



Recovery and Rebuilding:

Temporary Housing Permit Application

For Installation of Temporary Housing: Inside or Outside the Burn Area

Submittal Requirements: *Please ensure that ALL required information is included with this application.*

- Application Form**
- Site Plan** Provide a Detailed site plan of the parcel to include the following information:
 - Location of the temporary trailer with dimensions to property lines, setbacks from all structures, streams, streets, wastewater tank and leach lines, well or springs
 - If within the burn area, demonstrate that the trailer will be outside the location of the proposed replacement dwelling and the access to the burn zone clean up area
 - Location of all utilities and connections to the temporary housing
- Temporary Geologic Hazards Clearance**
- Environmental Health Temporary Housing Clearance** Required for lots served by septic systems and wells or small water systems. Not required for lots outside the burn area that are on sewer.
- Temporary Trailer tie-down system** If the unit is a Modular Home, Mobile Home, or any unit that is not on wheels, please provide copies of HCD approval and HCD-approved tie-down system.
- Details of all proposed utility connections** including the location of the septic/sewer connection, and detail of trench and power pole connections.
 - Check if Temporary Housing will be connected to a septic system
 - Check if a temporary power pole permit is requested as a part of this application.
- Signatures of both property owner and temporary occupant** (if different).

Application Fee of \$327 (to be paid online)

Email your application, site plan, clearances and other submittal requirements to:
PlanningTemporaryUsePermits@santacruzcounty.us

Site of Proposed Temporary Housing:

APN: _____ Property Owner: _____

Address: _____

Occupant(s) of the Temporary Housing: _____

Site of Damaged / Destroyed Residence (If different from site of proposed Temporary Housing):

APN: _____ Address: _____

Details of Proposed Temporary Housing: (Indicate if the temporary accommodation is an RV, Modular Home, Mobile Home, or Tiny Home, and whether it will be on wheels) _____

Contact Information

Property Owner Information (for the parcel where the temporary housing will be installed.)

Name: _____ Email: _____

Mailing Address: _____

City/State: _____ ZIP: _____

Telephone #: _____ Cell #: _____

Occupant Information (Complete only if temporary housing will not be on the same property where the residence was damaged or destroyed.)

Name: _____ Email: _____

Mailing Address: _____

City/State: _____ ZIP: _____

Telephone #: _____ Cell #: _____

Other Contact/Applicant (Complete only if different from either of the above.)

Name: _____ Email: _____

Mailing Address: _____

City/State: _____ ZIP: _____

Telephone #: _____ Cell #: _____

Owner's / 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 Planning Director.

I further certify that I am the owner or purchaser of the property involved in this application, or the manager, lessee, or agent fully authorized by the owner to make this submission, and that proof of such is on file with the Planning Department.

I understand that the County of Santa Cruz has attempted to request everything necessary for an accurate and complete review of my proposal; however, after Planning staff has taken in the application and reviewed it further, it may be necessary to request additional information and clarification.

Signature of Owner or Authorized Agent

Date

Temporary Housing Permit Guidance and Self-Certification

The following items require verification to assure the temporary housing is equipped and maintained to minimum safety standards. Both the property owner and proposed occupant must verify acceptance of and compliance with these provisions by signing below. .

