



## COUNTY OF SANTA CRUZ PLANNING DEPARTMENT

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### DISCRETIONARY PERMIT APPLICATION SUPPLEMENTAL INFORMATION

#### **WHERE DO I START?**

The first step in preparing your application for a discretionary permit is to meet with a planner at the Zoning Counter (walk-in only – no appointment needed) to clearly define your project and to obtain the **List of Required Information (LORI)** for your particular project. This meeting is necessary to determine the information that will be required for your project based on the unique characteristics of your parcel and your proposed project.

#### **THE LIST OF REQUIRED INFORMATION (LORI)**

The LORI is used by Planning staff and you, the applicant, to determine what specific information and plans you will need to submit with your application. The Planner will also provide you with an estimate of fees and average processing times for your type of application. The processing time for your particular application is directly related to how well all of the required submittal materials are prepared.

#### **WHAT IF I NEED HELP?**

If you have questions about the requirements, you may visit the Zoning Counter to get general assistance. If you would like pre-application feedback on your proposal, after you have drafted preliminary plans, you may visit the Zoning Counter to apply for a Project Review Consultation with a Project Planner. If you choose that option, you will be asked to open an at-cost account for the Planner's time so that you can meet with a Project Planner for advice on your project design. This at-cost account can be carried forward to the application stage. For additional information about the Project Review Consultation or application process, please contact

the Planning Department Zoning Information Line at (831) 454-2130 between the hours of 1:00 and 4:00 p.m. Monday through Friday.

#### **READY TO SUBMIT YOUR APPLICATION?**

When you have compiled all of the materials identified on the LORI, and you are ready to submit your application, please call (831) 454-3252 to determine if you need an appointment to apply. Most discretionary applications require a submittal appointment. You must bring the completed LORI form and all required materials and plans to submit your application for a permit. The LORI itself also indicates whether an appointment is required for your application submittal. *Please notify intake planner if gates or watchdogs may impair access.*

#### **PERMIT PROCESSING FEES**

Fees will be required for processing your permit application. Depending on the type of permit you are requesting, a portion of your fees will be processed "at-cost" (by the hour). This means that, at the time of application submittal, you will be asked to submit a deposit towards the actual cost of processing your application. Planning Department staff records the amount of time they spend on your application, the cost of which is subtracted from your deposit. A monthly statement of the account will be sent to you. The Planning Department also collects fees for other reviewing agencies, such as the Department of Public Works, County Sanitation, Environmental Health Services, etc., if those fees are applicable to your project. Fee estimates included in the LORI are subject to change. It is recommended that you do not come to your appointment with a check already filled out.