



County of Santa Cruz Planning Department

701 Ocean Street 4th Floor, Santa Cruz, CA 95060 | (831) 454-2260 | www.sccoplanning.com

Form
PLG-230

ePlan Submittal Checklist

This submittal checklist form is required to be the first page of the Application (APP) file. It should not be used as the sole source of submittal information. To successfully prepare submittals, please see the ePlan User Guide & ePlan Video Series

Complete parts 1 through 3 prior to contacting the Planning Department to initiate an ePlan building permit application or a change order application to a building permit that was issued using ePlan.

The preparer is legally responsible for signatures whether wet signed, typewritten, digital, or otherwise.

Part 1: Notice to Building Permit Applicant

- 1. For information regarding your Building Permit Application, you may e-mail the Building Counter of the Planning Department at: bldinfo@co.santa-cruz.ca.us, or you may call the Building Information Line at 831- 454-2260 - Please visit our website for hours of operation.
2. When review of your Building Permit Application has been completed, you will be notified of the results: either that your application has been approved or, if any reviewer has not approved your application, their comments will be forwarded to you. Please see the information below relating to appeals.
3. Your application fees are not refundable, except as specified in the Planning Department Fee Schedule.
4. You must advise residents of the subject property that Planning Department staff may be visiting the site. The site must be clearly marked/staked for staff inspection. Incomplete directions or markings will delay the review of the project.
5. If you have begun any activity requiring County review or approval without first obtaining a permit, you will be charged for staff time incurred to investigate the violation and costs for staff time that accrue until the violation is resolved. Authority for these charges is found in Chapter 1.12 of the Santa Cruz County Code.
6. Actions by County staff regarding your Building Permit Application may be appealed. For guidance on how to file an appeal, contact the Building Counter of the Planning Department or refer to the brochure on our Web site at: http://www.sccoplanning.com/PlanningHome/BuildingSafety/ApplicantInformation/AppealsforBuildingPermitApplications.aspx
7. Extension Policy: You have until the expiration date of this application to resolve all deficiencies and obtain your permit. Per County Code, the expiration date is two years after the application date or six months from the date the application is approved whichever comes first. Extensions of the expiration date are rarely granted and only in extreme cases where extenuating circumstances can be shown.
8. AB3002 Notice to Applicants for Commercial Building Permits: AB3002

The undersigned applicant hereby authorizes the filing of this application, and authorizes staff to visit the subject property. I understand that staff may visit the property both during the review process and following the issuance of the permit. I certify to the best of my ability that the above and attached information is true and correct, and that I have read and understood the above information.

Applicant Signature

Signature:

[Redacted Signature]

Date:

[Redacted Date]

Mark Option 1 or Option 2 below

Part 2: Building Permit Application or Construction Change Documents Application

Info & Weblinks

After uploading the Part 3: Submittal Files, the applicant must contact the Planning Department to initiate the application using one of the options below. Once the application is created, payments can be made at the Planning Department or online.

Table with 2 columns: Option description and Contact info. Option 1: Applicant will call the Planning Department to schedule an appointment. Call: 831-454-3252. Option 2: Applicant will click the green Send New Permit Notification button and a technician will contact you upon review of the submittal. (allow 2 business days) User Guide: Part 4 Project File Uploads



## ePlan Submittal Checklist

**Mark all included items.** [•] Bullet items are required.

### Part 3: Submittal Files

Info & Weblinks ([ePlan Guides/Videos](#))

Required submittals include the Application (APP) file; along with, the Plans (PLN) and/or the Supplemental (SUP) files. Resubmittals will also require an LTR file responding to the plan review correction comments.

For **Option 2** above and during **resubmittals**, and after all required files are uploaded, **click the green notification button**. Once clicked, the system will automatically send you a confirmation email and notify the technicians. Once notified, allow 1-2 business days for submittals to be verified for completeness, and ready to route to review agencies or ready to start a new permit application. Simply upload new files to replace existing files; projects are locked during each review cycle, and unlocked for uploads after all reviews are complete. Once a permit application has been initiated by the technicians, you can track the progress [online](#).

#### • Application (APP)

The Application (APP) file must include the applicable Intake Items to initiate the permit. After approval by all agencies, the approval letter will identify the *Final Items*. Prior to permit issuance, update the Application (APP) file to include *Intake Items + Final Items*.

