



**PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT**

809 Center Street • Room 101 • Santa Cruz, CA 95060 • [www.cityofsantacruz.com](http://www.cityofsantacruz.com)

**Lee Butler, Director**

**SB330 Preliminary Review and Preapplication Review  
Application Form**



The City of Santa Cruz offers three options for preliminary review of a project:

- 1) SB330 preliminary review which will vest a project to the standards that are in effect at the time of submittal of a complete application;
- 2) Preapplication review, which will allow for all relevant city departments to review a development in advance of a formal application and provide specific feedback; and
- 3) A combination of #1 and #2.

This application form shall only be completed for projects seeking both SB330 Preliminary Review and full Preapplication Review (#3).

To submit the application, please complete this application form and then complete and submit the online Application Inquiry form and a City Planner will be assigned to your project. Once a planner is assigned, they will collect the completed SB330 Preliminary Review and Preapplication Form.

Application Inquiry Form: <https://www.cityofsantacruz.com/government/city-departments/planning-and-community-development/planning-division/application-process-and-onlines-services>

<b>LAND USE APPLICATION</b> <b>Department of Planning &amp; Community Development</b> 809 Center Street, Room 206 Santa Cruz, CA 95060 www.cityofsantacruz.com (831) 420-5100 phone (831) 420-5434 fax				APPLICATION #
				RECEIVED BY
				ZONING
				CODE ENFORCEMENT
PROJECT ADDRESS		ASSESSOR'S PARCEL NUMBER (APN)		
PROPERTY OWNER		APPLICANT*		
NAME		NAME		
ADDRESS		ADDRESS		
CITY/STATE/ZIP		CITY/STATE/ZIP		
PHONE		PHONE		
EMAIL		EMAIL		
<b>CERTIFICATION</b> "I hereby certify that the facts given on this application are true and correct to the best of my knowledge and I agree to, and authorize, such investigations as are deemed necessary by the City of Santa Cruz City Planning Department for the preparation of reports related to this application, include the right of access to the property involved. In submitting this application, I agree to defend, indemnify and hold harmless the City, its officers, employees and agents, from and against any claim, including attorney fees and litigation costs, arising out of or in any way related to the City's processing, consideration or approval of this application." Electronic, scanned, and emailed signatures are accepted and treated as an original and legally binding on the parties.				
APPLICANT'S SIGNATURE* If applicant is not the property owner, an owner-agent form is required. 			DATE	
<b>PROJECT DESCRIPTION</b>           				
APPLICATION FEES – ALL APPLICATIONS MADE TO CORRECT VIOLATIONS OF THE ZONING ORDINANCE ARE SUBJECT TO DOUBLE FEES.				
Preapplication Review (do not charge administrative fees) Technology Surcharge			\$3,456 6%	
<b>REQUIRED MATERIALS</b> In order for the application to be deemed complete per SB330, all fees must be paid and the following questionnaire and owner-agent form must be completed entirely and with the most accurate information as possible. Please refer to the attached table for assistance in answering the questions. Otherwise, for the Preapplication Review, the level of feedback will depend on the information submitted.				

**SB330 SITE INFORMATION**

1. **PROJECT LOCATION** - The specific location, including parcel numbers, a legal description, and site address, if applicable.

Street Address \_\_\_\_\_ Unit/Space Number \_\_\_\_\_

Legal Description (Lot, Block, Tract) \_\_\_\_\_ Attached? YES  NO

Assessor Parcel Number(s) \_\_\_\_\_

2. **EXISTING USES** - The existing uses on the project site and identification of major physical alterations to the property on which the project is to be located.

3. **SITE PLAN** - A site plan showing the building(s) location on the property and approximate square footage of each building that is to be occupied. *\*Required*

Attached? YES  NO

4. **ELEVATIONS** - Elevations showing design, color, material, and the massing and height of each building that is to be occupied. *\*Required*

Attached? YES  NO

5. **PROPOSED USES** - The proposed land uses by number of units and square feet of residential and nonresidential development using the categories in the applicable zoning ordinance.

**6. RESIDENTIAL DWELLING UNIT COUNT:** Please indicate the number of dwelling units proposed, including a breakdown of levels by affordability, set by each income category.

