



# City of Capitola MASTER APPLICATION

Application #	_____
Filing Date	_____
Total Fee	_____
Received by	_____

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

A.P.N.: \_\_\_\_\_ Zone District: \_\_\_\_\_

Existing Condition/Current Use \_\_\_\_\_

New     Addition     Remodel     Variance     Demo     CUP     Coastal Permit     Other \_\_\_\_\_

Residential: # of Bldgs. \_\_ # of Stories \_\_ # of Units \_\_     Commercial: # of Bldgs. \_\_\_\_\_ # of Stories \_\_

**Project Description:** \_\_\_\_\_

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Proposed Use/Occupancy: \_\_\_\_\_

**IMPORTANT:** Please check the box  next to the name of the person listed below whom we should contact regarding this application.

**Property Owner:** \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

**Applicant:** \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

**Architect/Designer:** \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

**Engineer:** \_\_\_\_\_ Phone: \_\_\_\_\_

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

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



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### Proposed

New Commercial Building: \_\_\_\_\_ sq. ft.  
New Residential Building: \_\_\_\_\_ sq. ft.  
Addition: \_\_\_\_\_ sq. ft.  
Remodel/Tenant Improvement: \_\_\_\_\_ sq. ft.  
Carport/Patio Cover: \_\_\_\_\_ sq. ft.  
New Deck: \_\_\_\_\_ sq. ft.  
New Fencing: \_\_\_\_\_ sq. ft.  
New Paving: \_\_\_\_\_ sq. ft.  
Parking Spaces: \_\_\_\_\_  
Other (specify): \_\_\_\_\_

### Existing

Lot: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft.  
Main Building: \_\_\_\_\_ sq. ft.  
Parking Spaces: \_\_\_\_\_  
Other (specify): \_\_\_\_\_ sq. ft.

### PLANNING STAFF USE ONLY

- ARCHITECTURAL AND SITE REVIEW
- COASTAL REVIEW: EXCLUSION, EXEMPTION OR REC. TO CCC
- ENVIRONMENTAL REVIEW
- ADMINISTRATIVE REVIEW
- PLANNING COMMISSION REVIEW (PC)
- ZONING ADMINISTRATOR
- OTHER \_\_\_\_\_

I, the undersigned, understand approval of this project does not waive any requirements, laws, or ordinances of the City of Capitola. All statements contained herein, including all documents and plans submitted in connection with this application, are true and accurate to the best of my knowledge.

In submitting this Application, I agree to defend, indemnify, and hold harmless the City of Capitola, its officers, employees, and agents, from and against any claim, including attorneys' fees and litigation costs, arising out of or in any way related to the City of Capitola's processing, consideration, or approval of this Application.

Signature: \_\_\_\_\_  
**Property Owner**

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

I hereby authorize the above named contact person to act as my agent in all matters pertaining to this application.

Signature: \_\_\_\_\_  
**Applicant**

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



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## AGREEMENT FOR PAYMENT OF PROCESSING FEES

City of Capitola (hereinafter CITY) and \_\_\_\_\_ (hereinafter APPLICANT) agree to the following:

1. This Agreement is in reference to the permit processing costs associated with Planning Application # \_\_\_\_\_.
2. A minimum deposit or fixed fee will be collected at the time of project submittal. Fixed fees are non-refundable, flat fee payments. Deposit accounts require an initial payment as stipulated in the City's Fee Schedule. If the initial deposit is depleted, the APPLICANT is responsible for replenishing the account to continue processing. Projects with deposit accounts will receive an invoice prior to issuance of a planning permit to be paid within 25 days from the invoice date. Upon completion of project review, any remaining deposit will be refunded to the APPLICANT. If it is necessary to utilize consultant services, a deposit to cover the consultant's costs will be requested from the APPLICANT prior to execution of the contract with the consultant.
3. The APPLICANT is responsible for payment of all permit processing costs associated with this project. If during the course of processing, the financial responsibility changes, the new financially responsible party must complete an Agreement for Payment which will release the previous APPLICANT from further financial obligations and designate the new APPLICANT.
4. If an invoice is not paid within 25 days CITY may stop work and close the application.
5. APPLICANT agrees to pay all fees applicable under the City's Fee Schedule prior to approval and issuance of land use clearance, map clearance or clearance for record of survey, building permit and post discretionary case clearance. No clearances or permits will be issued without receipt of fully payment for fees unless waived or adjusted by the Community Development Director upon a showing of good cause.
6. If the APPLICANT owes any amount due on any other project application, the CITY will not accept any subsequent permit application from the APPLICANT, unless waived by the Community Development Director.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