- Approval Time Limit.** Temporary Permits for temporary housing that meets zoning setbacks are valid for an initial period of up to three years, with further one-year extensions possible if the rebuild is in process. Temporary Permits for temporary housing that does not meet zoning setbacks, and which is located outside the burn area, are valid for an initial period of six months, unless otherwise indicated, with extensions possible after Planning Department review. Any Temporary Housing Permit will expire once final inspection of the new home is complete.
- Temporary Foundation.** The proposed temporary structure will **not** be installed on a permanent foundation and can be removed from a site upon expiration of the Temporary Residence Permit.
- Discontinuance of Temporary Use.** Upon expiration of the Temporary Permit, the temporary housing is required to vacated, modified back to the original non-habitable condition if that is applicable, and disconnected from all utilities. Structures that do not meet the definition of an RV, and do not have a valid building permit to remain on site permanently, shall be removed from the site. A structure may be retained **ONLY** if a Building Permit has been issued for the permanent installation of the structure.
- Certification:** “Modular Homes” or “Mobile Homes” must be approved through the California Department of Housing & Community Development (HCD) as a manufactured or factory-built home. For temporary structures that will not be later approved subject to a Building Permit, compliance with the Wildland Urban Interface (WUI) regulations and fire sprinklers are not required.
- Safety: Smoke and Carbon Monoxide detectors shall be installed in ALL temporary residential structures, including RVs and travel trailers.**
- Structures and Inspections.** Some temporary housing and other proposed structures and improvements require a County building permit. It is the applicant’s responsibility to contact the Building Department if permits or inspections are needed. Contact the Building Dept. at Planning.BuildingInfo@santacruzcounty.us
- Agency Approvals.** It is the applicant’s responsibility to ensure that approvals from other agencies are obtained as required. This Temporary Permit does not legitimize unpermitted or illegal uses and structures. Permits or approvals may be required by other agencies, including, but not limited to the agencies listed below, and other state or federal agencies.
 - County Department of Public Works [Here](#)
 - County Environmental Health Services [Here](#)
 - Local fire protection agency
- Public Right-of-Way.** Any use of the public right-of-way, including public sidewalks, must be approved by the County Department of Public Works and an encroachment permit may be required. Call (831) 454-2160 and ask for encroachments.
- Additional Conditions.** Based on the description and the site plan for the proposed temporary housing, additional conditions may be added to the issued Temporary Housing Permit, if necessary, to protect personal or public safety and welfare. Any such conditions are indicated on this form or are attached.

I hereby certify that the standard conditions listed above are fully complied with and the temporary housing will be maintained in a safe, useable and functioning condition. **This form must be signed by BOTH of the following two parties:**

Proposed Occupant / Applicant

Date

Property Owner

Date

Acknowledgment, Indemnification, and Release of Liability

Purpose: This form must be filled out and submitted prior to the issuance of a temporary permit authorizing recreational vehicles and other types of temporary structures or accommodations on private property in the County of Santa Cruz ("County").

- The Owner(s) and Permittee agrees to indemnify, defend and hold harmless, the County, its agents, departments, employees, officers, volunteers, and all other associates, from and against any and all judgments, awards, actions, in law or in equity, liability, demands or claims for damage to persons or property, fees (including attorneys' fees), costs or losses arising from, or in any manner concerning, the Temporary Permit or any uses of property or activities related thereto.
- The Owner(s) and Permittee is responsible for adhering to federal, state, and local laws with regard to the temporary permit, and the Permittee is responsible for following federal, state and local health guidelines for the CZU August Lightning Fire and the COVID-19 health emergency, including social distancing requirements, and any other applicable laws, regulations, proclamations, and orders.
- The issuance of a permit by the County does not legalize any temporary use or constitute authorization or compliance under any other law, proclamation, or order of a separate government entity.
- The Owner(s) and Permittee hereby acknowledge that following the CZU August Complex Lightning Fires the County of Santa Cruz has not performed a site visit or detailed review of the subject temporary home site to determine the potential for slope instability, erosion, landslides, debris flows, and other geologic, geotechnical or environmental hazards to impact the property. The Owner(s) and/or Permittee further acknowledge that unidentified life safety risks associated with geologic hazards may exist on the site and may be heightened by post-fire terrain conditions. Applicants are strongly encouraged to engage a private geologist to advise them on their site-specific risk due to geologic hazards.
- The Owner(s) and Permittee hereby agree to indemnify, defend, and hold harmless the County of Santa Cruz (which shall include, without limitation, its officers, agents, employees and volunteers) from and against any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature which the County may sustain or incur or which may be imposed upon it as a result of, arising out of, or in any manner connected with geologic, geotechnical or environmental hazards on the subject property.

The Owner(s) and Permittee have fully read this Acknowledgment, Indemnification and Release of Liability and understands, acknowledges, and agrees to the above conditions by voluntarily signing below.

All applicable signatures below are required

Proposed Occupant / Applicant

Date

Property Owner

Date