



Universal List of Required Information (LORI)

Submittal of a complete application is the key to completing the discretionary review permit process quickly. The Submittal Checklist provided as part of the Discretionary Permit Application is designed to cover the basic submittal requirements required for most project types; however, for certain types of projects additional information may be required. After reviewing your application in detail during the 30-day review period, the assigned project planner may identify one or more items from the below List of Required Information necessary to deem your application complete.

1. PROJECT INFORMATION – All project plans shall include the following:

- a. *Assessor's Parcel Number*
- b. *North arrow*: North should be labeled at the top of every sheet in the project plans including the site plan, floor plan, grading plan, and landscape plan sheet. A plan north reference should be used in cases where the property or improvements are not easily aligned to a North-South-East-West axis.
- c. *Contact data*: Name, address, and phone number of the property owner, applicant, and architect, designer, engineer, or surveyor must be provided on all plan sheets.
- d. *Scale*: Scales used for floor plans and elevations should not be less than 1/8 inch to 1 foot, preferably ¼ inch to 1 foot. Scales used should be consistent between different drawings.
- e. *Date of Preparation*: Provide the preparation date and all revision dates, as applicable.

2. SITE PLAN

Drawn to a conventional scale, preferably 1:10 or 1:8 (where this is not possible, a focused site plan may be accepted). The name, address, and phone number of the plan preparer shall be provided.

The SITE PLAN (Separate Site Plans entitled “Existing Site Plan” and “Proposed Site Plan” are required for reconstruction and demolition projects, and projects that entail additional building area or site improvements on a developed site):

- a. *Vicinity Map and Directions*: A vicinity map that clearly shows the subject property and surrounding roads. The vicinity map shall be accompanied by specific directions to the site from a main road.
- b. *Boundaries*: All existing and proposed lot lines, labeled with their metes and bounds; the existing and proposed location of public and private open space; and the boundaries of existing and proposed easements and rights-of-way. *If the property is split zoned, the zoning boundary must be indicated.
- c. *Project Data Table*: A project data table must be provided on the site plan, based on applicable definitions in Santa Cruz County Code, including the following information:
 - Lot area (both the total lot area and net lot area calculation shall be provided).
 - Existing and proposed Building Area
 - Existing and proposed Floor Area



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- Existing and proposed Floor Area Ratio
 - Proposed Area of additional disturbance
 - Existing Lot Coverage
 - Impervious coverage (see DPW Drainage Checklist – attached)
 - Pervious coverage
 - Proposed Lot Coverage
 - Grading calculations (cubic yards) including cut, fill and off-haul (and, for significant quantities exceeding 2,000 cubic yards, the anticipated location of where the off-haul will be taken).
 - Existing and proposed parking (dimensioned)
 - Minimum setbacks, from exterior walls of all structures to property lines
 - Minimum setbacks from coastal bluffs, riparian vegetation, waterways (including perennial and/or intermittent streams, rivers, arroyos, and fault lines
 - *For projects encumbered by geologic hazards*, boundaries of the geological building envelope, as confirmed by the County Geologist, shall be provided.
 - *For projects located in a mapped FEMA flood hazard zone*, flood zones shall be mapped and labeled.
 - Maximum height of all proposed structures
 - Names of applicable Homeowner's Association, Special Subdivision/PUD, and/or Special Districts
- d. *Building and Development Envelopes (as applicable)*: On parcels encumbered by established building or development envelopes via a recorded map, on all parcels with geologic hazards and/or located on a floodplain, in sensitive habitats, or with visual resources, existing and/or proposed building envelopes shall be shown.
- e. *Structures and Site Improvements (existing)*: On a separate plan sheet titled "Existing Site Plan" the footprints and eave lines of all existing structures, site improvements (hard scape, decks, retaining walls, fencing, light standards etc.). All structures and improvements shall be drawn to-scale; setbacks shall be called, and the structure/s shall be labeled with their existing use.
- f. *Structures and Site Improvements (proposed)*: On a separate plan sheet titled "Proposed Site Plan" the footprints and eave lines of all proposed structures and buildings (including decks and stairways > 18" in height, retaining walls, fencing and light standards) on the subject property. Include any structures or site improvements proposed to be removed (labeled TO BE REMOVED), proposed to be constructed (labeled PROPOSED), or proposed to remain (labeled TO REMAIN). All structures and improvements shall be drawn to scale. Their use, location, and setbacks to all property lines must be indicated. The minimum setbacks from the exterior walls of the buildings



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to property lines and access easements must be dimensioned on the plans. The minimum separation distance between structures shall be indicated. For projects that involve additions, the additional building area shall be shaded and walls to be demolished shall be dashed. Areas proposed for demolition shall be hatched.