#### APP - Intake Items

<input type="checkbox"/>	Submittals are complete, bookmarked, flattened, and <u>ready for approval</u>	User Guide: Part 4: Project File Types
<input type="checkbox"/>	ePlan Submittal Checklist – PLG230	Use as first page of Application (APP) file
<input type="checkbox"/>	Building Permit Application – PLG200 <u>or</u> Construction Change Documents – PLG205	Form: <a href="#">PLG200</a> or <a href="#">PLG205</a>
<input type="checkbox"/>	Owner-Agent Authorization – PLG210	Form: <a href="#">PLG210</a>
<input checked="" type="checkbox"/>	Zoning Review/Prescreen (Completed by Zoning Counter Staff)	Zoning Counter: <a href="#">Hours &amp; Location</a>
<input type="checkbox"/>	Parcels with Septic: Environmental Health clearance	Room 312: 8:00-9:30am, <a href="#">website</a>
<input type="checkbox"/>	Non-Public water: Environmental Health approval	Room 312: 8:00-9:30am, <a href="#">website</a>
<input checked="" type="checkbox"/>	Public water: Conditional Will Serve Letter	Provided by public water source
<input type="checkbox"/>	Discretionary Permit No: _____	Provided by Zoning
<input checked="" type="checkbox"/>	Other(s) Concurrent Processing Waiver	

#### APP - Final Items (Prior to permit issuance, update the APP file to include the *Intake Items + Final Items*)

<input type="checkbox"/>	Intake Items	Revise as needed
<input type="checkbox"/>	Owner-Builders Acknowledgement – PLG220	Form: <a href="#">PLG220</a>
<input type="checkbox"/>	Fire Department Payment Receipt	Provided by fire department
<input type="checkbox"/>	School Certificate of Payment	Provided by school district
<input type="checkbox"/>	Public water: Unconditional Will Serve Letter	Provided by public water source
<input type="checkbox"/>	Other(s)	

#### Plans (PLN) and/or Supplemental (SUP)

Info & Weblinks ([ePlan Guides/Videos](#))

<input type="checkbox"/>	Stamps & signatures of licensed architects and/or engineers are embedded on plan sheets & front page of supplemental documents. ( <b>Digital signatures not allowed</b> )	User Guide: Part 3: ePlan Standards
<input type="checkbox"/>	Supplemental Documents Index – PLG235 ( <b>Must be first page of SUP file</b> )	Form: <a href="#">PLG235</a> User Guide: Part 4
<input type="checkbox"/>	Maximum of (1) PLN and (1) SUP.	User Guide: Part 4: Project File Types
<input type="checkbox"/>	<b>PLN:</b> Bookmarks are set to <u>Fit Page</u> with sheet numbers/names matching the index.	User Guide: Part 3: ePlan Standards
<input type="checkbox"/>	<b>SUP:</b> Bookmarks are set to <u>Fit Page</u> with each document/section named.	User Guide: Part 3: ePlan Standards
<input type="checkbox"/>	<b>Files:</b> Unlocked, flattened to remove layers, and bookmarks set to <u>Fit Page</u> .	User Guide: Part 3: ePlan Standards



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Form  
PLG-200

Building Permit Application Form

This information is required pursuant to Section 19825 of the Health and Safety Code of the State of California.

Part 1: Project Information & Description

Permit#: \_\_\_\_\_

AB3002 Notice to Applicants for Commercial Building Permits: [AB3002](#)

Commercial projects are required to submit electronically using [ePlan](#). Submittal:  ePlan  Paper

APN: [Redacted]

Date: 11/1/2019

Project Address: [Redacted]

Property Owner: [Redacted]

Email: [Redacted]

Owner Address: [Redacted]

Phone: [Redacted]

Licensed Design Professional (Architect or Engineer)

Name: [Redacted]

Lic#: [Redacted]

Address: [Redacted]

Email: [Redacted]

Phone: [Redacted]

Licensed Contractor

Name: [Redacted]

Lic#: [Redacted]

Address: [Redacted]

Email: [Redacted]

Phone: [Redacted]

Project Contact or Designer

Name: [Redacted]

Email: [Redacted]

Address: [Redacted]

Phone: [Redacted]

Permit Holder: (check one)  Property Owner  Licensed Contractor  TBD prior to Permit Issuance (plan review request only)

Work Type(s)

