Feet:	_____	_____	_____	_____

(continued on reverse)

3. Other Project Data -- e.g., construction phasing plan, special design features, or materials, etc.

4. Flood Plain Management (if applicable)

Does your project involve construction of a new structure or an improvement to an existing structure which equals or exceeds 50% of the market value of the structure? **Yes** _____ **No** _____

If yes, a completed Flood Plain Management Questionnaire must be submitted with this application.

3. Multi-Tenant Parking Matrix

The off-street parking requirement for a business is based on its use classification as listed in Section 24.12.240, NUMBER OF PARKING SPACES REQUIRED, of the Santa Cruz Municipal Code. Please provide information on all current tenants within the multi-tenant building/site, including any vacant spaces, by completing Section 1 below.

Section 24.12.290 of the Santa Cruz Municipal Code provides for variations to off-street parking requirements. Required off-street parking may be reduced in a number of ways, including providing off-site parking, nonautomobile use programs, and cooperative and shared parking facilities. Parking reductions are also available for nonconforming structures or uses as well as historic survey buildings and landmarks. Please consult with a planner on potential parking variations and/or reductions.

[illegible]

4. Use Permit Information

1. Use Intensity

Capacity: (Number of units, beds, seats, offices, etc.) _____

Hours of Operation: _____

Days per Week: _____

Hours per Work Shift: _____
(1st Shift)

(2nd Shift)

(3rd Shift)

Number of Employees per Shift:

1st Shift: _____

2nd Shift: _____

3rd Shift: _____

Total: _____

Number of Office or
Executive Employees: _____

Number of Manufacturing
Plant Employees: _____

Other Employees (describe): _____

Average Number of Vehicles Calling at the Site per Day: _____

2. Live Entertainment (if applicable)

Number of entertainers, musicians, dancers, etc.: _____

Description of musical instruments, sound equipment, amplification, etc.: _____

Size of Area to be used for entertainment (e.g., dance floor and band area) _____

3. Potential Nuisance Features (if applicable)

Statement as to the nature and extent of noise, smoke, dust, fumes, and other such features generated by the proposed use,
and the type of controls proposed: _____

List any corrosives, gases or chemical agents which will be used at the site, method of storage, handling and disposal: _____

4. Community and Day-Care Facilities (if applicable)

Children and/or Adults Proposed: _____

Children (19 or under) in family at present: _____

Adults (over 19) in family at present: _____

Employees (not live-in): _____

Number

Age

5. Uses with Alcohol

Type of License Requested from ABC _____

Please use additional paper describing use in as much detail as possible if needed.

5. Variance

1. State the Section(s) of the Zoning Ordinance to which the variance is requested:

2. Explain why a variance is needed:

Section 24.08.130 Required Findings:

- a. That a hardship peculiar to the property, not created by any act of the owner, exists. In this context, personal, family, or financial difficulties, loss of prospective profits, and neighboring violations, are not hardships justifying a variance.
- b. That such a variance is necessary for the preservation and enjoyment of substantial property rights possessed by other properties in the same district and in the same vicinity; and that a variance, if granted, would not constitute a special privilege of the recipient not enjoyed by his/her neighbors.
- c. That the authorizing of such variance will not be of substantial detriment to adjacent property, and will not materially impair the purpose and intent of this Title or the public interest, or adversely affect the General Plan.

3. How does this application fulfill the necessary preceding conditions?

a.

b.

c.

(Use additional paper if needed.)

6. Conditional Fence Permit

1. Applicant must state the specific conditions which justify the fence permit_____

7. Landmark/Historic Alteration

Structure is:

City Landmark _____

Listed in Historic Building Survey _____

In Historic District _____

1. Proposed work, i.e., demolition, addition, remodeling, etc.: _____

2. Condition of Structure: _____

3. Justification for Work: _____

4. Other Information: _____

5. Photos must be submitted with application and site plan.

8. Relocation of Structures

1. Present location of Building (address):_____

Assessor's Parcel Number:_____

2. Proposed Location of Building (address):_____

Assessor's Parcel Number:_____

Zone:_____

Land Area in Sq. Ft.:_____

3. The application must be accompanied by the following:

- a. Ten (10) photographs not less than 3" x 4" in size, showing all of the front and as much of the side of the structure to be moved as is possible. The photographs shall show clearly its character, size, and the condition of the structure.
- b. A description of any alteration proposed to be made to the structure, including twelve (12) sets of plans and specifications.
- c. Twelve (12) sets of the new site plan indicating:
 - 1) Dimensions of the lot;
 - 2) Building locations and their relationship to each other and the lot lines;
 - 3) Locations of all existing features, buildings, and trees.
 - 4) Parking, drives, entrances, and all paved areas for auto, pedestrian, and bicycle circulation;
 - 5) Topography, existing and proposed—**REQUIRED on all slopes over 10%: a topographic map must be prepared by a registered civil engineer, licensed surveyor, or other licensed design professional;**
 - 6) Drainage and erosion control plan—provide specifications (Section 24.51.040 and .050);
 - 7) A vicinity sketch showing location of lot and major streets of the vicinity;
 - 8) Grading information (if required, see Section 3).

