



Santa Cruz County Planning

Universal List of Required Information (LORI)

Abbreviated

APPLICATION SUBMITTAL CHECKLIST (SELF-CERTIFICATION)

All application submittals shall be accompanied by the following information. The Application Form and ALL plan elements (as listed below) shall be provided. The applicant is required to attest to the fact that all elements are provided by checking the boxes alongside each required element. All elements are required, *unless either waived by planning staff or by attesting (as the applicant) that the subject element is not applicable by writing N/A alongside the required element.*

DEVELOPMENT PERMIT APPLICATION and OWNER/AGENT FORM (available on line at <http://sccoplanning.com> or at the Zoning Counter).

PLAN SETS

A minimum of three (3) folded full-sized plan sets (24" X 18" or 18" x 24" format). **Consult with a planner to determine the exact number of plans to be submitted.** In addition to the required number of full-sized sets, two (2) 8 ½" x 11" reduced plan sets shall be submitted. *Please note that the name, address, phone number, and email address of the person/s who have prepared the plans shall be provided on cover sheet of the plan set. Plans and specifications must contain the signed statement (or signature and license number) asserting that the preparer is licensed under Chapter 3 of Division 3 of the California Business and Professions Code to prepare such plans and specifications unless the proposed project qualifies for one of the exceptions listed in Santa Cruz County Code Section 18.10.210(a)(5). **For some application types, additional plan sets may be required.

ALL PROJECT PLAN SETS SHALL INCLUDE THE FOLLOWING INFORMATION:

SITE PLAN

Drawn to a conventional scale, preferably 1:10 or 1:8 (where this is not possible, a focused site plan may be accepted). The name, address, and phone number of the plan preparer shall be included on the plans. Please also include the preparation date and all revision dates, as applicable. Plans and specifications must contain the signed statement (or signature and license number) that the preparer is licensed under Chapter 3 of Division 3 of the California Business and Professions Code to prepare such plans and specifications unless your proposal qualifies for an exception listed under Section 18.10.20(a)(5) of the County Code.

The Site Plan shall include the following:

Vicinity Map and Directions

A vicinity map that clearly shows the subject property and surrounding roads. The vicinity map shall be accompanied by specific directions to the site from a main road.

Boundaries

All existing and proposed lot lines, labeled with their metes and bounds; the existing and proposed location of public and private open space; and the boundaries of existing and proposed easements and rights-of-way. *If the property is split zoned, the zoning boundary must be indicated.

Building and Development Envelopes (as applicable)

On parcels encumbered by established building or development envelopes via a recorded map, on all parcels with geologic hazards and/or located on a floodplain, in sensitive habitats, or with visual resources, existing and/or proposed building envelopes shall be shown.

Structures and Site Improvements (existing)

On separate plan sheet the footprints and eave lines of all existing structures, site improvements (hard scape, decks, retaining walls, fencing, light standards etc.). All structures and improvements shall be drawn to-scale; setbacks shall be called, and the structure/s shall be labeled with their existing use.

Structures (proposed)

On a separate plan sheet the footprints and eave lines of all proposed structures and buildings (including decks and stairways > 18" in height, retaining walls, fencing and light standards) on the subject property. Include any structures or site improvements proposed to be removed (labeled TO BE REMOVED), proposed to be constructed (labeled PROPOSED), or proposed to remain (labeled TO REMAIN). All structures and improvements shall be drawn to scale. Their use, location, and setbacks to all property lines must be indicated. The minimum setbacks from the exterior walls of the buildings to property lines and access easements must be dimensioned on the plans. The minimum separation distance between structures shall be indicated.

For projects that involve additions, the additional building area shall be shaded and walls to be demolished shall be dashed. Areas proposed for demolition shall be hatched.

Roofs and Building Height

For all structures proposed to be within two feet of the maximum permitted building height, roof plans that indicate existing and proposed pitch, slope direction, hips, valleys, and size and location of any mechanical equipment, vents, ducts, skylights, and chimneys must be shown on the site plan (or on a separate Roof Plan sheet). The roof plans *must* be overlaid on the topographic contours and include "spot elevations" of all roof corners and ridgeline elevations above the corresponding (natural grade) elevation contours. In those instances where natural grade no longer exists, an interpolation of natural grade based on surrounding grade shall be shown in dashed contour lines.