- Mechanical Retaining Wall (sf): 468
- Solar Deck (sf/hgt): \_\_\_\_\_
- EV System Trellis (sf): \_\_\_\_\_
- Electrical Door/Win (#): \_\_\_\_\_
- Plumbing Siding (sf): \_\_\_\_\_
- Pool/Spa/Tub Sheetrock (sf): \_\_\_\_\_
- Sign Reroof (#sqr): \_\_\_\_\_
- Other Demolition (#bldgs): 2
- Tenant Improvement (sf): \_\_\_\_\_
- Remodel (sf): \_\_\_\_\_
- Addition (sf): \_\_\_\_\_
- Single Family Dwelling (sf): 23,012
- Accessory Dwelling – ADU (sf): \_\_\_\_\_
- Multi-Family Dwelling (sf/bldg): \_\_\_\_\_
- Garage/Accessory Building (sf): \_\_\_\_\_
- Wireless Communication (sf/#): \_\_\_\_\_

Description

Density bonus to maintain existing two (2) homes plus allow development of thirteen (13) new three-bedroom units, two (2) of which are affordable units. Proposing a total of fifteen (15) units on the property. Demolition of garage and shed required for new units. New foundation required for relocating existing unit 1.



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Form
PLG-200

Building Permit Application Form

The preparer is legally responsible for signatures whether wet signed, typewritten, digital, or otherwise.

Part 2: Identify who will Perform the Work

Permit#: \_\_\_\_\_

This permit is to be issued in the name of the Licensed Contractor or the Property Owner as the permit holder of record who will be responsible and liable for the construction.

Permit Holder: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Complete one of the following: 2A or 2B

2A - California Licensed Contractor's Declaration

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, my license is in full force and effect, and I have the authority of the property owner to obtain this permit. Please be aware that the status of your license will be verified by County staff.

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

Lic#: \_\_\_\_\_

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

Class: \_\_\_\_\_

2B - Owner-Builder's Declaration

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s)

Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9, commencing with Section 7000, of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).

[ ] I, as owner of the property, or my employees with wages as their sole compensation, will do [ ] all of or [ ] portions of the work, and the structure is not intended or offered for sale.

Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.

[ ] I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project
Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractors' State License Law.

[ ] I am exempt from licensure under the Contractors' State License Law for the following reason: (explain below)

By my signature below, I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: http://www.leginfo.ca.gov/calaw.html.

Property Owner or Authorized Agent Signature

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

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



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Form
PLG-200

Building Permit Application Form

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Part 3: Identify Worker's Compensation Coverage & Lending Agency Permit#:

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued.(3097 Civil Code)

Lender's Name: Email:
Address: Phone:

Identify Worker's Compensation Coverage

Warning: Failure to secure workers' compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to one hundred thousand dollars (\$100,000).

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

Policy/Cert No.:

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier: Email:
Agent: Phone:
Policy No.: Exp Date:

I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Property Owner, Licensed Contractor or Authorized Agent Signature

Signature: Date:

Part 4: Declaration by Building Permit Applicant

By my signature below, I certify to each of the following:

I am a California Licensed Contractor, or the Property Owner\*, or authorized to act on the property owner's behalf\*\*.

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 building permits as determined by the Planning Director.

I have read this construction permit application and the information I have provided is correct. I agree to comply with all applicable County ordinances and state laws relating to building construction. I authorize representatives the County to enter the above-identified property for inspection purposes.

California Licensed Contractor, Property Owner\* or Authorized Agent\*\* Signature

Signature: Date:

\* Submit form: Owner-Builder Acknowledgement - PLG220

\*\* Submit form: Owner-Agent Authorization - PLG210



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**Form  
PLG-210**

**Owner-Agent Authorization**

The preparer is legally responsible for signatures whether wet signed, typewritten, digital, or otherwise.

**Project Information** Permit#: \_\_\_\_\_

Owner authorization is required for anyone other than the owner to obtain a building, development, and/or other permit.

AB3002 Notice to Applicants for Commercial Building Permits: [AB3002](#)

APN: \_\_\_\_\_

Project Address: \_\_\_\_\_

This is the County's authorization to issue a permit to the agent listed below

**Authorized Agent**

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

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

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Postal Code: \_\_\_\_\_

**Property Owner**

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

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

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Note: One Owner-Agent Authorization form will be required for each permit required. In the case where there is more than one owner of a parcel, the owner signing this form represents that he/ she has the consent from all other owners of the parcel. For development permits, 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 inspections and all other actions related to noncompliance with permit conditions. The agent will be required to provide the department with proof of service by mail, that the owner was mailed a copy of the executed acceptance of 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.