d. The following statement must be signed by the property owner:

"I hereby agree to comply with and perform all of the terms and conditions of the Relocation Permit in full, within ninety (90) days after the building has been moved. This agreement shall give the City the right to demolish the structure at the cost and expense of the owner thereof, in the event of failure to perform all of the terms and conditions of said permit."

Property Owner

(Print Name)_____

Signature:_____

9. Residential Allocation

Supplemental housing information required for residential allocation permits
involving ten (10) or more units.

- a. Size and price ranges of all units in the development:

- b. Size of all inclusionary units:

- c. Cost estimates of inclusionary units:

- d. Advertising and sales program:

10. Demolition/Conversion Authorization Permit

1. a. Number of dwelling units existing: _____
- b. Number of dwelling units eliminated: _____
- c. Number of dwelling units demolished/converted: _____
- d. Explain any special features of the proposal (e.g., condition of structures, purpose for demolition, etc.):
(Attach any estimates received for repair.)

2. a. How many households will be displaced? _____
- b. Number of vacant units proposed for demolition/conversion: _____

How long have the units been vacant?

<u>Unit No. or Address</u>	<u>Vacant since:</u>
_____	_____
_____	_____
_____	_____

- c. Please list names, current address and monthly income of existing tenant(s) that occupy unit(s) proposed for conversion one year prior to date of filing of this application
(add more sheets if necessary):

<u>Name</u>	<u>Address</u>	<u>Monthly Income</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. What measures are being proposed to offset the impacts of deleting these households (e.g., relocation assistance, construction of replacement housing, in-lieu fees, etc.)

Please be specific.

11. Coastal Permit

1. Present use of property: _____

- a. Describe any existing structures on the property _____

- b. Are any existing structures to be removed or demolished? **Yes** _____ **No** _____
If yes, describe what is to be demolished or removed, and indicate the relocation site, if applicable: _____

- c. Indicate number of residential units, monthly rental/lease rates, occupancy status: _____

2. Estimated cost of development, not including land: _____
3. Has any application for a development on this site been submitted previously to the California Coastal Commission?
Yes _____ **No** _____
If yes, indicate Application No.: _____ and date: _____
4. Indicate whether the proposed development is visible from:
- a. A public park, beach or recreation area **Yes** _____ **No** _____
- b. The harbor area **Yes** _____ **No** _____
- c. Explain: _____

5. Does the project, the parcel on which it is located, or the immediate vicinity involve or include:
- a. Development between ocean views and public roads/view points? **Yes** _____ **No** _____
- b. Removal of trees or vegetation? **Yes** _____ **No** _____
- c. Explain: _____

6. Will the project:
- a. Protect existing lower-cost visitor and recreational facilities? **Yes** _____ **No** _____
- b. Provide public or private recreational opportunities? **Yes** _____ **No** _____
- c. If yes, explain: _____

7. If development is between the first public road and the ocean, is public access to the shoreline and along the coast currently available near the site?
Yes _____ **No** _____
If yes, indicate the location of the access and the distance from the project site: _____

12. Amendments

Application is for amendment to:

General Plan/Area Plan	_____	Zoning Map	_____	Historic Survey	_____
Coastal Land Use Plan	_____	Prezoning	_____	Historic District	_____

Applications must be accompanied by the following:

General Plan/Coastal Land Use Plan Amendments

1. State the amendment designation sought:_____
2. State the specific reasons for the change in General Plan and/or Coastal Land Use Plan designations:_____

3. Other pertinent information (please attach).

Zoning Amendments

1. State the Zoning District sought:_____
2. State the specific reasons for the proposed rezoning:_____

3. Other pertinent information (please attach).

Prezoning

1. State the Zoning District sought:_____
2. State the reason for the application to annex land:_____

3. Has a reorganization of the property involved been applied for with LAFCO? **Yes** _____ **No** _____
4. Attach a copy of the completed LAFCO Project Application (can be obtained from LAFCO Office, 701 Ocean St., Santa Cruz, CA 95060).