Noise Generators

Indicate the location of any proposed mechanical equipment, including air conditioners, commercial drying equipment, generators, or other noise source. Provide specifications, including the size, height, and proposed placement of the equipment, as well as the proposed noise output associated with the equipment, and method(s) of ensuring compliance with noise standards through buffering or other strategies as needed.

Natural Features

All natural features, such as rock outcrops, ridgelines, wetlands, creeks (flow line and top of bank), ponds, water bodies, and all existing significant vegetation, including significant vegetation to be removed as part of the project, must be shown. The approximate location of all areas subject to inundation or storm water overflow and the location, width, and direction of flow of all watercourses, including tide water, must be shown.

Areas of geological instability shall be identified, including faults and landslides.

The trunk location, dripline, and common and scientific names of all existing trees on the subject property with a 6-inch or greater trunk diameter at breast height measured at a height of 4.5 feet above grade must be shown. Any trees proposed for removal must be indicated. For more densely vegetated or wooded areas, or in tree clusters, only the perimeter outline of the dripline needs to be shown.

**For ALL proposed projects along the coast, show Mean High Tide Line and Top and Toe of all slopes, including coastal bluffs.*

Topography

Existing and proposed contours, at the proposed development, must be shown at two-foot intervals, clearly labeled. The contour information must be generally accurate. In some cases, a Lot Slope Calculation and/or topographic survey may be required.

Parking and Access

Proposed off-street parking and loading areas, including access driveways and maneuvering areas, must be indicated and dimensioned. All proposed parking stalls shall be dimensioned and turning radii for backout maneuvers shall be provided. For driveways on slopes, driveway profiles and cross-sections shall be included. Turnouts and turnarounds shall be dimensioned and labeled.

The Site Plan must show the legal access from the property to the public right-of-way, the width of the right-of-way, and the edge of pavement and width of the street along the property's frontage. All easements and dedicated areas of the property must be identified. For non-residential projects, loading and unloading areas, as well as parking spaces meeting State accessibility requirements and accessible paths of travel, must be shown.

For newly proposed access roads, cross sections and proposed grades shall be provided, along with details of curbs, gutters, sidewalks, and other improvements, as proposed.

On-Site Water Provision

Show the location of all existing or proposed domestic and irrigation water sources as applicable (e.g. wells, springs, and surface water), along with backflow prevention devices, water storage tanks, reservoirs, treatment facilities, distribution system, and any other water-related appurtenances. Further, provide the location of any existing or proposed sewage disposal system, including leach fields, septic tanks, sewer mains and sewer laterals, and proposed expansion areas.

Yield tests, water quality lab results, shared water systems agreements, cross-connection control certifications, water conservation plans, minimum setbacks to septic systems, property lines, and other studies may be required by the Environmental Health Services Division for projects involving wells.

Associated Site Design Elements (as applicable)

The location of identification signs, propane tanks, trash enclosures, exterior lighting fixtures, mailboxes, fencing, paths and walkways (including paving materials), bicycle stands, and other features that affect the exterior appearance and use of the property must be indicated.

Public Pedestrian Access

Required for all proposed projects in the Coastal Zone. Show all existing and proposed public access pathways/stairs/gates on the development site. Where public access is infeasible (for example to an adjacent public beach, shoreline, or water body), a statement outlining the issues that preclude public access shall be provided.

Fire Access

For projects proposed to be accessed from a private road, a minimum 20-foot road width, in addition to emergency vehicle turn-around areas, is required. For two or fewer habitable structures, access driveways shall be a minimum 12 feet in width; for three or more habitable structures, driveways shall be a minimum 20 feet in width.

FLOOR PLAN

Existing Floor Plan

Fully dimensioned floor plans for all levels of existing structures must be submitted. All rooms shall be labeled.

Proposed Floor Plan

Fully dimensioned floor plans for all levels of proposed structures must be submitted. The garage, windows, doors, elevators, stairways, and food preparation areas must be indicated. All rooms shall be labeled, consistent with the County's regulations (see definition of Bedroom in the Zoning Ordinance, Chapter 13).

Existing and proposed floor area calculations shall be provided. Floor area calculations must be based upon the dimensioned floor plans. For projects that involve an addition, the existing floor area shall be outlined with a dashed line and the proposed addition shall be shaded. Areas proposed for demolition shall be hatched.