**Refunds will be made to whomever made the payment.**




# COUNTY OF SANTA CRUZ

## PLANNING DEPARTMENT

701 OCEAN STREET - 4<sup>TH</sup> FLOOR, SANTA CRUZ, CA 95060  
(831) 454-2580 FAX: (831) 454-2131

August 29, 2019



Subject: **Complete Application Submittal**  
Application #: **181231**; Assessor's Parcel #:   
Owner: 

Dear 

On 7/19/18, you submitted an application for a development permit with the County of Santa Cruz. The first phase in the processing of your application is the determination of the "completeness" of the application. The determination of "completeness" is made based on the preliminary review of the materials that you have submitted, by all of the reviewing agencies, and site visits by Planning Department staff. As of this time, the reviewing agencies and Planning Department staff have made comments on the materials that you have submitted. This letter is to inform you of the status of your application.

As of 8/30/19, this application has been considered **complete** for further processing. The next phase in the processing of your application will be the preparation of an Initial Study pursuant to CEQA. Upon completion of Environmental Review, staff will begin preparation of a staff report with recommendations to the appropriate decision-making body, and the scheduling of a public hearing. If additional materials or information are necessary to prepare the staff report, Planning Department staff will contact you. You will receive notice of the public hearing and a copy of the staff report prior to the hearing date. At the public hearing you will have the opportunity to discuss your project with the decision-making body, and a decision will be made. Possible outcomes of the public hearing include: approval (with conditions), denial, or continuance (with specific reasons for continuance; or requests for additional information) of your proposed project. Decisions of the Planning Commission can be appealed to the Board of Supervisors.

It is important to understand that although your application has been found to be complete for further processing, the Planning Department may, in the course of processing the application, request that you clarify, amplify, correct, or otherwise supplement the information required for this application, or to submit additional information to comply with the provisions of Division 13 (California Environmental Quality Act) of the Public Resources Code. Please note that the environmental determination for this project has not been made at this time and the environmental determination for this project, required by the California Environmental Quality Act, shall be made at the time the final action is taken on this project by the appropriate decision-making body.

Should you have further questions concerning this application, please contact me at:  
(831) 454-3118 or e-mail: [nathan.macbeth@santacruzcounty.us](mailto:nathan.macbeth@santacruzcounty.us)

Sincerely,



Nathan MacBeth  
Project Planner  
Development Review

February 12, 2019

[REDACTED]

**SUBJECT: Conditional Water Service Application for 13 Townhomes at [REDACTED]  
Soquel, APN: [REDACTED]**

Dear [REDACTED]

In response to the subject application, the Board of Directors of the Soquel Creek Water District (SqCWD) at their regular meeting of February 6, 2019 voted to grant you a Conditional Will Serve Letter for the proposed 13 townhomes to be located at [REDACTED] so that you may proceed through the appropriate land use planning entity.

This letter is specifically granted for the project as proposed in regard to uses and densities. Changes to the project that result in a change in use or an increase in water demand will require an application for a modification of this Will Serve Letter. Changes in ownership will also require modification of the Will Serve Letter. This conditional approval of water service for your project is valid for two years from the date of this Letter. A 1-year extension of the Conditional Will Serve may be requested using the attached 1-Year Extension Request Form. To be considered for a Conditional Will Serve Extension you must demonstrate that your development permit application with the appropriate land use planning agency is valid. Complete details of the terms and conditions of the Conditional Will Serve can be found in the "Water Demand Offset (WDO) Program Applicant Agreement" that you signed during your application process.


After you have received a tentative map or building permit from the land use planning agency, you will be required to meet all applicable SqCWD requirements defined in the attached Requirements Checklist before your application can be considered for final Board approval. If you meet all the applicable requirements (*including possible future requirements that arise prior to development approval of your project*), and final Board approval is granted, you will be issued an Unconditional Will Serve Letter, which would secure your water service. This present indication to serve is intended to acknowledge that, under existing conditions, water service would be available on the condition that the developer agrees to meet all of the requirements without cost to the District.



The Board of Directors of the SqCWD reserves the right to adopt additional policies to mitigate the impact of new development on the local groundwater basins, which are currently the District's only source of supply. The subject project would be subject to any applicable conditions of service that the District may adopt prior to granting water service.

As new policies and/or requirements are developed, the information will be made available by the SqCWD.

