

PRE-APPLICATION – REQUIRED MATERIALS

Pre-application reviews are an opportunity for an applicant to receive preliminary feedback on a project from staff of various City departments/divisions. The benefit of a pre-application review is that a formal permit submittal can be designed in response to city comments and that can lessen the overall permit processing time.

On January 1, 2020, SB330 took effect which, among other things, includes provisions that lock in policies and ordinances in effect when a completed preliminary application for a housing development has been filed for a period of six (6) months. Housing development includes residential projects, mixed-use projects with at least 2/3 of the square footage dedicated to residential units and transitional or supportive housing projects. If an applicant wishes to take advantage of the vesting rights provisions included in SB330, the following list includes the minimum required application materials that must be submitted in order for the pre-application to be deemed complete. The below information may be presented on combined or individual plan sheets. If sheets are combined, please make sure that the information is clearly presented or the application may not be deemed complete.

*Note: Alternatively, if an applicant does not want to take advantage of the vested rights provisions of SB330 or is seeking feedback on a non-housing project, the Plan Details listed below are not all required. Pre-application responses will be commensurate with the detail included in the plans.

This is an SB330 Application

1. Digital Application

Materials must be submitted in .pdf format through the mycityofsantacruz.com portal. Instructions on how to register and upload files will be provided by a planner. Hardcopy materials will not be accepted. Other forms of delivery such as flash drives, email attachments, downloadable links, and third party transfer services (ex. Dropbox) will not be accepted.

2. Land Use Application and all additional required forms

3. Signed Owner-Agent Form

4. Fee Payment

Once files have been submitted through the mycityofsantacruz.com portal, the applicant will be notified payment is ready to be made through the portal. Online payment types: VISA, MasterCard, Discover, American Express) Cash or check are accepted as well.

5. Plan Details: (Please include the source of the information)

- (A) The specific location, including parcel numbers, a legal description, and site address.
- (B) The existing uses on the project site and proposed physical alterations.
- (C) A site plan showing the location on the property, elevations showing design, color, and material, and the massing, height, and approximate square footage, of each building that is to be occupied.
- (D) The proposed land uses including the number of new units and square feet of residential and nonresidential development.
- (E) The proposed number of parking spaces.
- (F) Any proposed point sources of air or water pollutants.
- (G) Any species of special concern known to occur on the property.
- (H) Portions of the property that are located within any of the following:
 - i. A very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178.
 - ii. Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993).
 - iii. A hazardous waste site that is listed pursuant to Section 65962.5 or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code.
 - iv. A special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency.
 - v. A delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law (Part 2.5 (commencing with Section 18901) of Division 13 of the Health and Safety Code), and by any local building department under Chapter 12.2 (commencing with Section 8875) of Division 1 of Title 2.
 - vi. A stream or other resource that may be subject to a streambed alteration agreement pursuant to Chapter 6 (commencing with Section 1600) of Division 2 of the Fish and Game Code.
- (I) Any historic or cultural resources known to exist on the property.
- (J) The number of proposed below market rate units and their affordability levels.
- (K) The number of bonus units and any incentives, concessions, waivers, or parking reductions requested pursuant to Section 65915.
- (L) Whether any approvals under the Subdivision Map Act, including, but not limited to, a parcel map, a tentative map, or a condominium map, are being requested.
- (M) The applicant's contact information and, if the applicant does not own the property, consent from the property owner to submit the application on an Owner-Agent form.
- (N) For a housing development project proposed to be located within the coastal zone, whether any portion of the property contains any of the following:
 - i. Wetlands, as defined in subdivision (b) of Section 13577 of Title 14 of the California Code of Regulations.
 - ii. Environmentally sensitive habitat areas, as defined in Section 30240 of the Public Resources Code.
 - iii. A tsunami run-up zone.
 - iv. Use of the site for public access to or along the coast.
- (O) The number of existing residential units on the project site that will be demolished and whether each existing unit is occupied or unoccupied.
- (P) A site map showing a stream or other resource that may be subject to a streambed alteration agreement pursuant to Chapter 6 (commencing with Section 1600) of Division 2 of the Fish and Game Code and an aerial site photograph showing existing site conditions of environmental site features that would be subject to regulations by a public agency, including creeks and wetlands.
- (Q) The location of any recorded public easement, such as easements for storm drains, water lines, and other public rights of way.