BUILDING ELEVATIONS

Existing Elevations

Fully dimensioned elevations of all existing structures and buildings, including roof ridgeline, finished floor, and foundation line elevations based upon the same datum as the topographic information, must be provided for all sides of a proposed structure (labeled "north", "south", "east" and "west"). Exterior building materials and colors, including but not limited to siding, roofing, and glazing, must be indicated. The elevation drawings should show the height of all sides of the structure in relation to the topography of the adjoining finished and/or natural grades. The preferred scale of ¼ inch per foot should be used for all architectural plans.

Proposed Elevations

Fully dimensioned elevations of all proposed structures and buildings, including roof ridgeline, finished floor, and foundation line elevations based upon the same datum as the topographic information, must be provided for all sides of a proposed structure (labeled "north", "south", "east" and "west"). Exterior building materials and colors, including but not limited to siding, roofing, and glazing, must be indicated. The elevation drawings should show the height of all sides of the structure in relation to the topography of the adjoining finished and/or natural grades. The preferred scale of ¼ inch per foot should be used for all architectural plans.

*If an addition to an existing structure is proposed, elevations of the existing structure, as well as elevations depicting the proposed addition, shall be provided.

PROJECT INFORMATION

North arrow. North should be labeled at the top of every site plan, floor plan, grading plan, and landscape plan sheet. A plan north reference should be used in cases where the property or improvements are not easily aligned to a North-South-East-West axis.

Scale reference. Scales used for floor plans and elevations should not be less than 1/8 inch to 1 foot, preferably ¼ inch to 1 foot. Scales used should be consistent between different drawings.

Contact data. Name, address, and phone number of the property owner, applicant, architect, engineer, or surveyor must be provided on the plans.

Assessor's Parcel Number, provided on each plan sheet.

- Project Data: Project data must be provided on the site plan, based on applicable definitions in Santa Cruz County Code, including the following information:
 - a. Lot area (both the total lot area and net lot area calculation shall be provided).
 - b. Existing and proposed Building Area
 - c. Existing and proposed Floor Area
 - d. Existing and proposed Floor Area Ratio
 - e. Proposed Area of additional disturbance
 - f. Existing Lot Coverage
 - g. Impervious coverage (see DPW Drainage Checklist – attached)
 - h. Pervious coverage
 - i. Proposed Lot Coverage
 - j. Grading calculations (cubic yards) including cut, fill and off-haul (and, for significant quantities exceeding 2,000 cubic yards, the anticipated location of where the off-haul will be taken).
 - k. Existing and proposed parking (dimensioned)
 - l. Minimum setbacks, from exterior walls of all structures to property lines
 - m. Minimum setbacks from coastal bluffs, riparian vegetation, waterways (including perennial and/or intermittent streams, rivers, arroyos, and fault lines
 - n. *For projects encumbered by geologic hazards*, boundaries of the geological building envelope, as established by the County Geologist, shall be provided
 - o. *For projects located in a mapped FEMA flood hazard zone*, flood zones shall be mapped and labeled
 - p. Maximum height of all proposed structures
 - q. Names of applicable Homeowner’s Association, Special Subdivision/PUD, and/or Special Districts

□ **CROSS SECTIONS**

Cross sections through all proposed structures shall be provided. Cross sections shall be based on accurate topography and shall include the following labels: finished floor, foundation line, natural grade, finished grade, plate height, and roof ridge height. A site cross section may be required to show the relative height of proposed structures to adjoining roadways and impacts to surrounding properties. All height measurements shall be reflected in the format of elevation above sea level.

□ **MATERIALS, COLORS AND DETAILS**

One sheet of the architectural plans must include manufacturers’ brochures, photos, or color chips that indicate all proposed exterior building materials, including the painting, roofing, siding, window casings, and trim. For additions and/or accessory structures, the plans may be labeled “elevations to match existing colors and materials”. The photos of the colors and materials must be accurate representations of the true colors and labeled for proper identification. Complete details, including dimensions, building materials, and colors for all proposed retaining walls and fencing shall also be submitted.

I hereby certify that the above listed required information has been included with the initial application submittal (unless waived by a staff planner).