Historic Landmark/Districts/Historic Building Survey

1. Description detailing the properties, special aesthetic, cultural, architectural, or engineering interest, value of an historic nature, or relationship to the Historic Preservation Ordinance. (Please attach your explanation.)
2. Sketches, drawings, photographs, or other descriptive material. (Please attach this information.)
3. Special recognition given property--local, state or federal. (Please attach.)
4. Other pertinent information. (Please attach.)
5. The names, addresses and signatures of all owners of real property in the area proposed for amendment.
6. Where applicable, a legal description of the area affected.
7. Two (2) copies of a map (at a minimum scale of 1" = 100') showing:
 - a. Location of the property under consideration;
 - b. All parcels of land, any parts of which are within 300 feet of any part of the property under application.
 - c. Existing and proposed streets; and all street, utility, drainage, and other public or private easements within the area.
8. The names, typed on a City-approved mailing matrix, addresses and Assessor's Parcel Numbers (APNs) of all property owners within 300 feet of the area to be rezoned.

13. Subdivisions and Minor Land Divisions

1. **General Information** (check "A" or "B"):

A. Minor Land Division (1-4 lots) _____

B. Subdivision (5 or more lots) _____

Existing number of lots: _____

Existing number of lots: _____

Proposed number of lots: _____

Proposed number of lots: _____

2. **Original Land Area:** _____
(in square feet)

3. **Subdivision Tract Name:** _____

Acreage: _____

4. **Tract Number:** _____

Lot Dimensions: _____

5. **Mapping Requirements:**

Minor Land Divisions (creating four (4) or fewer lots): Provide six (6) copies of a tentative map prepared to the specifications listed in (a) below.

Subdivisions (for five (5) or more lots): Provide twelve (12) copies of tentative map plus one (1) reproducible transparency of the tentative map.

All subdivision applications shall be accompanied by a preliminary title report for the property. If the tentative map is for a condominium project, include three (3) copies of preliminary draft Covenants, Conditions, and Restrictions (CC&Rs).

All CC&Rs shall include the following language:

"The owners of all parcels subject to these Covenants, Conditions and Restrictions (CC&Rs) recognize that proper maintenance of the common area is for the benefit of all citizens of the City of Santa Cruz and that the City of Santa Cruz is an intended third-party beneficiary of the CC&Rs and may, thirty (30) days after notice to the association, exercise the same powers of enforcement as the association.

"In the event that the association does not adequately maintain the common area, the City of Santa Cruz may, thirty (30) days after written notice to the association, undertake the maintenance of such common area. Any and all costs incurred by the City in maintaining such common area shall be a lien against the maintenance fund and the property subject to assessment and shall be the personal obligation of the members of the association."

The CC&Rs shall include reference to all conditions of City use permits, design permits, building permits, other permits as applicable for projects concerning future construction or modification to the project as approved under this subdivision.

(continued on reverse)

A. All tentative maps shall include the following data:

1. Title Block Showing:
 - Name of the subdivision or development;
 - Tract number;
 - Land owners;
 - Developers;

- Name and seal of registered design professional who prepared the map;
 - Date of original drawing and all subsequent revisions and scale. The tentative map shall be drawn at an engineer's scale. In some special cases, tentative maps for small parcels or condominium maps can show tentative lot boundaries at an acceptable architectural scale.
2. A vicinity sketch shall be drawn on the tentative map and shall show nearby public or private streets, lot intersecting boundary lines and identifying name of abutting subdivisions. It shall also show the outline of parcels of land which are adjacent to the project or subdivision.
 3. North arrow and graphic scale.
 4. Sufficient description to define the location and boundary of the proposed subdivision.
 5. The dimensions and area of each lot and lot number in the tract.
 6. Any proposed building setback lines.
 7. If the contemplated development proposes condominium units, provide the corner grades and floor elevations of proposed buildings on the tentative map.
 8. The outline of any existing buildings on the property.
 9. The location and dripline of all isolated trees with 8" or greater trunk diameter (measures 24" above natural grade) and the outlines of denser tree groves noting the number of trees with an 8" or greater trunk diameter.
 10. All areas subject to inundation and the location, size, direction of flow of all water courses and proposed major storm drain facilities.
 11. The widths, location and uses of all existing and proposed drainage, sewage and public utility easements including proposed locations of such utilities within said easements.
 12. Location, names, widths and grades of the existing streets, highways, and other public ways within the subdivision.
 13. Location, names, widths, grades and typical cross section of all proposed streets, highways, alleys and access easements.
 14. All recorded existing easements, use restriction or other areas which were previously vacated or abandoned.
 15. The radii of all street curves.
 16. The proposed public or semi-public areas.
 17. The proposed landscape and planting plan for any common area for public use or street areas including a statement of the variety, size and locations of proposed street trees or other plantings.
 18. Location and height of all structures over 10 feet in height within fifty feet of the external boundary of the subdivision.
 19. The location of existing structures and existing vegetation, trees or groups of trees exceeding or capable of exceeding 10 feet in height and located within 50 feet and 45 degrees of due south from any proposed southerly wall, property line or roof within the subdivision and the approximate shading pattern cast by these structures and vegetation. Shadow patterns shown are those cast on the 31st of December between 9:00 a.m. and 3:00 p.m. Pacific Standard Time.

