



All residential and commercial application submittals shall be accompanied by the following information. The applicant is required to attest to the fact that all elements are provided by checking the boxes alongside each required item and by signing the last page of the checklist. All elements are required, *unless either waived by planning staff or by attesting (as the applicant) that the subject element is not applicable by writing N/A alongside the required element.*

Projects are submitted electronically through ePlan in three file types: Application (APP), Plans (PLN), and Supplemental Documents (SUP).

☐ **APP (APPLICATION) FILE:** Discretionary Permit Application (Form PLG – 100)

☐ **PLN (PLANS) FILE:**

All project plans shall include the following:

- ☐ Assessor's Parcel Number
- ☐ North arrow: North should be labeled at the top of site plan, floor plan, grading plan, and landscape plan sheets. A plan north reference should be used in cases where the property or improvements are not easily aligned to a North-South-East-West axis.
- ☐ Contact data: Name, address, and phone number of the property owner, applicant, architect, engineer, or surveyor must be provided on all plan sheets.
- ☐ Scale: Scales used for floor plans and elevations shall be no less than 1/8 inch to 1 foot, preferably 1/4 inch per 1 foot. Scales used should be consistent throughout the plan sheets.
- ☐ Date of preparation: Provide the preparation date and all revision dates, as applicable, on the floor plan, site plan, grading plan, elevation plan, and landscape plan sheets.

PLN FILE CONTENTS SHALL INCLUDE THE FOLLOWING PLAN SHEETS:

- ☐ **SITE PLAN (Separate Site Plans entitled "Existing Site Plan" and "Proposed Site Plan" are required for reconstruction and demolition projects, and projects that entail additional building area or site improvements on a developed site):** Drawn to a conventional scale, preferably 1:10 or 1:8 (where this is not possible, a focused site plan may be accepted).

The Site Plan shall include the following:

- ☐ **Project Data Table:** Project data must be provided as a Project Data table on the Site Plan, based on applicable definitions in Santa Cruz County Code, including the following information:
 - a. Lot area (both the total lot area and net lot area calculation shall be provided).



- b. Existing and proposed Building Area
- c. Existing and proposed Floor Area Ratio
- d. Proposed Area of additional disturbance
- e. Proposed Lot Coverage
- f. Grading calculations (cubic yards) including cut, fill and off-haul (and, for significant quantities exceeding 2,000 cubic yards, the anticipated location of where the off-haul will be taken).
- g. Existing and proposed parking (dimensioned)
- h. Minimum setbacks, from exterior walls of all structures to property lines
- i. Minimum setbacks from coastal bluffs, riparian vegetation, waterways (including perennial and/or intermittent streams, rivers, arroyos, and fault lines
- j. *For projects encumbered by geologic hazards*, boundaries of the geological building envelope, as confirmed by the County Geologist, shall be provided.
- k. *For projects located in a mapped FEMA flood hazard zone*, flood zones shall be mapped and labeled.
- l. Maximum height of all proposed structures
- m. Names of applicable Homeowner's Association, Special Subdivision/PUD, and/or Special Districts

- ☐ **Vicinity Map and Directions:** A vicinity map that clearly shows the subject property and surrounding roads. The vicinity map shall be accompanied by specific directions to the site from a main road.
- ☐ **Boundaries:** All existing and proposed lot lines, labeled with their metes and bounds; the existing and proposed location of public and private open space; and the boundaries of existing and proposed easements and rights-of-way. *If the property is split zoned, the zoning boundary must be indicated.
- ☐ **Building and Development Envelopes (as applicable):** On parcels encumbered by established building or development envelopes via a recorded map, on all parcels with geologic hazards and/or located on a floodplain, in sensitive habitats, or with visual resources, existing and/or proposed building envelopes shall be shown.
- ☐ **Structures and Site Improvements (existing):** On a separate plan sheet titled "Existing Site Plan," show the footprints and eave lines of all existing structures, site improvements (hard scape, decks, retaining walls, fencing, light standards etc.). All structures and improvements shall be drawn to-scale; setbacks shall be called, and the structure/s shall be labeled with their existing use.
- ☐ **Structures and Site Improvements (proposed):** On a separate plan sheet titled "Proposed Site Plan," show the footprints and eave lines of all proposed buildings and structures (including decks and stairways greater than 18" in height, retaining walls, fencing and light standards) on the subject property. Include



any structures or site improvements proposed to be removed (labeled TO BE REMOVED), proposed to be constructed (labeled PROPOSED), or proposed to remain (labeled TO REMAIN). All structures and improvements shall be drawn to scale. Their use, location, and setbacks to all property lines must be indicated. The minimum setbacks from the exterior walls of the buildings to property lines and access easements must be dimensioned on the plans. The minimum separation distance between structures shall be indicated.

