



City of Capitola MASTER APPLICATION

Application #	_____
Filing Date	_____
Total Fee	_____
Received by	_____

Project Address: _____

A.P.N.: _____ Zone District: _____

Existing Condition/Current Use _____

New Addition Remodel Variance Demo CUP Coastal Permit Other _____

Residential: # of Bldgs. ___ # of Stories ___ # of Units ___ **Commercial:** # of Bldgs. _____ # of Stories ___

Project Description: _____

Proposed Use/Occupancy: _____

IMPORTANT: Please check the box next to the name of the person listed below whom we should contact regarding this application.

Property Owner: _____ Phone: _____

Mailing Address: _____

Email: _____

Applicant: _____ Phone: _____

Mailing Address: _____

Email: _____

Architect/Designer: _____ Phone: _____

Mailing Address: _____

Email: _____

Engineer: _____ Phone: _____

Mailing Address: _____

Email: _____



City of Capitola MASTER APPLICATION

Application # _____

Proposed

New Commercial Building: _____ sq. ft.
New Residential Building: _____ sq. ft.
Addition: _____ sq. ft.
Remodel/Tenant Improvement: _____ sq. ft.
Carport/Patio Cover: _____ sq. ft.
New Deck: _____ sq. ft.
New Fencing: _____ sq. ft.
New Paving: _____ sq. ft.
Parking Spaces: _____
Other (specify): _____

Existing

Lot: _____ x _____ = _____ sq. ft.
Main Building: _____ sq. ft.
Parking Spaces: _____
Other (specify): _____ sq. ft.

PLANNING STAFF USE ONLY

- ARCHITECTURAL AND SITE REVIEW
- COASTAL REVIEW: EXCLUSION, EXEMPTION OR REC. TO CCC
- ENVIRONMENTAL REVIEW
- ADMINISTRATIVE REVIEW
- PLANNING COMMISSION REVIEW (PC)
- ZONING ADMINISTRATOR
- OTHER _____

I, the undersigned, understand approval of this project does not waive any requirements, laws, or ordinances of the City of Capitola. All statements contained herein, including all documents and plans submitted in connection with this application, are true and accurate to the best of my knowledge.

Signature: _____
Property Owner

Date: _____

I hereby authorize the above named contact person to act as my agent in all matters pertaining to this application.

Signature: _____
Applicant

Date: _____



City of Capitola MASTER APPLICATION

Application # _____

AGREEMENT FOR PAYMENT OF PROCESSING FEES

City of Capitola (hereinafter CITY) and _____ (hereinafter APPLICANT) agree to the following:

1. This Agreement is in reference to the permit processing costs associated with Planning Application # _____.
2. A minimum deposit or fixed fee will be collected at the time of project submittal. Deposit projects will receive an invoice prior to issuance of a planning permit to be paid within 25 days from the invoice date. Upon completion of project review, any remaining deposit will be refunded to the APPLICANT. If it is necessary to utilize consultant services, a deposit to cover the consultant's costs will be requested from the APPLICANT prior to execution of the contract with the consultant.
3. The APPLICANT is responsible for payment of all permit processing costs associated with this project. If during the course of processing, the financial responsibility changes, the new financially responsible party must complete an Agreement for Payment which will release the previous APPLICANT from further financial obligations and designate the new APPLICANT.
4. If an invoice is not paid within 25 days CITY may stop work and close the project application.
5. APPLICANT agrees to pay all fees applicable under the City's Fee Schedule prior to approval and issuance of land use clearance, map clearance or clearance for record of survey, building permit and post discretionary case clearance. No clearances or permits will be issued without receipt of fully payment for fees unless waived or adjusted by the City Council upon showing of good cause.
6. If the APPLICANT owes any amount due on any other project application, the CITY will not accept any subsequent permit application from the APPLICANT, unless waived by the Community Development Director.

Executed this _____ day of _____, 20_____

CITY

APPLICANT

Community Development Department

Signature

Print Name

Mailing Address

PLANNING STAFF USE ONLY

APPLICATION/FEE TYPE	FEE In effect at the time of application	TOTAL
Conceptual Review Fee	\$1,500 min deposit	
Development Application Intake Fee + 5% Information Technology Fee (IT Fee)	\$510 + \$25.50	
General Plan Maintenance Fee (Total Building Valuation X .10% with a cap of \$100,000/project fee collected by bldg)		
Inclusionary Housing Fees (collected by Building, see handout)		
Preliminary Review Fee + 5% IT Fee	\$210 + \$10.50	
Public Art Fee (Commercial Projects over \$250,000 valuation. 2% of Total Building Valuation or 1% in-lieu)		
Public Noticing	\$173	
Public Noticing (with newspaper published notice)	\$376	
ENVIRONMENTAL REVIEW		
CEQA Exemption Determination	\$106	
EIR	Cost + 17% consultant fee, \$10,000 min deposit	
Initial Study (ND/EIR Determination)	Cost; \$2,000 min deposit	
Mitigation Monitoring Program	Cost + 17%	
Negative Declaration Mitigated Negative Declaration	Cost; \$2,000 min deposit	
NEPA Compliance	Cost + 17%	
AMENDMENT/REZONE		
Local Coastal Program Amendment	Cost; \$5,000 min deposit	
PD Preliminary Development Plan Review	Cost; \$3,500 min deposit	
Rezoning	Cost; \$5,000 min deposit	
Zoning/General Plan Amendments, including PD rezoning	Cost; \$5,000 min deposit	
COASTAL		
Coastal Permit Exclusion	\$84	
Coastal Permit	Cost; \$1,500 min deposit	
DEVELOPMENT		
Certificate of Compliance	Cost; \$1,500 min. deposit	
Commercial - New, Addition or Exterior Remodel	Cost; \$5,500 min. deposit	
Development Agreement	Cost; \$5,000 min. deposit	
Final Map	Cost; \$3,000 min. deposit	
Lot Line Adjustment	Cost; \$1,500 min. deposit	
Major Development Projects Fee (\$2,000,000 + Valuation)	Cost; \$5,000 min. deposit	
Residential (New or <50% addition/remodel; secondary dwelling unit)	Cost; \$3,000 min. deposit	
Residential (New or >= 50% addition/remodel)	Cost; \$3,500 min. deposit	
Subdivisions (Parcel Map – up to 4 lots)	Cost; \$2,000 min. deposit	
Subdivisions (Tentative – 5 or more lots)	Cost; \$5,000 min. deposit	
Subdivision Modification	Cost; \$3,500 min. deposit	
Variance – Single Family Residential	Cost; \$2,000 min. deposit	
Variance - Flood Ordinance	Cost; \$2,000 min. deposit	
Variance – Other	Cost; \$2,500 min. deposit	
SIGNS		
Master Sign Program – Planning Commission Approval	Cost; \$3,000 min deposit	