Sincerely,  
SOQUEL CREEK WATER DISTRICT



Taj A. Dufour, P.E.  
Engineering Manager/Chief Engineer

Attachment: Requirements Checklist for APN [REDACTED]

Enclosures:

1. Overview of the SqCWD Water Use Efficiency Requirements for Tier II Single Family Residential, Multi-Family Residential, Commercial, Industrial & Public Development
2. Indoor Water Use Efficiency Checklist
3. Landscape Project Application Submittal Requirements Package
4. 1-Year Extension Request Form

**Requirements Checklist for APN {037-113-26}**

	Required	Not Required	Comments
<b>Engineering:</b>			
Record Water Waiver (required if water pressure is not between 40 psi – 80 psi) with the County Recorder of the County of Santa Cruz to ensure that any future property owners are notified of the conditions set forth herein	x		
Variance request for property not having frontage on a water main		x	
New water main to site (required if existing water main not sized to serve new project)		x	
LAFCO annexation		x	
Off-site water main extension		x	
On-site water system	x		New water main loop
Backflow prevention	x		During Construction
New water storage tank		x	
Booster pump station		x	
Destroy any wells on the property in accordance with State Bulletin No. 74	x		
Satisfy all conditions imposed by the District to assure necessary water pressure, flow and quality	x		
Meter all units individually with a minimum size of 5/8-inch by 3/4-inch standard domestic water meter (except as prohibited by law)	x		
Complete fire service requirements form	x		
Sign Service Installation Agreement & pay all fees	x		
<b>Conservation:</b>			
Complete Indoor Water Use Efficiency Checklist	x		
Complete Landscape Plan	x		
Complete Residential Green Credit Application		x	<b>Recommended</b>
<b>General:</b>			
Allow SqCWD Staff to inspect the completed project for compliance with all the applicable project requirements prior to commencing domestic water service	x		
Other requirements that may be added as a result of policy changes.	x		

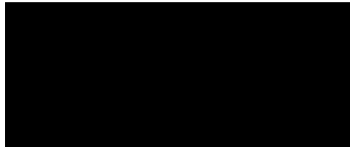


# COUNTY OF SANTA CRUZ

## PLANNING DEPARTMENT

701 OCEAN STREET - 4<sup>TH</sup> FLOOR, SANTA CRUZ, CA 95060  
(831) 454-2580 FAX: (831) 454-2131

September 19, 2019



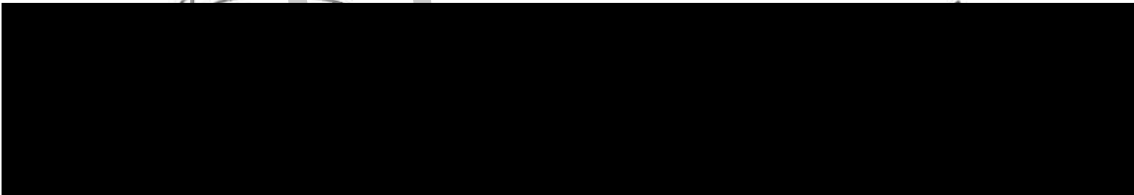
Subject: Application # 181231; Assessor's Parcel #: [REDACTED]  
Owner(s): [REDACTED]

This letter is in response to your request for concurrent processing of your Building Permit application(s) with your above referenced Development Permit application. Concurrent processing is not recommended as redesigns may be required as a result of the response to the Public Notice for this project and/or the decisions made by the Planning Commission. Your requests for all, or portions of, your proposed development may be denied, which may necessitate redesign and re-engineering of your plans. Currently, your submittal for the discretionary Subdivision and Residential Development Permit (181231) is complete for processing, but has not yet been scheduled for hearing with the Planning Commission. Consequently, Planning Department staff cannot yet fully evaluate your proposal and modifications may be necessary to complete the permit process. Also, please be aware that your project may be appealable to other decision-making bodies (i.e. California Coastal Commission, Planning Commission, Board of Supervisors). That being said, by signing below, you are acknowledging the above mentioned risks and hereby request to submit your building application(s) for concurrent processing in complete understanding of any or all risks involved.



Date: [REDACTED]

Nathan MacBeth  
Project Planner, Development Review



Owner\* \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Owner\* \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Owner\* \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

\*Note: All owners must sign waiver form. Please attach additional sheets if necessary.  
(Applicant and Owners must sign document prior to the Project Planner signing to authorize concurrent processing.)