For projects that involve additions, the additional building area shall be shaded and walls to be demolished shall be dashed. Areas proposed for demolition shall be hatched.

- ☐ **Noise Generators:** Indicate the location of any proposed mechanical equipment, including air conditioners, commercial drying equipment, generators, or other noise source. Provide specifications, including the size, height, and proposed placement of the equipment, as well as the proposed noise output associated with the equipment, and method(s) of ensuring compliance with noise standards through buffering or other strategies as needed.
- ☐ **Natural Features:** All natural features, such as rock outcrops, ridgelines, wetlands, creeks (flow line and top of bank), ponds, water bodies, and all existing significant vegetation, including significant vegetation to be removed as part of the project, must be shown. The approximate location of all areas subject to inundation or storm water overflow and the location, width, and direction of flow of all watercourses, including tide water, must be shown.

Areas of geological instability shall be identified, including faults and landslides.

The trunk location, dripline, and common and scientific names of all existing trees on the subject property and/or located along adjacent shared property lines with a 6-inch or greater trunk diameter at breast height measured at a height of 4.5 feet above grade must be shown. Any trees proposed for removal must be indicated. For more densely vegetated or wooded areas, or in tree clusters, only the perimeter outline of the dripline needs to be shown.

- ☐ **Topography:** Existing and proposed contours, at the proposed development, must be shown at two-foot intervals, clearly labeled. The contour information must be generally accurate. In some cases, a Lot Slope Calculation and/or topographic survey may be required.
- ☐ **Parking and Access:** Proposed off-street parking and loading areas, including access driveways and maneuvering areas, must be indicated and dimensioned. All proposed parking stalls shall be dimensioned and turning radii for backout maneuvers shall be provided. For driveways on slopes, driveway profiles and cross-sections shall be included. Turnouts and turnarounds shall be dimensioned and labeled.

The Site Plan must show the legal access from the property to the public right-of-way, the width of the right-of-way, and the edge of pavement and width of the street along the property's frontage. All easements and dedicated areas of the property must be identified. For non-residential projects, loading



and unloading areas, as well as parking spaces meeting State accessibility requirements and accessible paths of travel, must be shown.

For newly proposed access roads, cross sections and proposed grades shall be provided, along with details of curbs, gutters, sidewalks, and other improvements, as proposed.

- ☐ **On-Site Water Provision:** For parcels not served by a mutual water company: Show the location of all existing or proposed domestic and irrigation water sources as applicable (e.g. wells, springs, and surface water), along with backflow prevention devices, water storage tanks, reservoirs, treatment facilities, distribution system, and any other water-related appurtenances. Further, provide the location of any existing or proposed sewage disposal system, including leach fields, septic tanks, sewer mains and sewer laterals, and proposed expansion areas.

Yield tests, water quality lab results, shared water systems agreements, cross-connection control certifications, water conservation plans, minimum setbacks to septic systems, property lines, and other studies may be required by the Environmental Health Services Division for projects involving wells.

- ☐ **Associated Site Design Elements (as applicable):** The location of identification signs, propane tanks, trash enclosures, exterior lighting fixtures, mailboxes, fencing, paths and walkways (including paving materials), bicycle stands, and other features that affect the exterior appearance and use of the property must be indicated.
- ☐ **Fire Access:** For projects proposed to be accessed from a private road, a minimum 20-foot road width, in addition to emergency vehicle turn-around areas, is required. For two or fewer habitable structures, access driveways shall be a minimum 12 feet in width; for three or more habitable structures, driveways shall be a minimum 20 feet in width.