**CITY**

**APPLICANT**

\_\_\_\_\_  
Community Development Department

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Mailing Address



# City of Capitola

## MASTER APPLICATION

Application # \_\_\_\_\_

### PLANNING STAFF USE ONLY

<u>APPLICATION/FEE TYPE</u>	<u>FEE</u> In effect at the time of application	<u>TOTAL</u>
Conceptual Review – PC	\$1,500	
Conceptual Review – PC and CC	\$2,250	
Pre-Application Review	\$210	
<b><u>ENVIRONMENTAL REVIEW</u></b>		
EIR Processing	Cost + 21% consultant fee, \$10,000 min deposit	
Mitigation/Condition Monitoring Program	Cost + 21%	
Negative Declaration and Mitigated Negative Declaration	Cost; \$2,000 min deposit	
NEPA Compliance	Cost + 21%	
<b><u>AMENDMENT/REZONE</u></b>		
Annexation	Cost + overhead; \$3,000 min. deposit	
Planned Development Rezone	Cost; \$3,500 min deposit	
Rezone	Cost; \$5,000 min deposit	
Specific Plan	Cost; \$5,000 min deposit	
Zoning Ordinance/General Plan/Local Coastal Plan Amendment	Cost; \$5,000 min deposit	
<b><u>COASTAL</u></b>		
Coastal Permit Exclusion	\$84	
Coastal Development Permit + 5% IT Fee	\$750+ 5% IT Fee	
<b><u>SUBDIVISIONS</u></b>		
Certificate of Compliance & Lot Merger	\$500	
Boundary Line Adjustment	\$800	
Tentative Parcel Map	Cost; \$2,000 min. deposit	
Tentative Map	Cost; \$5,000 min. deposit	
Revised Map	Cost; \$2,000 min. deposit	
Subdivision Modification	Cost; \$2,000 min. deposit	
Map Time Extension	Cost; \$2,000 min. deposit	
<b><u>Design Permits</u></b>		
Residential Single-Family + 5% IT Fee	\$2,500+ 5% IT Fee	
Residential Multi-Family + 5% IT Fee	\$3,500+ 5% IT Fee	
Commercial + 5% IT Fee	\$4,000+ 5% IT Fee	
Secondary Dwelling Unit + 5% IT Fee	\$500+ 5% IT Fee	
Secondary Dwelling Unit (PC Approval) + 5% IT Fee	\$1,500 + 5% IT Fee	
Variance	\$1,500 + 5% IT Fee	



# City of Capitola

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<b>SIGNS</b>		
Master Sign Program		Cost; \$3,000 min deposit
Sign Permit – Staff Review + 5% IT Fee		\$121 + 5% IT Fee
Sign Permit – PC Review + 5% IT Fee		\$500 + 5% IT Fee
Temporary Signs & Banners + 5% IT Fee		\$36 + 5% IT Fee
Village Sidewalk Sign Permit + 5% IT Fee		\$61 + 5% IT Fee
<b>USE PERMITS</b>		
Commercial Sidewalk/Parking Lot Sale Permit + 5% IT Fee		\$72 + 5% IT Fee
Conditional Use Permit (Staff Approval) + 5% IT Fee		\$1,500 + 5% IT Fee
Conditional Use Permit (PC Approval)		Cost; \$3,000 min deposit
Home Occupation Use Permit + 5% IT Fee		\$150 + 5% IT Fee
Master Conditional Use Permit		Cost; \$3,500 min deposit
Tenant Use Permit (within MCUP) – Staff approval + 5% IT Fee		\$73+ 5% IT Fee
Temporary Use Permit + 5% IT Fee		\$76 + 5% IT Fee
Transient Rental Occupancy Use Permit + 5% IT Fee		\$500 + 5% IT Fee
<b>ADDITIONAL FEES:</b>		
Appeals by applicant		Cost
Appeals by City Official		\$0
Appeals by Other		\$142
Appeals to Coastal Commission		\$0
Appeal – Building/Zoning Code Violation		\$142
Code Compliance		Double Application Fees
Continuance Request – Applicant (2+)		\$147
Development Agreement		Cost; \$5,000 min. deposit
Fence Permit - Staff Approval + 5% IT Fee		\$41 + 5% IT Fee
Fence Permit - Planning Commission Approval + 5% IT Fee		\$750 + 5% IT Fee
Mobile Home Park - Change of Use or Closure		Cost; \$5,000 min. deposit
Records Search/Special Report – ½ hour minimum		Cost
Technical Study Preparation or 3 <sup>rd</sup> Party Review		Cost + 21%
Permit Amendment		50% of Original Cost
Permit Time Extension – Staff Approval + 5% IT Fee		\$500+ 5% IT Fee
Permit Time Extension – PC Approval + 5% IT Fee		\$1,500 + 5% IT Fee
Stormwater Development Review Fee		\$100 + 5% IT Fee
Tree Removal – Staff Approval + 5% IT Fee		\$120 + 5% IT Fee
Tree Removal – Planning Commission Approval + 5% IT Fee		\$1,000+ 5% IT Fee
Tree Removal – 3 or more trees on a property + 5% IT Fee		\$257 + 5% IT Fee
Tree Installation Deposit		\$500
<b>TOTAL FEES:</b>		

Applications which include a fee & deposit will be processed as deposit account. At time of building permit, the following planning fees may be collected if applicable: General Plan Maintenance Fee); Inclusionary housing fees; and Public Art

# PLAN SPECIFICATIONS

## *General Information on All Applications:*

1. Eight (8) sets of 24" x 36" (maximum) drawings and one (1) set of 8 ½" x 11" reductions of plans or a pdf file of drawings.
2. All plans must be prepared to scale.
3. Include the name of the person preparing the drawings, for whom, and date.
4. Include the Assessor's Parcel Number, street address, vicinity map, or other property identifying information.