Signature of Owner or Authorized Agent

Date

*FOR A COMPREHENSIVE LIST OF REQUIRED INFORMATION, PLEASE REFER TO THE UNIVERSAL LIST OF REQUIRED INFORMATION (UNIVERSAL LORI), AVAILABLE AT THE ZONING COUNTER OR ONLINE AT [HTTP://SCCOPLANNING.COM](http://SCCOPLANNING.COM).

* **PLEASE NOTE, ADDITIONAL INFORMATION *MAY BE REQUIRED* FOLLOWING THE 30-DAY APPLICATION COMPLETENESS REVIEW**

Appendix A - Project Information & Threshold Determination Form



STORMWATER CONTROL PLAN (SWP) - Project Information & Threshold Determination Form

Completion of this form shall be used as guidance by the applicant

All projects shall maintain pre-development runoff rates & patterns

For any questions on this form, please contact DPW Stormwater Management at 831-454-2160.

PROJECT & CONTACT INFORMATION

Project Street Address

Building Permit No. / Discretionary Application

Property Owner's/Representative Name

Project Name (Alias)

Assessor's Parcel No (APN)

Property Owner/Representative's Firm

Applicant's Name (i.e. design professional)

Property Owner/Representative's Phone No.

Flood Control District (if applicable):

Applicant's Firm Name

Applicant's Phone No.

PROJECT DESCRIPTION

Lot Coverage (measured in square feet)	Actual (sq. ft.)	Adjusted (sq. ft.)*	
A. Total lot size:	_____	_____	If _____ is > than _____, project shall will be required to mitigate the entire site.**
B. Existing Permitted Impervious Area:	_____	_____	
C. Replaced permitted impervious area:	_____	_____	Total replaced impervious & semi-pervious area: _____ sq.ft.
D. Replaced permitted semi-impervious area*:	_____	_____	
E. Proposed new self-treating area:	_____	_____	Total proposed impervious & semi-impervious area: _____ sq.ft.
F. Proposed new semi-impervious area*:	_____	_____	

Project Threshold Classification

- Small Project** (less than 500 sq.ft. created and/or replaced) - Use Appendix B 'Small Project Submittal Requirements' for submittal requirement guidance.
- Medium Project** (500 sq.ft. but less than 5,000 sq.ft. created and/or replaced) - Use Appendix C 'Medium Project Submittal Requirements' for submittal requirement guidance.
- Large Project** (5,000 sq.ft. or more created and/or replaced OR 50% increase in permitted impervious area**) - Use Appendix D 'Large Project Submittal Requirements' for submittal requirement guidance.

Application is part of a phased project OR master plan? Yes No

Application will maintain pre-development runoff patterns? Yes No

Application is unable to comply with Part 3 of the Design Criteria requirements & is electing to request a waiver(s) Please provide a brief description (below): Yes No

*Form will apply a 50% credit for semi-impervious areas as final count. Applicant shall not apply the credit.

** Projects that add more than 50% impervious area coverage are required to mitigate the entire site.

***Disclaimer: Permit review is based the information provided, additional clarification may be required for undisclosed/unidentified areas. Unaccounted areas may reclassify the project threshold.

Small Project Submittal Requirements

Stormwater Submittal Requirements for Small Discretionary Projects (< 500 square feet of new or replaced impervious/semi-impervious area):

At a minimum, the following items shall be provided in order to evaluate the Small project proposal with regards to discretionary Stormwater Management review:

1. Project Information:

- Provide a copy of the Stormwater Control Plan (SWP) – Project Information & Threshold Determination Form, determining the project threshold (Appendix A).
- Provide a project description.
- Include information on any phasing for project construction and implementation.
- List relevant prior permit information (such as a minor land division, subdivision, or prior grading/building permit near the project location).

