

PERMIT PROCESS (continued)

9 Other Agency Permits:

Depending on the nature of your project, you may need approvals from other agencies which may include additional fees, such as:

- Water service agreement
Soquel Creek Water District
(831) 475-8500
Santa Cruz Water Department
(831) 420-5200
- Sewer service agreement
County of Santa Cruz Sanitation District
(831) 454-2160
- Fire service agreement
Central Fire Protection District
(831) 479-6842

10 Construction:

Construction can begin once building permits are issued. Any changes to approved plans must be specifically requested and submitted in writing to the Community Development Department. Significant changes to design elements require Planning Commission approval.

11 Permit Completion:

City staff will make a final inspection when construction is complete to verify that structures are safe, built according to code, and are consistent with approved plans. A Certificate of Occupancy will be issued at project completion.



Where do I begin?

Talk to a planner:

831-475-7300

Email a planner:

planning@ci.capitola.ca.us

Visit City Hall:

420 Capitola Avenue
Capitola, CA 95010

Counter Hours:

1-4 p.m. / Monday-Friday

How do I apply?

Find applications and additional information online:

www.cityofcapitola.org/forms

Submit to City Hall:

420 Capitola Avenue
Capitola, CA 95010



PERMIT PROCESSING GUIDE



Whether you're planning to build a new house, construct an addition, or pursue a commercial project, you will need permits from the City of Capitola.



The process to obtain development permits can be challenging. The City of Capitola is committed to helping its customers understand and successfully navigate the permit process in a timely and cost effective manner.



What are the types of development permits?

1) Ministerial (“over the counter”) Permits:

- Involve little or no personal judgment, merely require compliance with defined standards
- Do not require public noticing or a public hearing
- Examples: business licenses, building permits

2) Discretionary Permits:

- Based on qualitative standards; requires judgment and deliberation by City decision-makers
- Typically require public noticing and hearings before Planning Commission and/or City Council
- NO GUARANTEE of approval
- Examples: Design Permits, Conditional Use Permits, Variances, Subdivisions

STEPS to discretionary permit processing

1 Pre-application:

Prior to submitting an application for your project, you should meet with City Planning staff to determine if it is consistent with City rules and regulations and to identify the necessary permit process, fees, and timeline.

2 Application Submittal:

Submit completed Master Application, fees, plans, and any additional permit applications specific to the proposal (e.g. - Conditional Use Permit).

3 City Review:

City staff reviews application to ensure consistency with applicable rules and regulations. City staff has 30 calendar days to determine whether application is complete. If incomplete, staff sends detailed incomplete letter.

4 CEQA: (California Environmental Quality Act)

There are three paths for CEQA: 1) exemptions; 2) Negative Declarations; and, 3) Environmental Impact Reports (EIR). Most single-family residential projects qualify for an exemption. If a Negative Declaration or an EIR is required, an environmental document must be prepared and circulated for a minimum 30-day public review period. Preparation of environmental documents can add significant time and cost to your project.

5 Architecture & Site Review Committee:

Many projects require a hearing before the City’s Architecture and Site Review Committee. The Committee is an advisory body to the Planning Commission and City Council.

6 Planning Commission Hearing:

Following the Architecture and Site Review Committee hearing, your project will be scheduled for a Planning Commission hearing. The Planning Commission meets once per month and all meetings are open to the public. Some permits (such as Planned Developments and Re-zones) require City Council action. Projects requiring City Council action are first considered by the Planning Commission who provides a recommendation to the City Council.

7 Appeal Periods:

Planning Commission decisions to approve or deny a project may be appealed within 10 calendar days to the City Council. City Council decisions are final, except Coastal Development Permits, which may be appealed to the Coastal Commission.

8 Building Permit Application:

After all appeal periods have expired, you may submit applications for building permits. At this juncture, you will be required to pay building permit fees and demonstrate compliance with conditions placed on your discretionary permit.

