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:_____

_____

_____

_____

_____

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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Application #_____

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:_____

City of Capitola
MASTER APPLICATION

Application #_____

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 the paid within 25 days from the invoice date. Upon completeion 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 wil be requrested 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 withing 25 days CITY may stop work and close the application.

5. APPLICANT agrees to pay all fees applicable uner the City's Fee Schedule prior to approval and issuance of land use clearance, map clearance or clearance for record of survey, building pemrit 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 amont due on any other project application, the CITY will not accept any subsequent permit applicationf 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

APPLICATION/FEE TYPE		FEE In effect at the time of application	TOTAL
	Conceptual Review – PC	$1,539 + 5% IT Fee	
	Conceptual Review – PC and CC	$2,309 + 5% IT Fee	
	Pre-Application Review	$215 + 5% IT Fee	
ENVIRONMENTAL REVIEW			
	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%	
AMENDMENT/REZONE			
	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	
COASTAL			
	Coastal Permit Exclusion	$86 + 5% IT Fee	
	Coastal Development Permit	$770+ 5% IT Fee	
SUBDIVISIONS			
	Certificate of Compliance & Lot Merger	$513 + 5% IT Fee	
	Boundary Line Adjustment	$820 + 5% IT Fee	
	Tentative Parcel Map	Cost; $2,000 min. deposit	
	Tentative Map	Cost; $5,000 min. deposit	
	Revised Map/Subdivision Modification	Cost; $2,000 min. deposit	
	Map Time Extension	Cost; $2,000 min. deposit	
Design Permits			
	Residential Single-Family Staff Review	$750 + 5% IT Fee	
	Residential Single-Family PC Review	$2,565+ 5% IT Fee	
	Residential Multi-Family	$3,590+ 5% IT Fee	
	Commercial	$4,000 min. deposit	
	Secondary Dwelling Unit	$513+ 5% IT Fee	
	Secondary Dwelling Unit (PC Approval)	$1,539 + 5% IT Fee	
	Variance	$1,539 + 5% IT Fee	

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SIGNS			
	Master Sign Program	Cost; $3,000 min deposit	
	Sign Permit – Staff Review	$124 + 5% IT Fee	
	Sign Permit – PC Review	$513 + 5% IT Fee	
	Temporary Signs & Banners	$37 + 5% IT Fee	
	Village Sidewalk Sign Permit	$63 + 5% IT Fee	
USE PERMITS			
	Commercial Sidewalk/Parking Lot Sale Permit	$74 + 5% IT Fee	
	Conditional Use Permit (Staff Approval)	$1,539 + 5% IT Fee	
	Conditional Use Permit (PC Approval)	Cost; $3,000 min deposit	
	Home Occupation Use Permit	$154 + 5% IT Fee	
	Master Conditional Use Permit	Cost; $3,500 min deposit	
	Tenant Use Permit (within MCUP) – Staff approval	$75+ 5% IT Fee	
	Temporary Use Permit	$78 + 5% IT Fee	
	Transient Rental Occupancy Use Permit	$513 + 5% IT Fee	
ADDITIONAL FEES:			
	Appeals by applicant	Cost	
	Appeals by City Official	$0	
	Appeals by Other	$500	
	Appeals to Coastal Commission	$0	
	Appeal – Building/Zoning Code Violation	$500	
	Code Compliance	Double Application Fees	
	Continuance Request – Applicant (2+)	$151 + 5% IT Fee	
	Development Agreement	Cost; $5,000 min. deposit	
	Fence Permit - Staff Approval	$42 + 5% IT Fee	
	Fence Permit - Planning Commission Approval	$770 + 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 3rd Party Review	Cost + 21%	
	Permit Amendment	50% of Original Cost	
	Permit Time Extension – Staff Approval	$513+ 5% IT Fee	
	Permit Time Extension – PC Approval	$1,539 + 5% IT Fee	
	Stormwater Development Review Fee	$105 + 5% IT Fee	
	Tree Removal – Staff Approval	$123 + 5% IT Fee	
	Tree Removal – Planning Commission Approval	$1,026+ 5% IT Fee	
	Tree Removal – 3 or more trees on a property	$263 + 5% IT Fee	
	Tree Installation Deposit	$513	
		TOTAL FEES:	

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 1st through April 30th)
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

City of Capitola
Storm Water Permit Project Application

All projects must comply with the City's Storm Water Post Construction Requirements (CMC 13.16.090). Complete the following information in order for the Public Works Department to determine the applicable requirements for a project. Once this has been submitted the applicant will be notified and provided guidance on achieving compliance.

PROJECT ADDRESS: _____

OWNER:	**DESIGNER:**
Contact Name:	Contact Name:
Address:	Address:
City: Zip:	City: Zip:
Phone: Fax: Email:	Phone: Fax: Email:

Project Type: ☐ Residential ☐ Commercial ☐ Industrial

Project is a: ☐ New Development ☐ Redevelopment

Project Description: _____

_____

Stormwater Project Information ▸ When completing this section, consider the entire project site, not separate parcels or development sites within the project area ▸ Impervious Area = structures, pavement, hardscaping – any surface that will not allow water to infiltrate into the ground	
Total Project Site Area	_____sq. ft.
Amount of existing (pre-project) impervious surface area (e.g., existing buildings, paving, hardscape)	_____sq. ft.
Amount of replaced impervious surface area (e.g., parking lot replaced by a building)	_____sq. ft.
Amount of new impervious surface area created (e.g., new building addition and/or patio)	_____sq. ft.
Total proposed (post-project) impervious surface area	_____ sq. ft.

I hereby affirm that this information is accurate and understand it will be used to determine compliance with the City's Storm Water Post Construction Requirements for this project.

Property Owner or Authorized Agent

_____ _____ _____

Print Name Signature Date

Staff to complete below		
Net Impervious Area (New + Replaced – (Existing- Proposed)	_____ sq. ft.	
Tier Determination	☐ Basic	Tier _____

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