B. Twelve (12) copies of all the following data, maps or appropriate information (required for all subdivisions of 5+ lots):

1. If the development is contemplating the construction of units, condominiums, or cluster residential subdivision, refer to appropriate design drawings (**please see 3. Plan Specifications**).

2. Slope analysis diagram for any properties which exceed 5% grades; a topographic map which graphically describes different slope sections of the terrain including 0-10%, 10-20%, 20-30%, and slopes in excess of 30%. This information must be based on field survey and not on aerial photographs. Areas shown in excess of 30% will require an area calculation prepared by a registered civil engineer or land surveyor of the project site under 30% slopes.
3. Preliminary grading and drainage plan including location, size and direction of flow of all proposed storm drain facilities and calculations of runoff for the site including both pre- and post-development conditions.
4. Preliminary soils report by a registered geologist or soils engineer evaluating the suitability of the existing terrain for building foundations as well as appropriate information on surface and subsurface geology and hydrology and its impact on drainage and percolation in the area involved (must be included in subdivisions of five or more lots).
5. Statement of traffic impacts projected by the development, including current counts of number of trips per day on existing street surrounding the subdivision, as well as projected number of trips generated by the proposed project. Should also include impact on intersections in the vicinity.
6. The location of any other public improvement which may be required to be constructed beyond the boundaries of the subdivision shown on appropriate scaled version of the tentative map or appropriate vicinity map.
7. A statement of any existing or proposed deed restrictions for the property.
8. A statement of present zoning and land uses and all proposed uses within the property to be subdivided.

14. Lot Line Adjustment

Project Site Address: _____

APN: _____

It is the mutual desire of the undersigned to adjust the boundary between our properties, as indicated by the attached map, for the following specific reasons:

Owner's Signature

Owner's Signature

Owner's Name (printed)

Owner's Name (printed)

Mailing Address

Mailing Address

Telephone

APN

Telephone

APN

Representative's Signature

Representative's Name (printed)

Mailing Address

Telephone

INSTRUCTIONS FOR FILING A LOT LINE ADJUSTMENT APPLICATION

All applications for lot line adjustments must be filed in Room 206, City Hall, Zoning Counter, where the following materials must be presented:

Application Requirements

1. One (1) completed copy of "Application for Lot Line Adjustment". This form MUST be signed by record owners of the properties.
2. Proof of legal status such as lot and tract number, certificate of compliance, recorded grant deed or other information necessary to show that the lots involved have been created legally.
3. Six (6) copies of plot plan on 8½"x11" paper. Draw the map to an Engineer's scale (1 inch = 20 feet, 1 inch = 40 feet, etc.) with north arrow directed to top of map. The following additional information shall be shown on map, if applicable:
 - Indicate dimensions of the original boundaries of each parcel and of the proposed changes. Label lines on the boundary adjustment "Existing" and "Proposed".
 - Show exact location of existing structures, utilities, and easements. Indicate adjoining public streets, private streets, walkways and alleys.

- Give area in square feet of each parcel before and after the adjustment. Give lot and tract number, property address, Assessor's Parcel Number, and the name, address and telephone of each parcel owner and that of the surveyor or engineer, if any.
- If lots contain slopes of 30% or greater, provide a topographic survey prepared by a licensed land surveyor or Registered Civil Engineer. Show contours of land at intervals of not more than five feet. Indicate a distinction, with shading or cross-hatching, between:
 - a. Slope areas between 30% and 49%, and
 - b. Slopes greater than 50%.

Give area in square feet of each parcel before and after the adjustment for the following slope categories:

- a. 0% to 29%,
 - b. 30% to 49%, and
 - c. 50% and greater.
4. Three (3) copies of legal descriptions on 8½"x11" paper before and after the lot line is adjusted. All legal descriptions must be reviewed and approved by a licensed land surveyor or Registered Civil Engineer, including signature, stamp, and expiration date.

