



## Recovery and Rebuilding:

# Temporary Permit Application

Ensure that **ALL** required information is included with this application. If you do not have **ALL** of the required information, your application will not be accepted.

### Submittal Requirements

- Application Forms**
- 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
  - 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 the utilities and where the connections to the trailer will be located
- Site Safety/Cleanup Clearance Certification,** For information click [Here](#)
- Environmental Health Temporary Building Clearance**
- Trailer tie-down system** (such as anchor bolts that can be found at hardware stores) **OR**
- Foundation System** (If the unit is a Modular Home, Mobile Home, or Tiny Home that is not on wheels; please provide copies of HCD approval and HCD-approved foundation system)
- Details of all utility connections** (if required/proposed, including the location of the septic/sewer connection and trenching details as required.
- Copies of other related Permits/approvals** (e.g. Temporary Power Permit)
- Signatures of both Property Owner and applicant / temporary occupant** (if different)
- Application Fee**

**Email your application and other submittal requirements to:** [FireRebuild@santacruzcounty.us](mailto:FireRebuild@santacruzcounty.us)

**SITE OF PROPOSED TEMPORARY RESIDENCE APN:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**OWNER NAME:** \_\_\_\_\_

**SITE OF DAMAGED / DESTROYED RESIDENCE APN:** \_\_\_\_\_

(If Different from Site of Proposed Residence)

**ADDRESS:** \_\_\_\_\_

**OCCUPANT NAME:** \_\_\_\_\_

**DETAILS OF PROPOSED TEMPORARY RESIDENCE:** (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 residence will be installed)

NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE NO. (\_\_\_\_\_) \_\_\_\_\_ CELL PHONE NO. (\_\_\_\_\_) \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**Occupant Information** (complete only if temporary residence will not be on property owned)

NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE NO. (\_\_\_\_\_) \_\_\_\_\_ CELL PHONE NO. (\_\_\_\_\_) \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**Other Contact/Applicant** (complete only if different from either of the above)

NAME: \_\_\_\_\_ CAPACITY: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE NO. (\_\_\_\_\_) \_\_\_\_\_ CELL PHONE NO. (\_\_\_\_\_) \_\_\_\_\_  
EMAIL: \_\_\_\_\_

## OWNER' / 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 (or option holder) 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 Zoning Section.

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 RESIDENCE PERMIT GUIDANCE AND SELF-CERTIFICATION

The following items require verification to assure the temporary residence is equipped and maintained to minimum safety standards. Verification of compliance with these provisions is required by property both the property owner and proposed occupant.

- Approval Time Limit.** Temporary Permits are valid for an initial period of up to three years, with further one-year extensions possible if the rebuild is in process. The Temporary Residence Permit will expire once final inspection of the new home is complete.
- Temporary Residential Structures.** The proposed temporary structure will not be installed on a permanent foundation and can be removed from a site after expiration of the Temporary Residence Permit.
- Discontinuance of Temporary Residential Use.** Upon expiration of the Temporary Permit the temporary dwelling is required to be disconnected from all utilities and, for structures that do not meet the definition of an RV, removed from the site.
- 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.
- 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, except as specifically allowed by this Permit. 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](#)
  - Your 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. Contact Travis Rieber at [travis.rieber@santacruzcounty.us](mailto:travis.rieber@santacruzcounty.us) or (831) 454-2160 and ask for encroachments.
- Structures and Inspections.** Proposed structures and improvements may require a County building permit. Electrical work also requires permits and inspections. It is the applicant’s responsibility to contact the Building Department if permits or inspections are needed.
- Additional Conditions.** Based description and the site plan for the on the proposed temporary residence, additional conditions may be added to the issued Temporary Permit by the Planning or other Departments, if necessary, to protect personal or public safety and welfare.

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

\_\_\_\_\_  
PROPOSED OCCUPANT / APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROPERTY OWNER

\_\_\_\_\_  
DATE

# Indemnification and Waiver of Liability and Acknowledgment of Conditions for Temporary Permits Issued for Temporary Accommodations

**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 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 Permittee is responsible for adhering to federal, state, and local laws with regard to the temporary permit, and the Permittee is responsible for following 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 Permittee acknowledges that following the CZU August Lightning Fire the County has not reviewed the potential temporary home site for debris flows, geologic, geotechnical or environmental hazards, and this waiver of liability covers any liability, demand, or claim arising from such hazards on the stie.

The Permittee and/or Permittee's representative have fully read this Indemnification and Wavier of Liability and Acknowledgment of Conditions and understands, acknowledges, and agrees to the above conditions by voluntarily signing below.

**All applicable signatures below are required**

\_\_\_\_\_  
Owner (Sign)    Date

\_\_\_\_\_  
Owner (Print)

\_\_\_\_\_  
Occupant/Permittee (Sign)    Date

\_\_\_\_\_  
Occupant/Permittee (Print)

\_\_\_\_\_  
Permittee's Representative (Sign)      Date

\_\_\_\_\_  
Permittee's Representative (Print)