



The preparer is legally responsible for signatures whether graphic, typewritten, or handwritten. Documents may not be restricted by digital signatures or otherwise.

**Project Information** All applicants must fill out this section Staff will assign Permit No. \_\_\_\_\_

**Property Owner and Location**

APN(s): \_\_\_\_\_  
 Project Address or Location: \_\_\_\_\_  
 Legal Owner: \_\_\_\_\_ Email: \_\_\_\_\_  
 Owner Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Applicant**

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Other Contact**

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Briefly Describe Scope of Work** Indicate the proposed project and type of discretionary permit required.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Owner-Agent Authorization**

For persons other than the property owner who wish to obtain a building permit, development permit and/or other permit, the approval of the property owner is required.

Agent Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Agent Address: \_\_\_\_\_ Email: \_\_\_\_\_

I declare under penalty of perjury that I am the Property Owner at the above Project Address; I have completed the above information; and certify the accuracy of the information provided.

Signature of Owner: (actual signature required) \_\_\_\_\_ Date: \_\_\_\_\_

Note: When there is more than one owner, the owner signing this form represents that they have the consent of all other owners of the parcel. By signing this form, the owner is authorizing the agent to legally bind the owner to responsibility for payment of the County's cost for permit processing and inspections and all other actions related to noncompliance with permit conditions. Finally, by signing this form, the owner is designating the agent as their Agent for Service of Process for all matters relating to this application.

**Applicant's Signature**

I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the County of Santa Cruz is not responsible for inaccuracies in information presented, and that inaccuracies may result in the revocation of planning permits as determined by the CDI Director. I further certify that I am the owner or purchaser (or option holder) of the property involved in this application, or the lessee or agent fully authorized by the owner to make this submission, as authorized above.

I understand the County of Santa Cruz has attempted to request everything necessary to review the proposal; however, following the 30-day completeness review, it may be necessary to request additional information as listed on the Universal List of Required Information (LORI). Further, I acknowledge that pursuant to Santa Cruz County Code Section 18.10.210, applications for permits shall be accompanied by a fee as prescribed in the unified fee schedule as adopted by the Board of Supervisors and that fee payment starts the 30-day completeness review period pursuant to the Permit Streamlining Act. I authorize County staff to enter the property involved in this application to conduct site visits necessary for the processing of my application.

Property Owner or Authorized Agent Signature: **Sign and print name below**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_



**Property Disclosure Statement: Hazardous Waste and Substances Statement**

**STATE OF CALIFORNIA HAZARDOUS WASTE AND SUBSTANCES SITE LIST (C.G.C § 65962.5)**

This section is to be completed by the applicant. In accordance with California Government Code Section 65962.5(e), prior to accepting an application for any development project, the local agency requires the applicant to consult the State of California Hazardous Waste and Substances Site List, also known as the "Cortese List." This list encompasses facilities and environmental cleanup cases identified in various state databases.

To fulfill this requirement, please refer to the California Environmental Protection Agency's (CalEPA) Cortese List Data Resources web page (<https://calepa.ca.gov/SiteCleanup/CorteseList/>). This page provides access to the facilities or sites that meet the criteria for inclusion in the Cortese List.

Upon reviewing the above resources, you are required to submit a signed statement indicating whether the project site falls under the categories specified in the resources provided above.

**Statement:** I have consulted the State of California Hazardous Waste and Substances List (Cortese List), along with the associated resources, and have determined that the project site (select by checking):  is (or)  is not included on the Cortese List (or)  I am unsure.

Signature: \_\_\_\_\_

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

**Project Disclosure Statement: Commonly Handled Hazardous Materials**

If your proposed use involves one of these materials, or a similar material, you must, under state law, acknowledge the use of handling of such materials on the checklist below. Environmental Health staff can assist you in determining whether you will need to prepare a Business Plan and/or Risk Management and Prevention Program, as required by State law. They can also help you distinguish between hazardous and acutely hazardous materials. Environmental Health located at County Government Center, 701 Ocean Street, Room 312, Santa Cruz, CA, 95060, or call 831-454-2022.

**Check one or more of the following:**

- Motor fuels, oils, solvents, thinners, some paints, lacquers, kerosene, and other petroleum products.
- Acids, caustics, and other corrosive materials.
- Poisons and toxic materials such as pesticides and herbicides.
- Oxidizers and oxidizing materials, e.g., liquid oxygen, concentrated sulfuric and nitric acid, chlorates, permanganates, etc.
- Compressed gases such as oxygen, acetylene, nitrogen, argon, and hydrogen.
- Flammable solids, explosives, organic peroxides.
- Toxic gases such as chlorine, ammonia, ethylene oxide, arsine, phosphine, etc.
- Infectious/etiologic materials such as needle syringes, cultures, anatomical parts, etc.
- None of the above would be used in the proposed use.**

Monterey Bay Air Resources District (MBARD) can assist you with questions regarding air contaminants. Information is available on their website: <https://www.mbard.org>, or you may call 831-647-9411.

**Common Interest Development or Homeowners Association (HOA)**

For properties located in a Common Interest Development or Homeowner's Association (HOA), please be advised that such associations often require their own internal review and approval of any new development project. With the exception of Paradise Park, the County will not withhold the issuance of a building permit for projects located within HOA; however it is recommended that any project located within an HOA area be vetted in accordance with HOA procedures prior to submittal to the County. For projects located in Paradise Park, please submit a confirmation letter and approval form from the Board of Directors as a Supplemental Document, verifying that the plans have been reviewed and approved.



Your project is required to be submitted through the online [ePlan Review portal](#). The following lists the three files that are required: APP (Application), PLN (Plans), and SUP (Supplemental Documents) and each of their contents. For a step-by-step guide to submitting a discretionary plan, review Eplan Discretionary Permit Overview and Application Process

**Application Submittal**

**The following documents are required for each new application submittal:**

1. The APP (Application) file including:
  - a. Application Form – PLG-100 form.
  - b. Associated Discretionary Permit Submittal Checklist
    - Residential and Commercial Projects (available online [here](#))
    - Cannabis Use Permits (available online [here](#))
    - Certificate of Compliance (available online [here](#))
    - Lot Line Adjustments (available online [here](#))
    - Tentative Maps/Land Divisions (available online [here](#))
    - Wireless (WCF) Permits (available online [here](#))
    - All other projects (available online [here](#))
2. The PLN file contains the project plans. The Discretionary Permit Submittal Checklist (see 1.b. above) details the required content for your project’s plans.
3. The SUP file: The Supplement Forms Index - PLG-135 form (available online [here](#)). This form is the cover sheet for the supplemental documents file. This file will contain any additional documents needed for your project, such as a soils report, or other technical reports and design review materials.