



COUNTY OF SANTA CRUZ

PLANNING DEPARTMENT

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

Mobile Home Park Coach Replacement ****Parking Certification****

Application

Park Name: _____ Space Number: _____

Park Address _____

Assessor's Parcel Number (APN): _____

Applicant Name: _____

Applicant Address: _____

Telephone Numbers: (Cell) _____

(Work) _____ (Home) _____

Existing Coach Square Footage: _____ Proposed Coach Square Footage: _____

Note: fill out your information and date before signing, as signature locks document.

Applicant Signature

Date

Required Submittal Materials:

1. Plot plan of the proposed coach placement and parking, drawn to scale, on a 8^{1/2} x 11 inch piece of paper. Plan must show all improvements on the property.
2. Directions to the site, including a map showing the location of the space in the park.
3. A copy of Form 538 (Mobile Home Lot Plot Plan) from California State Dept of Housing and Community Development.
4. A floor plan of the new coach.

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 number of parking spaces or the size of the spaces (8.5 by 18 feet) determined to exist on the site that is the subject of this Parking Certification.

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

Staff Procedures:

1. Applicant (park owner, coach owner, transport company, or manufacturer) submits application in person with all required information. Intake staff codes the new applications as a ZMH (Mobile Home Parking Certification,). A green project folder is created.
2. Applicant pays County Planning Dept cashier by credit, cash or check. Check is made out to "County of Santa Cruz". The file is routed to a Planning Tech.
3. Planning Tech staff visits the site to verify the accuracy of the plan and available parking area.
4. If the number and design of parking spaces meets the 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 (Level 4 Planning Permit) is required prior to approval of this permit.
5. In either case, the signed form is mailed to the applicant and copied to the records room's "Replacement Mobile Home Coach" file and to DPW.

Staff Evaluation Criteria:

1. Plot plan is readable and is an accurate representation of the field conditions.
2. The number and design of the parking spaces is adequate to meet the parking requirements per Santa Cruz County Code section 13.10. 550 et. sec.