	Number of Units
Market Rate	
Managers Unit(s) – Market Rate	
Extremely Low Income	
Very Low Income	
Low Income	
Moderate Income	
Total No. of Units	
Total No. of Affordable Units	
Total No. of Density Bonus Units	

Other notes on units:

**7. FLOOR AREA** - Provide the proposed floor area and square footage of residential and nonresidential development, by building (attach relevant information by building and totals here):

	Residential	Nonresidential	Total
<b>Floor Area (Zoning)</b>			
<b>Square Footage of Construction</b>			

**8. PARKING** - The proposed number of parking spaces:

**9. AFFORDABLE HOUSING INCENTIVES, WAIVERS, CONCESSIONS and PARKING REDUCTIONS** - Will the project proponent seek Density Bonus incentives, waivers, concessions, or parking reductions pursuant to California Government Code Section 65915?

YES  NO

If "YES," please describe:

**10. SUBDIVISION** – Will the project proponent seek any approvals under the Subdivision Map Act, including, but not limited to, a parcel map, a vesting or tentative map, or a condominium map?

YES  NO

If “YES,” please describe:

**11. POLLUTANTS** – Are there any proposed point sources of air or water pollutants?

YES  NO

If “YES,” please describe:

**12. EXISTING SITE CONDITIONS** – Provide the number of existing residential units on the project site that will be demolished and whether each existing unit is occupied or unoccupied. Provide attachment, if needed.

	<b>Occupied Residential Units</b>	<b>Unoccupied Residential Units</b>	<b>Total Residential Units</b>
<b>Existing</b>			
<b>To Be Demolished</b>			

**13. ADDITIONAL SITE CONDITIONS** –

a. Whether a portion of the property is 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?

YES  NO

ii. Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993)?

YES  NO

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?

YES  NO

- iv. A special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by any official maps published by the Federal Emergency Management Agency?

YES  NO

- 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?

YES  NO

- 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?

YES  NO

If "YES" to any of the above, please describe:

- b. Does the project site contain historic and/or cultural resources?

YES  NO

If "YES," please describe:

- c. Does the project site contain any species of special concern?

YES  NO

If "YES," please describe:

- d. Does the project site contain any recorded public easement, such as easements for storm drains, water lines, and other public rights of way?

YES  NO

If "YES," please describe:

- e. Does the project site contain 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? Provide 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.

YES  NO

If "YES," please describe and depict in attached site map:

**14. COASTAL ZONE** - For housing development projects proposed to be located within the coastal zone, whether any portion of the property contains any of the following:

- a. Wetlands, as defined in subdivision (b) of Section 13577 of Title 14 of the California Code of Regulations.

YES  NO

- b. Environmentally sensitive habitat areas, as defined in Section 30240 of the Public Resources Code.

YES  NO

- c. A tsunami run-up zone.

YES  NO

- d. Use of the site for public access to or along the coast.

YES  NO

**15. PROJECT TEAM INFORMATION** - The applicant's contact information and, if the applicant does not own the property, consent from the property owner to submit the application.

**Applicant's Name** \_\_\_\_\_

Company/Firm \_\_\_\_\_

Address \_\_\_\_\_ Unit/Space Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Are you in escrow to purchase the property?

YES  NO





City of Santa Cruz  
Dept. of Planning and Community  
Development  
809 Center Street, Room 206  
Santa Cruz, CA 95060  
(831) 420-5120

## OWNER-AGENT APPROVAL FORM

For persons other than the owner who wish to obtain a building, zoning and/or other permit(s), approval of the owner is required. This document serves as the City's authorization to issue a permit to the agent listed below. Electronic, scanned, and emailed signatures are accepted and treated as an original and legally binding on the parties.

Application No.: \_\_\_\_\_ APN: \_\_\_\_\_ — \_\_\_\_\_ — \_\_\_\_\_

Project Location: \_\_\_\_\_

**Agent:**

**Owner:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

**Note:** *One (1) owner-agent form will be required for each permit.*

This document is intended for permit applications only. It is not intended to give the agent the right to act as a contractor for any part of the project applied for.

#### Statement Required on Contracts

7030 (b) "STATE LAW REQUIRES ANYONE WHO CONTRACTS TO DO CONSTRUCTION WORK TO BE LICENSED BY THE CONTRACTOR'S STATE LICENSE BOARD IN THE LICENSE CATEGORY IN WHICH THE CONTRACTOR IS GOING TO BE WORKING – IF THE TOTAL PRICE OF THE JOB IS \$500 OR MORE (INCLUDING LABOR AND MATERIALS).