Sign Permit – Staff Approval + 5% IT Fee	\$121 + \$6.05
Sign Permit – Planning Commission Approval + 5% IT Fee	Cost; \$500 min deposit + \$25
Temporary Signs & Banners + 5% IT Fee	\$36 + \$1.80
USE PERMITS	
Commercial Sidewalk/Parking Lot Sale Permit + 5% IT Fee	\$72 + \$3.60
Conditional Use Permit	Cost; \$3,000 min deposit
CV/CN Outdoor Display of Merchandise CUP + 5% IT Fee	\$210 + \$10.50
Home Occupation Use Permit + 5% IT Fee	\$266 + \$13.30
Master Conditional Use Permit	Cost; \$3,500 min deposit
Temporary Uses + 5% IT Fee	\$76 + \$3.80
Transient Rental Occupancy Use Permit	Cost; \$1,500 min deposit
ADDITIONAL FEES:	
Appeal by other than city official	\$142
Code Compliance	Double Application Fees, Minimum statutory fees & fines plus costs, contract costs, + 17%
Building Permit Zoning Consistency Review	\$72
Encroachment Permit - Planning Commission Approval + 5% IT Fee	\$415 + \$20.75
Fence Permit - Staff Approval + 5% IT Fee	\$41 + \$2.05
Fence Permit - Planning Commission Approval + 5% IT Fee	Cost; \$1,000 min. deposit
Mobile Home Park change of use or closure	Cost
Plan Checking Building Permit Applications	20% of Bldg. Permit Fee
Records Search/Special Report - minor	\$84/hr with minimum ½ hr
Records Search/Special Report - major	Cost
Repeat Inspections	\$120
Technical Report Review	Cost + 17%
Time Extension + 5% IT Fee	50% of Original Fee
Tree Removal – Staff Approval + 5% IT Fee	\$120 + \$6.00
Tree Removal – Planning Commission Approval + 5% IT Fee	Cost; \$1,000 min. deposit
Tree Removal – 3 or more trees on a property + 5% IT Fee	\$257 + \$12.85 & hourly cost for staff beyond 3 hours
Tree/Landscape Installation/Maintenance Agreement	\$120
TOTAL FEES:	

PLAN SPECIFICATIONS

General Information on All Applications:

1. Eight (8) sets of 24" x 36" (maximum) drawings and one (1) set of 8 1/2" x 11" reductions of plans or a pdf file of drawings.
2. All plans must be prepared to scale.
3. Include the name of the person preparing the drawings, for whom, and date.
4. Include the Assessor's Parcel Number, street address, vicinity map, or other property identifying information.

All applications must include appropriate information as it pertains to the project including:

A. Site Plan

1. North arrow
2. Scale: 1/8" = 1", or engineer's scale (not less than 1" = 10 feet)
3. Dimensions of the lot.
4. Building locations and their relationship to each other and the lot lines with dimensions. Include existing buildings to be demolished and all proposed structures.
5. Location of existing and proposed on-site lighting, height and hooding devices.
6. Total square footage of gross floor area of all stories, and percent of total net
6. Locations of all existing features, buildings, trees and shrubs, and approximate footprint of structures on adjacent lots.
The circumference of all existing trees measured 48" above existing grade must be indicated. If the circumference is larger than 48" inches (~14" in diameter) and the tree is proposed for removal, a Tree Permit is required.
7. Topography, existing and proposed – REQUIRED on all slopes over 10%. *All topographic maps shall be prepared by a registered civil engineer, or licensed surveyor.* The contour interval shall be two (2) feet for slopes up to 20% and five (5) feet for slopes over 20%. Cut and Fill – Indicate cuts with red shading. Indicate fill with blue shading. Include the location of the disposal site and a site cross section.
8. Drainage and erosion control plan – details implementing Low Impact Development BMP's outlined in the *Slow It. Sink It. Spread It. Homeowner's Guide to Greening Stormwater Runoff* by the Resource Conservation District of Santa Cruz County.

B. Floor Plans and Elevations

1. Scale: 1/4" = 1'
2. Interior room layout. Label each room – existing and proposed.
3. Elevations: All four sides of the structure including exterior stairs, ramps, elevators, downspouts, flues, fans, and roof equipment – existing and proposed.
4. Materials: texture, color, and finish of fencing, walls, roof, balcony, etc.
5. Screening of mechanical equipment, trash enclosures, etc.
6. Additional information that will indicate the design aesthetics, affect and compatibility with neighboring properties and uses.