



CITY OF SCOTTS VALLEY

PLANNING DEPARTMENT
One Civic Center Drive • Scotts Valley • California • 95066
Phone (831) 440-5630 • Facsimile (831) 438-2793 • www.scottsvally.org

PRELIMINARY REVIEW APPLICATION

Please Note: Signature of the property owner is required

PR _____ - _____
Fee: _____
Receipt #: _____
Date: _____
R'cvd. by: _____

Site Address / Location: _____ APN: _____

Zoning: _____ General Plan: _____ Archaeological Zone: _____

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. _____

Please 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 (may be attached on a separate page, if so note here): _____

GENERAL INFORMATION:

Land Uses Surrounding 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: _____

PROPOSED UTILITY SERVICES:

Water supply: Water District: _____
Mutual System: _____
Well: Existing _____ New _____
If well, attach report on well capacity.
Sewage disposal: Sewer _____ Size of closest lateral: _____
Septic system _____ Size of tank: _____ gallons
Leach area _____ Location of closest Sewer Line: _____*
(* If less than 200 feet, sewer connection is required)
Attach copy of Percolation test.
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 _____
Private Road _____ Easement width _____
Right-of-way width _____ Consistent with City Standards? _____
Road Surface: Paved _____ Oiled _____ Gravel _____ Graded dirt _____ Ungraded _____
Flood Zone: _____ (Flood Zone Map available at City Hall)

REQUIRED INFORMATION / ATTACHMENTS:

- _____ Copy of Assessor’s Parcel Map showing land involved.
- _____ Written authorization from all owners of parcels within the boundaries of the site.
- _____ Vicinity map showing location of the property with respect to adjacent parcels & streets.
- _____ Fifteen 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.

In addition, the site plan shall provide additional information as noted below.

___ Calculation of Average Slope of Parcel (see Zoning Ordinance for Calculation)

___ In areas to be developed, contours shall be drawn to intervals as follows:

<u>Slopes</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% - 30.00%, 30.01 - 39.99% and slopes over 40.00%.

___ If the site contains creeks, streams and other watercourses on the site, the site plan shall show the top of existing banks and creek depth, with separate sheet showing cross-sections of all such creeks, streams and watercourses.

___ The site plan shall show the 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.

___ Processing fees established by resolution of the City Council.

___ One set of reduced plans (all sheets) on 11" x 17"

OPTIONAL INFORMATION:

___ 15 copies of architectural plans showing a general description of the architectural style of structures to be constructed on the site, with representative drawings showing elevations.

___ Any studies affecting the site including traffic, tree, biological, soils, geology or related reports prepared within the last year regarding the property or the proposed project.

RESPONSIBLE AGENCIES:

___ If your project is near any interim or perennial streams, the State Department of Fish and Game may have permit requirements that would add to the processing time of your project. You may want to contact that agency and address any concerns they may have.

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

___ If your project is 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 your project. You may want to contact that agency and address any concerns they may have.

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

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

REVIEW PROCESS:

The Preliminary review process was established to assist developers in preparing a formal application. Information provided by the City is preliminary in nature and is not intended to be an exhaustive list of issues or comments, is conceptual in nature, and is only intended to assist in identifying major issues. If a project has a particular design concern, the application may be forwarded to the Planning Commission for comment. If a zoning or general plan issue is involved with a project, then the application may be forwarded to the City Council for comment. If there are no particular design or zoning/general plan issues, the project will be routed to the various City and Agencies involved in the formal review process to obtain general comments on the application. The more information provided with the application, the more effective the comments on the proposed project will be.

Please Note: Additional comments, concerns and issues may be identified once a formal application is filed, the conceptual review process is not intended to limit or restrict issues identified once a formal application is filed. No decisions or recommendations are made as a part of the process.

You and your project planner will determine if the application is suitable for review by either the Planning Commission or the City Council. The Planning Commission meets the second and fourth Thursday of each month. The City Council meets on the first and third Wednesday of each month. Once the application has been scheduled, the applicant and property owner will be sent a copy of the agenda and staff report prepared for the meeting. You or a project representative should attend the meeting and be prepared to answer any questions the Planning Commission or City Council may have.



Please Note: Signature of the property owner is required.

If the property owner is unavailable to sign this application, an original letter of authorization from the property must be attached to this application.

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.

I acknowledge that the City does not take formal action on Preliminary Review applications. The City's consideration of the Preliminary Review application and/or meeting minutes do not represent or create any binding agreements.

Signature of Property Owner

Date: _____

Printed Name of Property Owner