



CITY OF SCOTTS VALLEY

Planning Department
One Civic Center Drive
Scotts Valley, CA 95066
(831) 440-5630

PD _____
Fee: _____
Rct #: _____
Date: _____
Rc'd: _____

PLANNED DEVELOPMENT APPLICATION

 **NOTE:** *Property Owner's signature is required*

Site Address and/or location: _____ APN: _____

Zoning: _____ General Plan: _____ Date acquired: _____

Parcel size: _____ square feet _____ acres

Applicant Name: _____ Home phone: _____

Mailing Address: _____ Biz phone: _____

City, State, Zip: _____ FAX No. _____

Property Owner Name: _____ Home phone: _____

Mailing Address: _____ Biz phone: _____

City, State, Zip: _____ FAX No. _____

Note: *The staff report, agenda, minutes and all related follow-up documents will be mailed to the applicant and property owner(s) only.*

Description of proposal: _____

Attach a list of all the requested exceptions to the required development standards

List uses surrounding the site: North: _____
South: _____
East: _____
West: _____

Are there any other action(s), recent or pending, on this parcel? (For example, Design Review, Rezoning, Use Permit, Land Division, General Plan Amendment). NO YES explain _____

Have the proposed street names been cleared by the County? YES NO

SERVICES:

Fire District: _____
Elementary School District: _____
High School District: _____

Water supply: Water District: _____ Mutual System _____
Size of line servicing site _____ Water storage capacity _____ gallons.
Well: Existing _____ New _____ Spring _____.

Sewage disposal: Sewer _____. Assessment District _____.
Size of closest lateral _____.
Septic system _____. Size of tank _____ gallons. Leaching area _____.
Percolation test passed on _____ date. Is a permit required from the Regional Water Quality Control Board (five or more units or 2,500 gallons per day)? _____ Has one been issued? _____.

Road access: State highway _____. City street _____. County road _____.
Existing private road _____. Easement width _____. Right-of-way width _____.
Paved? _____ Oiled? _____ Gravel? _____ Graded dirt? _____ Ungraded? _____.
Width _____.

Is subdivision located within a designated flood hazard area (FEMA)? YES NO

REQUIRED INFORMATION / ATTACHMENTS:

- ___ Copy of "Will Serve" letter from the Water District if a water meter will be required
- ___ Copy of Assessor's Parcel Map showing land involved
- ___ 15 full size copies of map and other required information
- ___ 1 reduced set of plans on 11" x 17" paper
- ___ 3 copies of preliminary soils report
- ___ 2 copies of a preliminary title report issued by a title insurance company within 30 days of the application showing names and addresses of all persons having any interest in the land and other matters affecting title

- ___ Written authorization from all owners of parcels within the boundaries of the Planned Development
- ___ Copy of Conditions, Covenants and Restrictions which govern the use, maintenance and continuing operation of the development and any of its common areas, facilities and services
- ___ Development schedule indicating anticipated dates of construction, including any proposed project phasing
- ___ Vicinity map showing location of the parcel(s) with respect to adjacent parcels, streets and surrounding area
- ___ Fifteen scale drawings of the surrounding area for a distance of at least three hundred feet from each boundary of the site, the names and widths of adjacent streets, roads and rights-of-way; topographic features and all improvements on adjacent properties located within three hundred feet of the site boundary
- ___ Fifteen precise site plans showing proposed land uses, including building locations and types, number of units, open space, recreation areas, off-street parking, loading and service areas, landscaping area, lighting plan and the appropriate number and characteristics of the population anticipated. The site plan shall also include the name of the development, the date of the site plan, a north arrow, a scale, a sufficient description of the location and boundaries of the development and a tabulation of the gross and net land area. This tabulation should also include a calculation of total coverage of the site, including the amount of coverage occupied by structures, parking areas, streets, sidewalks and plazas, together with a calculation of the total area of the site devoted to landscaping and open space
- ___ Fifteen development plans showing:
 - a. Delineation of the project boundary and a tabulation of gross and net land area
 - b. Topography of the land within the development area at a contour interval as follows:

<u>Slope</u>	<u>Interval</u>
0.00% - 1.00%	One foot
1.00% - 25.00%	Five feet
25.00% - or more	No greater than 10 feet*