2. Conceptual Stormwater Management Plan (SWP):

Provide a conceptual SWP showing:

- Existing and proposed impervious, semi-pervious, self-treating, disturbed areas,
- Proposed best management practices (BMP),
- Existing and proposed stormwater (drainage) patterns - including areas that drain to/through the project site,
- Any/all easements (reference to the associated recorded document shall be placed on SWP),
- How will stormwater runoff will be conveyed and controlled. Safe stormwater overflow shall be incorporated into the project design and runoff shall not negatively impact neighboring properties or stormwater (drainage) pathways,
- Accommodation of existing upstream runoff in the project design without impact to upstream properties,
- A site assessment performed by the project Engineer, Architect, or Designer that notes whether there are any existing stormwater (drainage) issues on or near the site and if any stormwater (drainage) issues or impacts are anticipated resulting from the proposed improvements. If downstream restrictions are/have been identified, additional analysis and improvements may be required,
- Identify any conflicts between the proposed project design and the County Design Criteria (CDC). If the project does not completely comply with the CDC, the project description shall include a request for waiver to these criteria and shall provide technical justification for this waiver.

Notes:

1. Diversion of runoff resulting in altered stormwater (drainage) patterns from the project site is not allowed without prior approval by the Director of Public Works.
2. Small projects with adequate on and off-site drainage are exempt from mitigation requirements. It is recommended that these projects incorporate BMPs to limit pollutant and hydrologic impacts such as pervious pavement, disconnection of runoff from impervious surfaces, etc.
3. The SWP may be combined with another plan set, at the discretion of the applicant. All information must be legible and consistent with standard engineering drafting conventions. SWP shall be consistent with grading, landscape, architectural, and utility plans (as applicable).

Medium Project Submittal Requirements

Stormwater Submittal Requirements for Medium Discretionary Projects (> 500 but < 5,000 square feet of new or replaced impervious/semi-impervious area):

At a minimum, the following items shall be provided in order to evaluate the Medium project proposal with regards to discretionary Stormwater Management review:

1. Project Information:

- Provide a copy of the Stormwater Control Plan (SWP) – Project Information & Threshold Determination Form, determining the project threshold (Appendix A),
- Provide a project description,
- Include information on any phasing for project construction and implementation,
- List relevant prior permit information (such as a minor land division, subdivision, or prior grading/building permit near the project location).

2. Conceptual Stormwater Management Plan (SWP):

Provide a conceptual SWP

- Existing and proposed impervious, semi-pervious, self-treating, disturbed areas,
- Proposed best management practices (BMP),
- Existing and proposed stormwater (drainage) patterns - including areas that drain to/through the project site,
- Any/all easements (reference to the associated recorded document shall be placed on SWP),
- SWP shall illustrate how stormwater runoff will be conveyed and controlled.
- How safe stormwater overflow will be conveyed and controlled. Safe stormwater overflow shall be incorporated into the project design and runoff shall not negatively impact neighboring properties or stormwater (drainage) pathways.
- Accommodation of existing upstream runoff in the project design without impact to upstream properties.
- Natural features (e.g., existing wetlands/streams, natural drainage routes, riparian areas) and required setbacks on and around the project site shall be included in the SWP,
- Existing and proposed drainage infrastructure on the site and nearby areas including the location of public and private storm drains, channels, ditches, BMPs, etc. shall be included in the SWP,
- A site assessment performed by the project Engineer, Architect, or Designer that notes whether there are any existing stormwater (drainage) issues on or near the site and if any stormwater (drainage) issues or impacts are anticipated resulting from the proposed improvements. If downstream restrictions are/have been identified, additional analysis and improvements may be required,
- Identify any conflicts between the proposed project design and the County Design Criteria (CDC). If the project does not completely comply with the CDC, the project description shall include a request for waiver to these criteria and shall provide technical justification for this waiver.

Notes:

1. Diversion of runoff resulting in altered stormwater (drainage) patterns from the project site is not allowed without prior approval by the Director of Public Works.
2. Medium projects shall incorporate BMPs to minimize and mitigate pollutant and hydrologic impacts due to development. These BMPs shall include Low Impact Development (LID) measures that emphasize the minimization of impacts as a first priority consistent with the General Plan Policy 7.23.2 for Minimizing Impervious Surfaces.
3. The SWP may be combined with another plan set, at the discretion of the applicant. All information must be legible and consistent with standard engineering drafting conventions. SWP shall be consistent with grading, landscape, architectural, and utility plans (as applicable).

3. Watershed Area Map(s):

- Show the boundaries of the stormwater (drainage) area(s) for each mitigation feature. Mitigation(s) shall be designed for all runoff being directed to each mitigation feature(s).

4. Best Management Practices:

- Indicate which Best Management Practices (BMPs) will be implemented to prevent runoff in excess of the pre-development conditions and to minimize the transport of pollutants.