- g. *Noise Generators*: Indicate the location of any proposed mechanical equipment, including air conditioners, commercial drying equipment, generators, or other noise source. Provide specifications, including the size, height, and proposed placement of the equipment, as well as the proposed noise output associated with the equipment, and method(s) of ensuring compliance with noise standards through buffering or other strategies as needed.
- h. *Natural Features*: All natural features, such as rock outcrops, ridgelines, wetlands, creeks (flow line and top of bank), ponds, water bodies, and all existing significant vegetation, including significant vegetation to be removed as part of the project, must be shown. The approximate location of all areas subject to inundation or storm water overflow and the location, width, and direction of flow of all watercourses, including tide water, must be shown.

Areas of geological instability shall be identified, including faults and landslides. The trunk location, dripline, and common and scientific names of all existing trees on the subject property with a 6-inch or greater trunk diameter at breast height measured at a height of 4.5 feet above grade must be shown. Any trees proposed for removal must be indicated. For more densely vegetated or wooded areas, or in tree clusters, only the perimeter outline of the dripline needs to be shown.

- i. *Topography*: Existing and proposed contours, at the proposed development, must be shown at two-foot intervals, clearly labeled. The contour information must be generally accurate. In some cases, a Lot Slope Calculation and/or topographic survey may be required.
- j. *Parking and Access*: Proposed off-street parking and loading areas, including access driveways and maneuvering areas, must be indicated and dimensioned. All proposed parking stalls shall be dimensioned and turning radii for backout maneuvers shall be provided. For driveways on slopes, driveway profiles and cross-sections shall be included. Turnouts and turnarounds shall be dimensioned and labeled.

The Site Plan must show the legal access from the property to the public right-of-way, the width of the right-of-way, and the edge of pavement and width of the street along the property's frontage. All easements and dedicated areas of the property must be identified. For non-residential projects, loading and unloading areas, as well as parking spaces meeting State accessibility requirements and accessible paths of travel, must be shown.

For newly proposed access roads, cross sections and proposed grades shall be provided, along with details of curbs, gutters, sidewalks, and other improvements, as proposed.

- k. *On-Site Water Provision*: For parcels not served by a mutual water company: Show the location of all existing or proposed domestic and irrigation water sources as applicable (e.g. wells, springs, and surface water), along with backflow prevention devices, water storage tanks, reservoirs, treatment facilities, distribution system, and any other water-related appurtenances. Further,



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provide the location of any existing or proposed sewage disposal system, including leach fields, septic tanks, sewer mains and sewer laterals, and proposed expansion areas.

Yield tests, water quality lab results, shared water systems agreements, cross-connection control certifications, water conservation plans, minimum setbacks to septic systems, property lines, and other studies may be required by the Environmental Health Services Division for projects involving wells.

- l. *Associated Site Design Elements (as applicable)*: The location of identification signs, propane tanks, trash enclosures, exterior lighting fixtures, mailboxes, fencing, paths and walkways (including paving materials), bicycle stands, and other features that affect the exterior appearance and use of the property must be indicated.
- m. *Fire Access*: For projects proposed to be accessed from a private road, a minimum 20-foot road width, in addition to emergency vehicle turn-around areas, is required. For two or fewer habitable structures, access driveways shall be a minimum 12 feet in width; for three or more habitable structures, driveways shall be a minimum 20 feet in width.

3. FLOOR PLANS

Existing Floor Plan: Fully dimensioned floor plans for all levels of existing structures must be submitted. All rooms shall be labeled.

Proposed Floor Plan: Fully dimensioned floor plans for all levels of proposed structures must be submitted. The garage, windows, doors, elevators, stairways, and food preparation areas must be indicated. All rooms shall be labeled, consistent with the County's regulations (see definition of "Bedroom" in the Zoning Ordinance, Chapter 13). Existing and proposed floor area calculations shall be provided. Floor area calculations must be based upon the dimensioned floor plans. For projects that involve an addition, the existing floor area shall be outlined with a dashed line and the proposed addition shall be shaded. Areas proposed for demolition shall be hatched.

4. BUILDING ELEVATIONS

Existing Elevations: Fully dimensioned elevations of all existing structures and buildings, including roof ridgeline, finished floor, and foundation line elevations based upon the same datum as the topographic information, must be provided for all sides of a proposed structure (labeled "north", "south", "east" and "west"). Exterior building materials and colors, including but not limited to siding, roofing, and glazing, must be indicated. The elevation drawings should show the height of all sides of the structure in relation to the topography of the adjoining finished and/or natural grades. The preferred scale of ¼ inch per foot should be used for all architectural plans.

Proposed Elevations: Fully dimensioned elevations of all proposed structures and buildings, including roof ridgeline, finished floor, and foundation line elevations based upon the same datum as the topographic information, must be provided for all sides of a proposed structure (labeled "north", "south", "east" and "west"). Exterior building materials and colors, including but not limited to siding, roofing, and glazing, must be indicated. The elevation drawings should show the height of all sides of the structure in relation to the



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topography of the adjoining finished and/or natural grades. The preferred scale of $\frac{1}{4}$ inch per foot should be used for all architectural plans.

*If an addition to an existing structure is proposed, elevations of the existing structure, as well as elevations depicting the proposed addition, shall be provided.