LICENSED CONTRACTORS ARE REGULATED BY LAWS DESIGNED TO PROTECT THE PUBLIC. IF YOU CONTRACT WITH SOMEONE WHO DOES NOT HAVE A LICENSE, THE CONTRACTOR'S STATE LICENSE BOARD MAY BE UNABLE TO ASSIST YOU WITH A COMPLAINT. YOUR ONLY REMEDY AGAINST AN UNLICENSED CONTRACTOR MAY BE IN CIVIL COURT, AND YOU MAY BE LIABLE FOR DAMAGES ARISING OUT OF ANY INJURIES TO THE CONTRACTOR OR HIS OR HER EMPLOYEES.

YOU MAY CONTACT THE CONTRACTOR'S STATE LICENSE BOARD TO FIND OUT IF THIS CONTRACTOR HAS A VALID LICENSE. THE BOARD HAS COMPLETE INFORMATION ON THE HISTORY OF LICENSED CONTRACTORS, INCLUDING ANY POSSIBLE SUSPENSIONS, REVOCATIONS, JUDGEMENTS, AND CITATIONS. THE BOARD HAS OFFICES THROUGHOUT CALIFORNIA. PLEASE CHECK THE GOVERNMENT PAGES OF THE WHITE PAGES FOR THE OFFICE NEAREST YOU OR CALL 1-800-321-CSLB FOR MORE INFORMATION."

*(Amended by Stats. 1994, Chapter 783 (AB 3001); Amended by Stats. 1995, Chapter 467 (SB 1061); Repealed and added by Stats. 1996, Chapter 282 (AB 2494); amended by Stats. 1998, Chapter 633 (SB 2217).*

## State Qualifying Criteria Guide

Recent California legislation requires a property owner/applicant to submit information about a project site in order to be “eligible” for certain benefits. This document provides a chart which is intended to assist an applicant in locating this information.

Please note that the County of Santa Cruz and City of Santa Cruz maintain separate online GIS maps. The City of Santa Cruz’s GIS map should be used for the purposes of determining information about a property located within city limits.

Qualifying Criteria	Notes
<p>Either prime farmland or farmland of statewide importance, as defined pursuant to United States Department of Agriculture land inventory and monitoring criteria, as modified for California, and designated on the maps prepared by the Farmland Mapping and Monitoring Program of the Department of Conservation, or land zoned or designated for agricultural protection or preservation by a local ballot measure that was approved by the voters of that jurisdiction.</p>	<p>All properties within the City of Santa Cruz meet this qualifying criteria. No action is necessary on the applicant’s part.</p>
<p>Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993):</p> <p><b>“Wetlands.</b> Wetlands are lands transitional between terrestrial and aquatic systems where the water table is usually at or near the surface or the land is covered by shallow water. For purposes of this classification, wetlands must have one or more of the following three attributes:            (1) at least periodically, the land supports predominantly hydrophytes (plants specifically adapted to live in wetlands);            (2) the substrate is predominantly undrained hydric (wetland) soil; and            (3) the substrate is nonsoil and is saturated with water or covered by shallow water at some time during the growing season of each year.”</p>	<ol style="list-style-type: none"> <li>1. Go to the <a href="#">City of Santa Cruz GIS Map</a>.</li> <li>2. Click on the “Layer List” icon, which looks like three pieces of paper stacked together, in the upper right hand corner of the page.</li> <li>3. Click on the sideways arrow for “Planning”.</li> <li>4. Click the box for “2030 Sensitive Habitat”</li> <li>5. Look if your property is within the blue shaded areas representing “Freshwater Wetlands”. If not, then it satisfies this qualifying criteria.</li> </ol>