## *All applications must include appropriate information as it pertains to the project including:*

### **A. Survey**

1. Stamped survey of existing conditions by licensed surveyor
2. Include locations of all existing features, buildings, trees and shrubs, and location of structures on adjacent lots.

### **B. Site Plan**

1. North arrow
2. Scale: 1/8" = 1", or engineer's scale (not less than 1" = 10 feet)
3. Dimensions of the lot.
4. Building locations and their relationship to each other and the lot lines with dimensions. Include existing buildings to be demolished and all proposed structures.
5. Location of existing and proposed on-site lighting, height and hooding devices.
6. Total square footage of gross floor area of all stories, and percent of total net
7. Locations of all existing features, buildings, trees and shrubs, and approximate footprint of structures on adjacent lots.  
*If the diameter is larger than 6" inches measured 48" above existing grade and the tree is proposed for removal, a Tree Permit is required.*
8. Topography, existing and proposed – REQUIRED on all slopes over 10%. *All topographic maps shall be prepared by a registered civil engineer, or licensed surveyor.* The contour interval shall be two (2) feet for slopes up to 20% and five (5) feet for slopes over 20%. Cut and Fill – Indicate cuts with red shading. Indicate fill with blue shading. Include the location of the disposal site and a site cross section.

### **C. Floor Plans and Elevations**

1. Scale: 1/4" = 1'
2. Interior room layout. Label each room – existing and proposed.
3. Elevations: All four sides of the structure including exterior stairs, ramps, elevators, downspouts, flues, fans, and roof equipment – existing and proposed.
4. Materials: texture, color, and finish of fencing, walls, roof, balcony, etc.
5. Screening of mechanical equipment, trash enclosures, etc.
6. Additional information that will indicate the design aesthetics, affect and compatibility with neighboring properties and uses.

### **D. Landscape Plan**

1. Plant type, size, quantity of plants and/trees
2. Irrigation plan
3. Indicate any trees to be removed – may require Tree Permit

### **E. Color and Materials Board**

### **F. Storm Water Permit Project Application - attached**

**F. Drainage Plan/Erosion Control Plan-may be included on Site Plan**

1. Show and label existing and proposed drainage features (e.g. curbs, channels, dikes, ditches, swales, rain gutters, splash blocks, energy dissipaters, storm drain inlets and pipe systems, French drains, culverts, creeks, etc.)
2. Show topography and use arrows to show pathways of runoff
3. Show the methods by which stormwater runoff from roofs and other new impervious areas- such as driveways, walkways and patios-will be conveyed away from structures to vegetated areas.  
Use arrows to depict pathways of runoff.
4. Show proposed erosion control measures, such as waddles, silt fencing, seeding, etc.
5. Re-vegetation proposal for all exposed soil surfaces.
6. Sediment containment measures and special precautions for winter operations (October 1<sup>st</sup> through April 30<sup>th</sup>)
7. Drainage and erosion control plan – details implementing Low Impact Development BMP's outlined in the *Slow It. Sink It. Spread It. Homeowner's Guide to Greening Stormwater Runoff* by the Resource Conservation District of Santa Cruz County



*Staff to complete below*

<b>Net</b> Impervious Area (New + Replaced – (Existing- Proposed))	_____ sq. ft.	
Tier Determination	<input type="checkbox"/> Basic	Tier _____

Check One	Tier*	Detached Single Family Homes	All Others (Commercial, Industrial, Two- & Multi-Family Homes)
<input type="checkbox"/>	<b>Basic Tier**</b>	New/Replaced impervious area < 2,500 sf	
<input type="checkbox"/>	<b>Tier 1</b>	New/Replaced impervious area ≥ 2,500 sf	New/Replaced impervious area ≥ 2,500 sf
<input type="checkbox"/>	<b>Tier 2</b>	N/A	<b>Net</b> impervious area ≥ 5,000 sf
<input type="checkbox"/>	<b>Tier 3</b>	<b>Net</b> impervious area ≥ 15,000 sf	New/Replaced impervious area ≥ 15,000 sf
<input type="checkbox"/>	<b>Tier 4</b>	New/Replaced impervious area ≥ 22,500 sf	

Notes:

\* Tier numbers correspond to "Performance Requirements" identified in the State Water Resources Control Board resolution for PCRs.

\*\* Basic Tier projects must incorporate runoff reduction measures into site plan, e.g. disperse runoff to vegetated area, pervious paving, rain barrel or cistern

Net impervious area = new impervious + replaced impervious – (pre-project minus post-project)