



Application Information

Park Name: _____ Space Number: _____

Park Address _____

Assessor's Parcel Number (APN): _____

Applicant Name: _____

Applicant Address: _____

Applicant email: _____

Telephone Numbers: (Cell) _____ (Office) _____

Existing Unit Number of Bedrooms: _____ Proposed Unit Number of Bedrooms: _____

_____ Applicant Name	_____ Date
-------------------------	---------------

Required Submittal Materials:

1. All plans shall be drawn to an accurate scale on 8.5 x 11 inch sheets.
2. Site plan with existing mobile/ manufactured home, parking spaces, and all on-site improvements.
3. Site plan with proposed mobile/ manufactured home, parking spaces, and all on-site improvements.
4. Floor plans of the existing and proposed mobile/ manufactured homes.
5. Directions to the site, including a map showing the location of the space in the park.
6. A copy of Form 538 (Mobile Home Lot Plot Plan) from California State Dept of Housing and Community Development.

Determination:

Adequate parking is provided consistent with the County Code.

Parking is inadequate to meet the requirements of the County Code. An exception is needed to install the coach.

Planning Department Staff: _____

Date of Determination: _____ Appeal Period Ends: _____

No improvements shall be installed or constructed that would decrease the existing number of parking spaces or the dimensions of existing, unless parking would remain compliant for the number of proposed bedrooms.



Mobile Home Park Coach Replacement Parking Certification Staff Procedures and Evaluation Criteria

Staff Procedures:

1. Application and required materials submitted in via email to Planning.ZoningInfo@santacruzcountyca.gov
2. Application is reviewed for completeness. If complete intake is completed (ZMH fee code). If incomplete, staff will contact the applicant to request additional information.
3. Once the application is complete, payment is completed online, in person, or by mail.
4. Upon payment, the application is assigned to a Planning Technician.
5. Planning Tech staff will then conduct a site visit to verify the accuracy of the plans and available parking area.
6. If the number and design of parking spaces meets code requirements, the application/certification form is marked accordingly and signed and dated with the 14-day appeal period end date noted. If the number and design of the spaces **does not** meet the requirements, the application/certification is marked accordingly, signed and dated, and an exception may be considered as a Minor Permit by the Zoning Administrator per SCCC 18.10.
7. At final determination, the completed application form will be mailed to the applicant, to DPW and attached to the file.

Staff Evaluation Criteria:

1. The site plan is a clear and accurate representation of the site conditions.
2. The number and design of the parking spaces is adequate to meet the parking requirements per Santa Cruz County Code section 13.16.050-1 et. sec.