Large Project Submittal Requirements

Stormwater Submittal Requirements for Large Discretionary Projects (> 5,000 square feet of new or replaced impervious/semi-impervious area):

At a minimum, the following items shall be provided in order to evaluate the large project proposal with regards to discretionary Stormwater Management review:

1. Project Information:

- Provide a copy of the Stormwater Control Plan (SWP) – Project Information & Threshold Form (Appendix A),
- Provide a project description,
- Include information on any phasing for project construction and/or implementation (project threshold shall be determined based on the total impact of all phases of a phased project),
- List relevant prior permit information (such as a minor land division, subdivision, or prior grading/building permit near the project location).

2. Conceptual Stormwater Management Plan (SWP):

Provide a conceptual SWP:

- Existing and proposed impervious, semi-impervious, disturbed areas,
- Best management practices (BMP) and mitigation proposals(s),
- Consistent with the Preliminary Stormwater Management Report and Watershed Area Maps,
- SWP shall illustrate how stormwater runoff will be conveyed and controlled,
- How safe stormwater overflow will be conveyed and controlled. Safe stormwater overflow shall be incorporated into the project design and runoff shall not negatively impact neighboring properties or stormwater (drainage) pathways,
- Accommodation of existing upstream runoff in the project design without impact to upstream properties,
- Natural features (e.g., existing wetlands/streams, natural drainage routes, riparian areas) and required setbacks on and around the project site shall be included in the SWP,
- Existing drainage infrastructure for the site and nearby areas including the location of public and private storm drains, channels, ditches, BMPs, etc. on and around the site shall be included in the SWP,
- A site assessment performed by the project Engineer, Architect, or Designer that notes whether there are any existing stormwater (drainage) issues on or near the site and if any stormwater (drainage) issues or impacts are anticipated resulting from the proposed improvements. If downstream restrictions are/have been identified, additional analysis and improvements may be required,
- Identify any conflicts between the proposed project design and the County Design Criteria (CDC). If the project does not completely comply with the CDC, the project description shall include a request for a waiver to these criteria and shall provide technical justification for this waiver.

Notes:

1. Diversion of runoff resulting in altered stormwater (drainage) patterns from the project site is not allowed without prior approval by the Director of Public Works.
2. Large projects shall incorporate BMPs to minimize and mitigate pollutant and hydrologic impacts due to development. These BMPs shall include Low Impact Development (LID) measures that emphasize the minimization of impacts as a first priority with the General Plan Policy 7.23.2 for Minimizing Impervious Surfaces.
3. The SWP may be combined with another plan set, at the discretion of the applicant. All information must be legible and consistent with standard engineering drafting conventions. SWP shall be consistent with grading, landscape, architectural, and utility plans (as applicable).

3. Watershed Area Map/s:

- Provide a map with topographic information showing the existing and proposed boundaries of the drainage area used for design, the project boundaries, and existing and proposed drainage patterns.
- Show all upstream areas draining to/through the project site and show how and where the site drains in both the existing and proposed conditions.
- Projects must demonstrate that the downstream drainage facilities can safely accommodate runoff from the project.

4. Tentative Map (for Minor Land Divisions & Subdivisions):

- Provide a tentative map showing all existing and proposed private drainage easements for common drainage facilities and facilities serving upstream offsite areas.

5. Preliminary Stormwater Management Report:

Provide a report with:

- Analysis supporting the conceptual stormwater management plan and demonstrating feasibility of methods proposed for compliance with these Design Criteria requirements.
- At a minimum, the report shall address the methods for complying with these items:
 - a) Minimize Stormwater Pollutants of Concern,
 - b) Site Design and Runoff Reduction Measures,
 - c) Stormwater Discharge Rates and Volumes.
 - d) May include the Watershed Area Map/s.
- Documentation demonstrating technical infeasibility if design consistent with any portion of these Design Criteria is anticipated to not be achieved.
- Provide soils/infiltration data used to determine the feasibility/infeasibility of infiltration of stormwater on the project site for review.
- Provide approval from the project geotechnical engineer for the conceptual SWP prior to discretionary completeness.
- A downstream impact assessment. If downstream restrictions are/have been identified the project shall include the improvements needed to upgrade the storm drain system.