

ZONING CLEARANCE

(NON-HOME OCCUPANCY)

OCCUPANCY PERMIT APPLICATION FORM

CITY OF SANTA CRUZ

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

THIS APPLICATION FORM IS FOR ZONING CLEARANCE ONLY
AND DOES NOT AUTHORIZE OCCUPANCY WITHOUT FULLY
COMPLYING WITH ALL CITY REQUIREMENTS

FEE \$ _____

MUNICIPAL CODE –
ZONING ORDINANCE SECTION
24.04.188

APPLICATION TYPE	
NEW USE (1,2,3)	
SAME USE (1,3)	
CHANGE OF OWNERSHIP (1,3)	

1. GENERAL INFORMATION

ADDRESS OF BUSINESS _____ PHONE _____

A.P.N. _____ ZONING DISTRICT _____

NAME OF APPLICANT _____ PHONE _____

ADDRESS _____
STREET CITY/STATE ZIP

NAME OF BUSINESS _____

DETAILED DESCRIPTION OF BUSINESS (DESCRIBE SPECIFIC BUSINESS SERVICES, PRODUCTS, AND ACTIVITIES AND ATTACH ADDITIONAL INFORMATION AS NEEDED)

DATE OF OCCUPANCY _____ PREVIOUS OR CONTINUING USE _____

2. BUSINESS INFORMATION

A. FLOOR AREA (SQUARE FEET)

1ST FLOOR _____

2ND FLOOR _____

B. HOURS OF OPERATION

HOURS _____

DAYS _____

C. EMPLOYEES

SHIFTS _____

NO. PER SHIFT _____

D. OFF-STREET PARKING

NO. OF SPACES* _____

*PROVIDE PARKING MATRIX AND PLAN FOR MULTI-TENANT SITES. OFF-STREET PARKING REQUIREMENTS ARE BASED ON USE TYPE PER SECTION 24.12.240 OF THE ZONING ORDINANCE.

PARKING DISTRICT PARKING MATRIX

E. SIGNAGE

A DESIGN PERMIT IS REQUIRED FOR NEW OR REPLACEMENT BUSINESS SIGNAGE PER SECTION 24.08.520 OF THE ZONING ORDINANCE. A BUILDING PERMIT MAY ALSO BE REQUIRED.

E. NUISANCE FEATURES

F. LIVE ENTERTAINMENT

G. ALCOHOL

ABC LICENSE TYPE _____

3. DECLARATION

I DECLARE UNDER PENALTY OF PERJURY, THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND THAT I AGREE TO OPERATE THE ABOVE DESCRIBED BUSINESS IN STRICT COMPLIANCE WITH CITY ZONING REGULATIONS GOVERNING SAME.

APPLICANT SIGNATURE _____ DATE _____

4. FOR OFFICE USE ONLY

ORDINANCE SECTION _____ PROJECT NO. _____

DATE APPROVED _____ BY _____

PERMIT NO. _____ CONDITIONS PROVIDED

COMMENTS _____

CITY AGENCY CONTACT INFORMATION

Please contact the following City Agencies prior to occupancy, as additional permits or improvements may be required:

Building Department	(831) 420-5417
Public Works Department Chris Schneiter, Traffic Impact Fees	(831) 420-5422
Brian Borguno, Parking Deficiency Fees and Bike Parking	(831) 420-5184
Water Department	(831) 420-5400
Fire Department, Tim Shields	(831) 420-5286
Environmental Health (Food Facilities)	(831) 454-2022
Waste Water Treatment Facility (Food Facilities)	(831) 420-6050
Finance/Planning Department (Business License)	(831) 420-5148