☐ **FLOOR PLAN**

- ☐ **Existing Floor Plan:** Fully dimensioned floor plans for all levels of existing structures must be submitted. All rooms shall be labeled.
- ☐ **Proposed Floor Plan:** Fully dimensioned floor plans for all levels of proposed structures must be submitted. The garage, windows, doors, elevators, stairways, and food preparation areas must be indicated. All rooms shall be labeled, consistent with the County's regulations (see definition of Bedroom in the Zoning Ordinance, SCCC 13.10.700 – "B").

For projects that involve an addition, the existing floor area shall be outlined with a dashed line and the proposed addition shall be shaded. Areas proposed for demolition shall be hatched.

☐ **BUILDING ELEVATIONS**

- ☐ **Existing Elevations:** Fully dimensioned elevations of all existing structures and buildings, including roof ridgeline, finished floor, and foundation line elevations based upon the same datum as the topographic information, must be provided for all sides of a proposed structure (labeled "north", "south", "east" and



“west”). Exterior building materials and colors, including but not limited to siding, roofing, and glazing, must be indicated. The elevation drawings should show the height of all sides of the structure in relation to the topography, from both the adjoining finished grade at the exterior of the structure, and natural grade on the interior of the structure. The preferred scale of ¼ inch per foot should be used for all architectural plans.

- ☐ **Proposed Elevations:** Fully dimensioned elevations of all proposed structures and buildings, including roof ridgeline, finished floor, and foundation line elevations based upon the same datum as the topographic information, must be provided for all sides of a proposed structure (labeled “north”, “south”, “east” and “west”). Exterior building materials and colors, including but not limited to siding, roofing, and glazing, must be indicated. The elevation drawings should show the height of all sides of the structure in relation to the topography of the adjoining finished and/or natural grades. The preferred scale of ¼ inch per foot should be used for all architectural plans.

*If an addition to an existing structure is proposed, elevations of the existing structure, as well as elevations depicting the proposed addition, shall be provided.

- ☐ **ROOF PLAN:** For all structures proposed to be within two feet of the maximum permitted building height, roof plans that indicate existing and proposed pitch, slope direction, hips, valleys, and size and location of any mechanical equipment, vents, ducts, skylights, and chimneys must be shown on the site plan (or on a separate Roof Plan sheet). The roof plans *must* be overlaid on the topographic contours and include “spot elevations” of all roof corners and ridgeline elevations above the corresponding (natural grade) elevation contours. In those instances where natural grade no longer exists, an interpolation of natural grade based on surrounding grade shall be shown in dashed contour lines.
- ☐ **CROSS SECTIONS:** Cross sections through all proposed structures shall be provided. Cross sections shall be based on accurate topography and shall include the following labels: finished floor, foundation line, natural grade, finished grade, plate height, and roof ridge height. A site cross section may be required to show the relative height of proposed structures to adjoining roadways and impacts to surrounding properties. All height measurements shall be reflected in the format of elevation above sea level.
- ☐ **MATERIALS, COLORS AND DETAILS:** One sheet of the architectural plans must include manufacturers’ brochures, photos, or color chips that indicate all proposed exterior building materials, including the painting, roofing, siding, window casings, and trim. For additions and/or accessory structures, the plans may be labeled “elevations to match existing colors and materials”. The photos of the colors and materials must be accurate representations of the true colors and labeled for proper identification. Complete details, including dimensions, building materials, and colors for all proposed retaining walls and fencing shall also be submitted.



- ☐ **SUP (SUPPLEMENTAL DOCUMENTS FILE):** Discretionary Permit Supplemental Documents Index (Form PLG – 135)

SUP FILE CONTENTS SHALL INCLUDE THE FOLLOWING DOCUMENTS, AS APPLICABLE:

- ☐ **WATER WILL SERVE LETTER** – *Applicable to ALL newly proposed residential structures (not including in-kind replacement structures and ADUs) and commercial projects where habitable square footage will be added:* Letter from the applicable water district, or if well water is proposed, from the well owner, certifying as to the availability of water and an ability to serve the project.
- ☐ **SANITATION WILL SERVE LETTER** - *Applicable to ALL newly proposed residential structures (not including in-kind replacement structures and ADUs) and commercial projects where habitable square footage will be added:* Letter from the County Sanitation District, certifying availability, capacity, and ability to serve the project.