15. Application for Revocable License to Operate Extension Area

Application for a revocable license shall be made jointly by the property owner and the business operator of the business located on the property adjacent to the extension area, and shall be filed with the Planning Department, accompanied with the following information:

1. Name of Business Operator (for Extension Area):

Mailing Address: _____

Telephone: (work) _____ (home) _____

2. Name of Property Owner: ____

Mailing Address: _____

Telephone: (work) _____ (home) _____

Signature: _____

3. Business License No.: _____ Expiration Date: _____

4. Retail Extension Area:

Please describe the merchandise to be sold: _____

Café Extension Area:

Please indicate if sale and consumption of alcohol will occur in the extension area: _____

No. of Employees: _____ Hours of Operation: _____ Days of Operation: _____

5. Plan Specifications

- a. Six (6) complete copies of all drawings required.
- b. All plans must be prepared to 1/4" scale. The following additional information shall be shown on plans:

Site Plan/Elevations

Show extension area and its relationship to the building, sidewalk, and street for the extension area and thirty (30) feet along the sidewalk in either direction;

Show dimensions of the extension area, locating doorways and access points;

Show width of sidewalk (distance from curb to building face and property line), existing and projected pedestrian traffic movements, location of utilities that might affect or be affected by the application proposal, parking meters, bus stops, benches, trees, landscaping, trash receptacles, bicycle racks, and other street furniture, or any other potential sidewalk obstruction.

Show its intended use, the location of any furniture or display stands, fixtures, signs, canopies and other overhead appurtenances, landscaping and planters, trash receptacles, and any other matter to be placed in the area.

Provide details on materials, colors, method of lighting, signage, pictures or brochures of actual chairs, tables, separation material are encouraged.

- c. Other appropriate information may be requested by staff in order to explain the proposal.

16. Fee Waiver Supplemental Application

All residential projects with affordable units must fill out this application. To obtain the waiver of development fees listed in Section **24.16.300** of the Zoning Ordinance as summarized below, the seven steps listed in this form must be followed. Units reserved for moderate-income households still count as inclusionary units but no longer qualify for fee waivers.

Income Group	Planning		Building		Water Connection	Sewer Connection	Fire Inspection	Parking Deficiency	Parks Fee
	Application Fee	Plan Check	Plan Check	Permit					
LOW	X Only if 100% affordable.	X Only if 100% affordable			X	X			
VERY LOW	X Only if 100% affordable.	X Only if 100% affordable	X	X	X	X	X	X	X

1. Dwelling Unit Affordability: Use the table below to indicate the number of units which will be affordable to the indicated income groups.

Number of Units by Income Group	Studio/SRO	1-Bedroom	2-Bedroom	3+ Bedroom	TOTAL
All Other Units					
Moderate (100% of area median)					
Low (60% of area median)					
Very Low (50% of area median)					
Total Units in Project					

Please show type, size and location of the affordable units on the plans submitted with the development application, in accordance with Section 24.16.010 of the Zoning Ordinance. If the project is 100% affordable to low or very low income households, then the Planning Application fees will be waived at the time of application submittal.

2. If project is approved, conditions of project approval will clearly indicate the number of units and percentages of the project to be affordable, for both low and very low income households, as per this Fee Waiver Supplemental Application.
3. Following approval of discretionary permits for the project, the Planning Department will complete a Fee Waiver Certificate which indicates the percentages of units affordable to low income and very low income households, and the type of fees to be waived. This Certificate will be given to the applicant within 10 calendar days of final project approval, along with a participation agreement packet.

4. To obtain the fee waivers identified in the Certificate, the applicant will be responsible for submitting the Fee Waiver Certificate to the departments listed on the Certificate at each of the indicated six stages of fee collection. A representative of each department will calculate the fees to be waived based on the number and type of affordable units listed on the Certificate in accordance with Section 24.16.300 of the Zoning Ordinance. The applicant shall keep the original Fee Waiver Certificate and the department shall keep a duplicate of the form to be filed appropriately.
5. Prior to issuance of a building permit, the applicant shall submit a completed participation agreement to the Planning Department Affordable Housing Specialist.
6. Prior to issuance of an occupancy permit, the applicant shall give the original completed Fee Waiver Certificate to the Affordable Housing Specialist for recordation and filing in appropriate City files. A copy of the recorded Fee Waiver Certificate shall be given to the applicant. The participation agreement shall be recorded concurrently with the Fee Waiver Certificate.
7. Should the applicant revise the affordability designation of the units at any time during the process, the City shall be reimbursed for fees that would otherwise have been collected. It will be the responsibility of the Affordable Housing Specialist to oversee collection of any additional fees that are required as a result of modification of the project affordability mix.

Date

Applicant Signature