



COUNTY OF SANTA CRUZ

PLANNING DEPARTMENT

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MODIFICATION PLAN REQUIREMENTS

Modification Plan Example

A Modification Plan is required for a building permit application for any project where the proposed, total modification of the major structural components of a nonconforming structure or use is within ten percentage points of the 65% / 50% threshold for a discretionary permit. For most projects, a Modification Plan is thus required if modification reaches 55% or more. If the affected structure is across a property line, within a riparian corridor, within five (5) feet of a vehicular right-of-way or within five (5) feet of a planned, public, vehicular right-of-way improvement, a Modification Plan is required for projects modifying 40% of the major structural components. The County may also require a Modification Plan if the submitted plans do not clearly indicate the extent of structural modification. If the project involves a site with potential geological concerns, a Modification Plan may be required for a determination whether a structure is considered development per the Geologic Hazards Ordinance and thus may be required to prepare a Geologic Report or Geologic Hazards Assessment.

- Scale 1/4" = 1 foot.
- Modification Plan is a separate sheet in plan set and does not include structural details.
- Provide floor plan showing and stating the dimensions of only existing, demolished and modified walls, floors, roofs. All modified walls measured in multiples of four feet. An existing wall is considered modified as long as the replaced members do not extend the entire length of the wall.
- Do not show new walls, floors, roofs or foundations. An existing wall is considered a “new” if the reconstruction extends from corner to corner – i.e., the wall is entirely replaced.
- Do not show decks unless fully enclosed or part of main roof structure.
- Do not show basement walls or floors.
- Do not include attic walls or floors unless the “attic” is actually a story pursuant to 13.10.700-S and Policy Interpretation ATTIC-01.
- Provide one number stating total length of existing exterior walls, including all stories, but not including deck walls (unless enclosed), basement walls or attic walls. Thus, if the first floor exterior wall perimeter is 1,000’ and the second floor exterior wall perimeter is 700’, the total wall length is 1,700’.
- State total area of existing floor structure. Do not include deck floors or porches unless fully enclosed. Do not include attics (unless a story), basements or additions. Do not use FAR (Floor-Area Ratio) guidelines.
- State total area of existing roof. Include sealed decks that act part of primary roof, but do not include eaves or deck roofs (unless deck enclosed). Do not include additions.
- Perimeter foundations: show and state the length of existing, demolished and modified foundation areas only (no new foundations), and state total length of exterior perimeter

foundation.

- Slab foundations: show and state the dimensions and area of existing, demolished and modified slab areas only, not including existing decks, porches or new slabs, and state total area of existing slab.
- Pier and grade beam foundations: show – and state the length of -- existing, demolished and modified foundation areas only (no new foundations) and new piers or other reinforcements, and state total length of existing grade beam foundation, including grade beams under interior areas of structure. Note: where a pier and grade beam or perimeter foundation is reinforced with piers, anchors, etc., the modified foundation length is equal to the average spacing between modified piers multiplied by the number of piers. In locations where only one pier (anchor, etc.) is being added, it shall count as a modification of four feet.
- Combined foundations: also show dimensions of and state the TOTAL floor area supported by each type of foundation. For example, if a the perimeter foundation of a dwelling unit supports 1,000 square feet of floor area, and the garage slab supports 800 square feet of floor area, enter those two figures into the Modification Spreadsheet. Do NOT attempt to calculate the areas supported only by modified foundation segments unless the County requests this information.