PROJECTS PROPOSED IN THE COASTAL ZONE

- ☐ **SOILS REPORT:** **Required for all projects located within 100 feet of a coastal bluff that entail construction of an addition >500 square feet in size and/or for all projects that qualify as “development” as defined in SCCC Section 16.10.040).*

The soils report must be prepared in accordance with County guidelines and reviewed and “accepted” by the County’s Environmental Planning division as being consistent with applicable County Codes and technical standards. To obtain acceptance of the report, a draft soils report, prepared by a licensed geotechnical engineer or registered civil engineer experienced in soils engineering, shall be submitted for review and acceptance by Environmental Planning staff. If desired, *the report may be submitted ahead of the development project application.* For more information about soils report requirements, please visit Environmental Planning web page at:

<https://cdi.santacruzcountyca.gov/UPC/EnvironmentalPermitsTechnicalReviews/GeologyandSoils.aspx>.

- ☐ **GEOLOGY REPORT:** **Required for all projects located within 100 feet of a coastal bluff that entail construction of an addition >500 square feet in size and/or for all projects that qualify as “development” as defined in SCCC Section 16.10.040).*

The geology report must be reviewed and “accepted” by the County’s Environmental Planning Division. To obtain acceptance of the report, a draft geology report, prepared by a geologist licensed by the State of California Board for Professional Engineers, Land Surveyors and Geologists shall be submitted for review and acceptance by Environmental Planning staff/County Geologist. If desired, *the report may be submitted ahead of the development project application.* For more information about geology report requirements, please visit Environmental Planning web page at:

<https://cdi.santacruzcountyca.gov/UPC/EnvironmentalPermitsTechnicalReviews/GeologyandSoils.aspx>.



- ☐ **GEOLOGIC HAZARDS ASSESSMENT:** **In lieu of a Soils and/or Geology Report, an application for a Geologic Hazards Assessment (GHA) may be submitted in tandem with the applicable discretionary application.*
- ☐ **MEAN HIGH TIDE LINE AND TOP AND TOE OF SLOPES** *Applicable to ALL proposed projects along the coast. Show mean high tide line and top and toe of all slopes, including coastal bluffs, on all plan sheets and cross-sections.*

In addition to the items above, if your project is a conditionally permitted use in a residential zone district, commercial project, or requires an approval or recommendation from the Planning Commission, you must submit the following items as a part of your Supplemental Documents (SUP) file.

CONDITIONALLY PERMITTED USES - RESIDENTIAL ZONE DISTRICTS

- ☐ **OPERATIONAL CHARACTERISTICS:** Information regarding the proposed use of the project must be prepared by the applicant, including but not limited to the following items:
 - a. The maximum number of staff on site at any one time.
 - b. The hours of operation, including hours open to the public, as well as hours closed to the public where operations are taking place that could affect exterior lighting, noise, odors, traffic or parking.
 - c. Projected peak hours of operation, with the total number of staff, customers and other visitors on the site indicated.
 - d. The schedule and projected peak hours of operation for special events, with maximum number of staff, customers and visitors that would be in attendance.
 - e. The schedule, frequency, and nature of expected deliveries to the site.
 - f. Noise levels proposed for the operation of the project, which specify what is causing various noise levels.
 - g. The path of travel for pedestrians and vehicles at the site.

COMMERCIAL PROJECTS

- ☐ **OPERATIONAL CHARACTERISTICS:** Information regarding the proposed use of the project must be prepared by the applicant, including but not limited to the following items:
 - a. The maximum number of staff on site at any one time.
 - b. The hours of operation, including hours open to the public, as well as hours closed to the public where operations are taking place that could affect exterior lighting, noise, odors, traffic or parking.
 - c. Projected peak hours of operation, with the total number of staff, customers and other visitors on the site indicated.



- d. The schedule and projected peak hours of operation for special events, with maximum number of staff, customers and visitors that would be in attendance.
- e. The schedule, frequency, and nature of expected deliveries to the site.
- f. Noise levels proposed for the operation of the project, which specify what is causing various noise levels.
- g. The path of travel for pedestrians and vehicles at the site.