*The Planning Commission in their review may require additional details and slope contour information for parcels with an average slope which is near or at 40%. If a parcel has an average slope of over 35%, additional detail should be provided with contours of five and two feet, to be determined by the Community Development Director. **In addition to the above, slopes shall be shaded on the project site plan showing the proposed grading, driveways and buildings to indicate areas of slope as follows: 0.00% - 25%, 25.01% - 39.99% and slopes over 40.00%**

- c. Significant surface features within the development area, including, but not limited to, natural ground courses, rock outcroppings and soil cover
- d. The proposed circulation system, including the location of streets (public and private), pedestrian pathways and other circulation facilities
- e. A detailed grading and drainage plan, including all cut and fill slopes, location of retaining walls and erosion control
- f. Reference to any existing recorded map applicable to the site, the date of recording of such map and the book and page of the official records where such map is recorded

- g. Location of all creeks, streams and other watercourses on the site, showing top of existing banks and creek depth, with separate sheet showing cross-sections of all such creeks, streams and watercourses
- h. Location of existing trees, including outline, centers and species having a trunk circumference of four inches or more measured forty-eight inches above natural grade. This includes trees to be saved and removed
- i. Location and identifications of any other resources or constraints on the site
- j. All provisions for public services, including the following:
 1. All provisions for domestic water supply which are proposed by the applicant, including source, quality and approximate quantity expressed as gallons per minute;
 2. All provisions for sewage disposal, storm drainage and flood control which are proposed by the applicant, including the approximate distance to the location of the nearest storm drainage and sanitary sewer main line; &
 3. Existing wells, active or abandoned, and disposition proposed

____ Fifteen architectural plans showing a general description of the architectural style of structures to be constructed on the site, with representative drawings showing elevations
 ____ Such other agreements, studies, drawings and documents as may be specifically required by the Community Development Director, Planning Commission or City Council, including but not limited to an economic analysis of the development in terms of cost and revenue to the City

____ Processing fees established by resolution of the City Council. The applicant shall also pay such amounts as the Community Development Director may require for the cost of any traffic studies, geologic reports, noise studies or other environmental reports or studies to be obtained by the City in connection with the application for approval of the final development

____ 21 additional copies of all plans are required once application is deemed complete

OTHER REQUIREMENTS:

____ For proposed projects located near any interim or perennial streams or drainage channel, the **CA State Department of Fish and Game (CDFG)** may have permit requirements that would add to the processing time of the project. The applicant should contact CDFG to address any concerns that they may have.

State Department of Fish and Game ATTN: Environmental Services
 P.O. Box 47
 Yontville, CA 94599
 (707) 944-5500

____ For proposed projects located near an aquatic environment, including wetlands that serve as habitat for interrelated and interacting communities and populations of plants and animals, the **Army Corps of Engineers** may have permit requirements that would add to the processing time of the project. The applicant should contact the Army Corps to address any concerns that they may have.

Army Corps of Engineers
 333 Market Street, 8th Floor
 San Francisco, CA 94105-2197

____ Please contact the **Scotts Valley Unified School District** office to discuss the potential impact the project may have over and above the statutory fees required (831) 438-1820.

INFORMATION ON PROCESSING:

- ① Processing of the application(s) begins when the application is determined to be complete.
- ② As part of the required environmental review process, additional information may be required to complete the environmental review. Depending on the complexity of the proposed project and environmental issues, the process time may be extended.
- ③ When the application(s) is determined to be complete and all environmental concerns have been addressed, the application will be placed on the next available Planning Commission and City Council agendas. Applications are scheduled on a first complete-first scheduled basis.
- ④ The Planning Commission meets the second and fourth Thursday of each month. The Planning Department will send the applicant and property owner a copy of the agenda and staff report prepared for the meeting. The applicant or project representative should attend the meeting and be prepared to answer questions from the Planning Commission, who will make a recommendation to the City Council (see Municipal Code Section 17.38.080).
- ⑤ The City Council meets the first and third Wednesdays of each month. The City Council's action is final. After the City Council meeting, the Planning Department will send the applicant and property owner a copy of the action taken. If approved, the information will include the approval documents, conditions of approval, and mitigation measures if required.



NOTE: Signature of the property owner is required. If property owner is unavailable to sign this application, attach an original letter of authorization from the property owner.

I certify that all of the information supplied in this application is true and that the plans are accurate to the best of my knowledge:

Signature of Property Owner(s)

Date: _____

Signature of Property Owner(s)

Date: _____