

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 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 your proposal; however, after Planning staff has taken in the application and reviewed it further, it may be necessary to request additional information and clarification. I authorize County staff to enter the property involved in this application to conduct site visits necessary for the processing of my application.

Signature of Owner or Authorized Agent

Date



COUNTY OF SANTA CRUZ

PLANNING DEPARTMENT

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

OWNER-AGENT APPROVAL FORM

For persons other than the owner who wish to obtain a building, development or other permit, owner approval is required. This is the County's authorization to issue a permit to the agent listed below:

Agent: **Name:** _____

Address: _____

City: _____

State/Zip Code: _____

Telephone: __ (____) _____

Email: _____

Owner: **Name:** _____

Address: _____

City: _____

State/Zip Code: _____

Telephone: __ (____) _____

Email: _____

Date:

Signature of Owner

Assessor's Parcel Number(s)

Project Location

Note: One Owner-Agent 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.

****Any refunds will be made to whomever made the payment**



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PROPERTY DISCLOSURE STATEMENT

Date: _____ APN: _____ Application #: _____

Applicant: _____

1. Applicant's statement of interest in the property (in connection with the application to be filed).

2. Does the subject property have an Agricultural Preserve contract in effect?
 Yes No Unsure
3. Does the subject property have an existing Open Space Easement contract in effect?
 Yes No Unsure
4. Is your project located on property identified on the following lists, as designated by the State of California Secretary for Environmental Protection?
 - a. Hazardous waste facilities subject to corrective action pursuant to Section 25187.5 of the Health and Safety Code:
 Yes No Unsure
 - b. Hazardous waste property or border zone property pursuant to Article 11 (commencing with Section 25220) of Chapter 6.5 of Division 20 of the Health and Safety Code:
 Yes No Unsure
 - c. Hazardous waste disposal site on public lands as identified by the Department of Toxic Substances control pursuant to Section 25242 of the Health and Safety Code:
 Yes No Unsure
 - d. Property listed pursuant to Section 25356 of the Health and Safety Code:
 Yes No Unsure
 - e. Property listed in the Abandoned Site Assessment Program:
 Yes No Unsure
5. If your property is not served by a public sewer or municipal water system, have you contacted Environmental Health Services (3rd Floor, County Building)
 Yes No

COMPLETE THE SECTION BELOW ONLY FOR NON-RESIDENTIAL PROJECTS

6. Hazardous Materials:

- I will be using or handling hazardous materials in my property use.
- I will NOT be using or handling hazardous materials in my proposed use.
- Unsure

7. Acutely Hazardous Materials:

- I will be using or handling acutely hazardous materials in my property use.
- I will NOT be using or handling acutely hazardous materials in my proposed use.
- Unsure

8. Proximity of property to a school.

- The property on which my use is proposed is within 1000 feet of a public or private school.
- The property on which my use is proposed is NOT within 1000 feet of a public or private school.

9. Air Contaminants (NOTE: Agricultural operations are exempt from this disclosure.)

- My proposed use involves machinery, equipment or other contrivances that may cause release or emission of air contaminants.
- My proposed use DOES NOT involve machinery, equipment, or other contrivances that may cause release or emission of air contaminants.

Signature of applicant

Date

COMMONLY HANDLED HAZARDOUS MATERIALS LIST

Commonly handled hazardous materials are listed below. If your proposed use involves one of these materials, or a similar material, you must, under state law, acknowledge the use of handling of such materials on this form. Environmental Health staff can assist you in determining whether you will need to prepare a Business Plan and/or Risk Management and Prevention Program, as required by State law. They can also help you distinguish between hazardous and acutely hazardous materials. Environmental Health is located in Room 312, County Government Center, 701 Ocean Street, Santa Cruz, CA, 95060, or call 831-454-2022.

EXAMPLES OF REGULATED HAZARDOUS MATERIALS COMMONLY HANDLED:

1. Motor fuels, oils, solvents, thinners, some paints, lacquers, kerosene, and other petroleum products.
2. Acids, caustics, and other corrosive materials.
3. Poisons and toxic materials such as pesticides and herbicides.
4. Oxidizers and oxidizing materials such as liquid oxygen, concentrated sulfuric and nitric acid, chlorates, permanganates, etc.
5. Compressed gases such as oxygen, acetylene, nitrogen, argon, and hydrogen.
6. Flammable solids, explosives, organic peroxides.
7. Toxic gases such as chlorine, ammonia, ethylene oxide, arsine, phosphine, etc.
8. Infectious/etiologic materials such as needle syringes, cultures, anatomical parts, etc.

The Monterey Bay Unified Air Pollution Control District can assist you with questions concerning air contaminants. They are located at 24580 Silver Cloud Court, Monterey, CA 93940, or you may call 831-647-9418



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ZONING INFORMATION: PLANNING.ZONINGINFO@SANTACRUZCOUNTY.US

APPLICATION INSTRUCTIONS

Before finalizing your application materials, you are encouraged to bring in a preliminary set of project plans, special studies, and exhibits to the Zoning Counter (walk-in only-no appointment required) for a cursory completeness review by a counter planner. This will increase the likelihood that the application will be accepted at your submittal appointment. *Applications with deficiencies cannot be accepted.*

1. Complete the Application Form.
2. If the property owner will not be present at the time of submittal, complete the Owner-Agent Form (attached to the Application Form). If there is more than one parcel involved and the parcels have separate owners, a separate owner-agent form will be required for each parcel.
3. Prepare your project plans, Program Statement, and Special Studies (as applicable) in accordance with the County's List of Required Information (LORI). Fill out the LORI.
4. For Level 5, 6 or 7 permit applications (refer to the Discretionary Permit Levels of Review Form in the Application Packet for Guidance), you are required to submit the Fee Estimate and Routing Form at the time of submittal. The Fee Estimate and Routing Form shall be completed by a Zoning Counter planner prior to submittal. All other permit applications may be submitted without a Fee Estimate and Routing Form.
5. For properties located in a Common Interest Development or Homeowner's Association (HOA), such as the Sand Dollar Beach, Pasatiempo, Pajaro Dunes, and Paradise Park HOAs, please be advised that such associations often require their own internal review and approval of any new development project. With the exception of Paradise Park, the County will not withhold the issuance of a building permit for projects located within HOA; however it is recommended that any project located within an HOA area be vetted in accordance with HOA procedures prior to submittal to the County.
6. Bring your payment in the form of a check or cash (we do not accept credit cards at this time). We recommend that you do not make out your check ahead of time, since the fee estimate provided to you with the LORI is an estimate and is subject to change.
7. Call (831) 454-3252 to determine if you need an appointment for your submittal. Applications processed at Levels 4 through 7, including Commercial Development Permits, Coastal Development Permits and Subdivisions, require an appointment for submittal. All other application submittals may be taken in any time during Zoning Counter hours, 8 AM until 11:30 AM and 1 PM until 3:30 PM, Monday through Thursday. At the time of application submittal, please bring in all required forms, including the Application Form, Fee Estimate & Routing Form, and completed LORI, along with all required plans, reports and exhibits.

*All application forms, including the LORI, are available at the Zoning Counter or on the Planning Department's web page at: <http://sccoplanning.com>.