<p>Within a very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178, or within a high or very high fire hazard severity zone as indicated on maps adopted by the Department of Forestry and Fire Protection pursuant to Section 4202 of the Public Resources Code.</p> <p>This subparagraph does not apply to sites excluded from the specified hazard zones by a local agency, pursuant to subdivision (b) of Section 51179, or sites that have adopted fire hazard mitigation measures pursuant to existing building standards or state fire mitigation measures applicable to the development.</p>	<p>All properties within the City of Santa Cruz meet this qualifying criteria*. No action is necessary on the applicant’s part. Here is a <a href="#">link</a> for verification.</p> <p>*NOTE: The Department of Forestry and Fire Protection is updating their fire hazard maps. The updated maps might encroach into the City of Santa Cruz.</p>
<p>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, unless the State Department of Public Health, State Water Resources Control Board, or Department of Toxic Substances Control has cleared the site for residential use or residential mixed uses.</p>	<ol style="list-style-type: none"> <li>1. Search the <a href="#">Cortese List</a> for your property.</li> <li>2. If your property is not on the Cortese List, then your property satisfies this qualifying criteria.</li> </ol>
<p>Within 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.</p>	<p>All properties within the City of Santa Cruz meet this qualifying criteria. No action is necessary on the applicant’s part. Here is a <a href="#">link</a> for verification.</p>

<p>Within 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.</p> <p>Exception: An SB 9 development or land division may be located on a property which fails to comply with this section if either of the following are met:</p> <ul style="list-style-type: none"> <li>❖ The site has been subject to a Letter of Map Revision prepared by the Federal Emergency Management Agency and issued to the local jurisdiction.</li> <li>❖ The site meets Federal Emergency Management Agency requirements necessary to meet minimum flood plain management criteria of the National Flood Insurance Program pursuant to Part 59 (commencing with Section 59.1) and Part 60 (commencing with Section 60.1) of Subchapter B of Chapter I of Title 44 of the Code of Federal Regulations.</li> </ul>	<ol style="list-style-type: none"> <li>1. Go to the <a href="#">FEMA National Flood Hazard Layer Viewer</a>.</li> <li>2. Find your property.</li> <li>3. If your property is not in the “1% Annual Chance Flood Hazard” zone or meets the exception criteria provided to the left, then it satisfies this section’s qualifying criteria.</li> </ol>
<p>Within a regulatory floodway as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency.</p> <p>Exception: An SB 9 development or land division may be located on a property which fails to comply with this section if this criteria is met:</p> <ul style="list-style-type: none"> <li>❖ The development has received a no-rise certification in accordance with Section 60.3(d)(3) of Title 44 of the Code of Federal Regulations.</li> </ul>	<ol style="list-style-type: none"> <li>1. Go to the <a href="#">FEMA National Flood Hazard Layer Viewer</a>.</li> <li>2. Find your property.</li> <li>3. If your property is not in the “Regulatory Floodway” zone or meets the exception criteria provided to the left, then it satisfies this section’s qualifying criteria.</li> </ol>
<p>Lands identified for conservation in an adopted natural community conservation plan pursuant to the Natural Community Conservation Planning Act (Chapter 10 (commencing with Section 2800) of Division 3 of the Fish and Game Code), habitat</p>	<p>All properties within the City of Santa Cruz meet this qualifying criteria. No action is necessary on the applicant’s part. Here is a <a href="#">link</a> for verification of the NCCP requirement.</p>

<p>conservation plan pursuant to the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), or other adopted natural resource protection plan.</p>	
<p>Habitat for protected species identified as candidate, sensitive, or species of special status by state or federal agencies, fully protected species, or species protected by the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), the California Endangered Species Act (Chapter 1.5 (commencing with Section 2050) of Division 3 of the Fish and Game Code), or the Native Plant Protection Act (Chapter 10 (commencing with Section 1900) of Division 2 of the Fish and Game Code).</p>	<ol style="list-style-type: none"> <li>1. Go to the <a href="#">City of Santa Cruz GIS Map</a>.</li> <li>2. Click on the “Layer List” icon, which looks like three pieces of paper stacked together, in the upper right hand corner of the page.</li> <li>3. Click on the sideways arrow for “Planning”.</li> <li>4. Click the box for “2030 Sensitive Habitat”.</li> <li>5. If your property is not within the shaded regions of the map then it satisfies this qualifying criteria.</li> <li>6. If your property is within the shaded region, then you will need to obtain a biotic report from a qualified biologist to determine if the property contains any of the criteria mentioned in the box to the left of this one.</li> </ol>
<p>Lands under conservation easement. <i>(Continued below)</i> This is defined as an area that is subject to a restrictive covenant (i.e. deed restriction) to retain the area predominantly in its natural, scenic, agricultural, or open-space conditions.  For example, a conservation easement includes but is not limited to open space easements and archaeological preservation easements.</p>	<p>You can find this information in your property’s title or deed.</p>