



City of Capitola

MASTER APPLICATION

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

Project Address: _____

A.P.N.: _____ Zone District: _____

Existing Condition/Current Use _____

<input type="checkbox"/> New	<input type="checkbox"/> Addition	<input type="checkbox"/> Remodel	<input type="checkbox"/> Variance	<input type="checkbox"/> Demo	<input type="checkbox"/> CUP	<input type="checkbox"/> Coastal Permit	<input type="checkbox"/> Other _____
<input type="checkbox"/> Residential: # of Bldgs. _____ # of Stories _____ # of Units _____				<input type="checkbox"/> 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.

<input type="checkbox"/> Property Owner:	Phone: _____
Mailing Address: _____	
Email: _____	
<input type="checkbox"/> Applicant:	Phone: _____
Mailing Address: _____	
Email: _____	
<input type="checkbox"/> Architect/Designer:	Phone: _____
Mailing Address: _____	
Email: _____	
<input type="checkbox"/> Engineer:	Phone: _____
Mailing Address: _____	
Email: _____	



City of Capitola

MASTER APPLICATION

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: _____

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

Current Fee Schedule Can Be Found Online

APPLICATION/FEE TYPE		FEE In effect at the time of application	TOTAL
	Conceptual Review – PC		
	Conceptual Review – PC and CC		
	Pre-Application Review		
ENVIRONMENTAL REVIEW			
	EIR Processing		
	Mitigation/Condition Monitoring Program		
	Negative Declaration and Mitigated Negative Declaration		
	NEPA Compliance		
AMENDMENT/REZONE			
	Annexation		
	Planned Development Rezone		
	Rezone		
	Specific Plan		
	Zoning Ordinance/General Plan/Local Coastal Plan Amendment		
COASTAL			
	Coastal Permit Exclusion		
	Coastal Development Permit		
SUBDIVISIONS			
	Certificate of Compliance & Lot Merger		
	Boundary Line Adjustment		
	Tentative Parcel Map		
	Tentative Map		
	Revised Map/Subdivision Modification		
	Map Time Extension		
Design Permits			
	Residential Single-Family Staff Review		
	Residential Single-Family PC Review		
	Residential Multi-Family – PC Review / Minor Design Permit – Staff Rev.		
	Commercial – PC Review / Minor Design Permit – Staff Review		
	Secondary Dwelling Unit – Staff Review		
	Secondary Dwelling Unit – PC Review		
	Variance		
	Historic In-Kind Replacement Design Permit		
	Outdoor Dining – Custom Deck		

SIGNS			
	Master Sign Program		
	Sign Permit – Staff Review		
	Sign Permit – PC Review		
	Temporary Signs & Banners		
	Village Sidewalk Sign Permit		
USE PERMITS			
	Commercial Sidewalk/Parking Lot Sale Permit		
	Conditional Use Permit / Minor Use Permit – Staff Approval		
	Conditional Use Permit – PC Approval		
	Home Occupation Use Permit		
	Master Conditional Use Permit		
	Sidewalk Vendor Permit / Sidewalk Vendor Annual Refuse Fee		
	Tenant Use Permit (within MCUP) – Staff approval		
	Temporary Use Permit / Temporary Sidewalk Dining		
	Transient Rental Occupancy Use Permit		
ADDITIONAL FEES:			
	Appeals by applicant		
	Appeals by City Official		
	Appeals by Other		
	Appeals to Coastal Commission		
	Appeal – Building/Zoning Code Violation		
	Code Compliance		
	Continuance Request – Applicant (2+)		
	Development Agreement		
	Developer Agreement Annual review		
	Fence Permit - Staff Approval		
	Fence Permit - Planning Commission Approval		
	Mobile Home Park - Change of Use or Closure		
	Records Search/Special Report – ½ hour minimum		
	Technical Study Preparation or 3 rd Party Review		
	Permit Amendment		
	Permit Time Extension – Staff Approval		
	Permit Time Extension – PC Approval		
	Stormwater Development Review Fee		
	Tree Removal – Staff Approval		
	Tree Removal – 3 or more trees on a property		
	Tree Installation Deposit		
	Information Technology Fee (Resolution No. 3796 adopted 11/12/09)	5% of Permit Fee(s)	
		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. Two (2) 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. Additional sets may be required for public hearings.
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 based on the submitted certified survey.
4. Building locations, roof lines, and 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, Roof Plan, 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.
7. Roof plan: Roof plan of all structures on site having ridgelines reference height
8. Demolition Plan: For remodels and additions a demolition plan shall be submitted showing all areas of walls and floors to be demolished clearly identified in the drawings and a work scope statement. For additions to nonconforming structures the city may require a letter from a Structural Engineer.

D. Landscape Plan

1. Existing [landscaping](#), trees, and vegetation to be retained specifying plant location, species, and size. Details of all existing trees shall also include tree diameter measured forty-eight inches above existing grade and outer limit of tree canopy and a label identifying if the tree will remain or be removed. Trees to be removed – may require tree replacement per Section 12.12.190
2. New landscape proposed showing plant type, size, quantity of plants and/trees
3. Irrigation plan

E. Color and Materials Board

F. Storm Water Permit Project Application - attached

G. 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

H. Nonconforming Structures - Construction Cost Calculation

1. A completed Construction Cost Calculation form for each nonconforming structure with proposed modifications. Nonconforming structures are defined under Capitola Municipal Code §17.92.030.
2. The value of total work to a nonconforming structure may not exceed 80% of the present fair market value of the structure as described under §17.92.070 CMC. *Demonstration of compliance may require a demolition plan or other documentation as determined by the Building Official and/or Planning staff.*



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:	REPRESENTATIVE:
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	
<p>► When completing this section, consider the entire site, not separate parcels or development sites within the project area</p> <p>► Impervious Area = structures, pavement, hardscaping – any surface that will not allow water to infiltrate into the ground</p>	
Parcel Size	_____ 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	<input type="checkbox"/> Basic	Tier _____

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

Notes:

* *Net impervious area = new impervious + replaced impervious – (pre-project minus post-project) Cannot be less than zero*

** *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*