PROJECTS REQUIRING PLANNING COMMISSION APPROVAL

- ☐ **NEIGHBORHOOD NOTIFICATION AND MEETING** – Pursuant to Santa Cruz County Code Section (SCCC) 18.10.211, the applicant shall conduct a neighborhood meeting to explain the proposed development to and solicit comments from those in attendance. Review SCCC 18.10.211 for noticing and meeting requirements.

* FOR A COMPREHENSIVE LIST OF REQUIRED INFORMATION (LORI), PLEASE REFER TO THE UNIVERSAL LIST OF REQUIRED INFORMATION (UNIVERSAL LORI), AVAILABLE [ONLINE](#).

I hereby certify that the above-listed required information has been included as part of the initial application submittal (unless waived by a staff planner).

Signature of Owner or Authorized Agent

Date



County of Santa Cruz

Department of Community Development & Infrastructure

701 Ocean Street, 4th Floor, Santa Cruz, CA 95060-4070
(831) 454-2160

Project Information & Threshold Determination - Appendix A

Completion of this form shall be used as a guidance by the applicant for determining the projects stormwater requirements. Applicants are encouraged to contact the Stormwater Management staff with any questions.

PROJECT & CONTACT INFORMATION

Project Site Address:

Property Owner, Applicant, or Representative Name:

Contact Phone Number:

Assessor's Parcel Number (APN):

Flood Control District (additional permit fees for lot coverage may be assessed, refer to Unified Fee Schedule)

Building Permit No. / Discretionary Application:

PROJECT DESCRIPTION

Lot Coverage	Actual	Adjusted	
A. Total lot size:	_____	sq.ft.	
B. Existing Permitted Impervious Area:	_____	sq.ft.	
C. Replaced Permitted Impervious Area:	_____	sq.ft.	
D. Replaced Permitted Semi-Impervious* Area:	_____	sq.ft.	_____ sq.ft.
E. Total proposed Self-mitigating Area:	_____	sq.ft.	
F. Proposed Impervious Area:	_____	sq.ft.	
G. Proposed Semi-Impervious* Area:	_____	sq.ft.	_____ sq.ft.

Values in these tables are automatically calculated, user does not need to enter information here if filled out electronically.

Total **REPLACED** impervious & semi-impervious area [C + D]:
_____ sq.ft.

Total **NEW** impervious & semi-impervious area [F + (0.5*G)]:
_____ sq.ft.

Project Threshold Classification

(Value will auto-sum if filled out electronically, otherwise add **REPLACED** and **NEW** to obtain total for determining project size below)

sq.ft.

- ☐ **Small Project** (less than 500 sq.ft. created and/or replaced) - Use Appendix B 'Small Project Submittal Requirements' for submittal requirement guidance.
- ☐ **Medium Project** (more than 500 sq.ft. but less than 5,000 sq.ft. created and/or replaced) - Use Appendix C 'Medium Project Submittal Requirements' for submittal requirement guidance.
- ☐ **Large Project** (more than 5,000 sq.ft. created and/or replaced **OR** 50% increase in permitted impervious area**) - Use Appendix D 'Large Project Submittal Requirements' for submittal requirement guidance.

1. Application is part of a phased project OR master plan? Yes ☐ No ☐
2. No diversion is proposed and pre-development runoff patterns will be maintained. Yes ☐ No ☐
3. Application complies with Part 3 of the Design Criteria requirements. Yes ☐ No ☐
4. Drainage has been evaluated. There are no existing drainage issues on/near the site and none anticipated. Yes ☐ No ☐
5. Safe stormwater overflow has been incorporated into the project design. No adverse impacts to neighboring properties, drainage pathways, or roadways are anticipated. Yes ☐ No ☐

Signature Required

By signing this form, the signee agrees the information provided here represents, to the best of their knowledge the scope of work being proposed. Signee acknowledges this document is to be used as a guidance for determining the project size and stormwater requirements, additional requirements and clarification may be required.

*Form will apply a 50% credit for semi-impervious areas as final count. Applicant shall not apply the credit.

** Projects that add more than 50% impervious area coverage are required to mitigate the entire site.