5. ROOF PLAN

For all structures proposed to be within two feet of the maximum permitted building height, roof plans that indicate existing and proposed pitch, slope direction, hips, valleys, and size and location of any mechanical equipment, vents, ducts, skylights, and chimneys must be shown on the site plan (or on a separate Roof Plan sheet). The roof plans *must* be overlaid on the topographic contours and include “spot elevations” of all roof corners and ridgeline elevations above the corresponding (natural grade) elevation contours. In those instances where natural grade no longer exists, an interpolation of natural grade based on surrounding grade shall be shown in dashed contour lines.

6. CROSS SECTIONS

Cross sections through all proposed structures shall be provided. Cross sections shall be based on accurate topography and shall include the following labels: finished floor, foundation line, natural grade, finished grade, plate height, and roof ridge height. A site cross section may be required to show the relative height of proposed structures to adjoining roadways and impacts to surrounding properties. All height measurements shall be reflected in the format of elevation above sea level.

7. MATERIALS, COLORS AND DETAILS

One sheet of the architectural plans must include manufacturers’ brochures, photos, or color chips that indicate all proposed exterior building materials, including the painting, roofing, siding, window casings, and trim. For additions and/or accessory structures, the plans may be labeled “elevations to match existing colors and materials”. The photos of the colors and materials must be accurate representations of the true colors and labeled for proper identification. Complete details, including dimensions, building materials, and colors for all proposed retaining walls and fencing shall also be submitted.

8. WATER WILL SERVE LETTER

Applicable to ALL newly proposed residential structures (not including in-kind replacement structures and ADUs) and commercial projects where habitable square footage will be added: Letter from the applicable water district, or if well water is proposed, from the well owner, certifying as to the availability of water and an ability to serve the project.

9. SANITATION WILL SERVE LETTER

Applicable to ALL newly proposed residential structures (not including in-kind replacement structures and ADUs) and commercial projects where habitable square footage will be added: Letter from the appropriate Sanitation District, certifying availability, capacity, and ability to serve the project.



10. SOILS REPORT

**Required for all projects located within 100 feet of a coastal bluff that entail construction of an addition >500 square feet in size and/or for all projects that qualify as “development” as defined in SCCC Section 16.10.040).*

The soils report must be prepared in accordance with County guidelines and reviewed and “accepted” by the County’s Environmental Planning division as being consistent with applicable County Codes and technical standards. To obtain acceptance of the report, a draft soils report, prepared by a licensed geotechnical engineer or registered civil engineer experienced in soils engineering, shall be submitted for review and acceptance by Environmental Planning staff. If desired, *the report may be submitted ahead of the development project application.* In the report, seismic and geologic hazards shall be identified, and within the report, the licensed professional shall recommend construction measures and other precautions to be incorporated into the project in order to reduce the risk of these hazards to acceptable levels. The term geotechnical report may encompass documents referred to as soils report, soil investigation report, soils stability report, preliminary soils report, and other similar terms.

A preliminary geotechnical report may be divided into two parts:

- a. Soils reconnaissance. The soils reconnaissance shall include a complete description of the site based on a field investigation of soils matters. The soils matters reviewed shall include stability, erosion, settlement, feasibility of construction of the proposed improvements, description of soils related hazards and problems and proposed methods of eliminating or reducing these hazards and problems. The soils reconnaissance shall also estimate the retreat rate of any bluff that could threaten improvements within 100 years.
- b. Final soils investigation and report. This investigation and report shall include a field investigation and laboratory tests with detailed information and recommendations relative to all aspects of grading, filling and other earthwork, foundation design, pavement design and subsurface drainage.

The report shall also recommend any required corrective action for the purpose of preventing structural damage to the development. Further, the report shall recommend any special precautions required for erosion control, and the prevention of sedimentation or damage to off-site property.

11. GEOLOGY REPORT

**Required for all projects located within 100 feet of a coastal bluff that entail construction of an addition >500 square feet in size and/or for all projects that qualify as “development” as defined in SCCC Section 16.10.040).* The geology report must be reviewed and “accepted” by the County’s Environmental Planning Division. To obtain acceptance of the report, a draft geology report, prepared by a geologist licensed by the State of California Board for Professional Engineers, Land Surveyors and Geologists shall be submitted for review and acceptance by Environmental Planning staff/County Geologist. If desired, *the report may be submitted ahead of the development project application.*



12. GEOLOGIC HAZARDS ASSESSMENT

**In lieu of a Soils and/or Geology Report, an application for a Geologic Hazards Assessment (GHA) may be submitted in tandem with the applicable discretionary application.*

13. MEAN HIGH TIDE LINE AND TOP AND TOE OF SLOPES

Applicable to ALL proposed projects along the coast.

14. NEIGHBORHOOD NOTIFICATION AND MEETING

Applicable to all projects that require Planning Commission approval: Pursuant to Santa Cruz County Code Section (SCCC) 18.10.211, the applicant shall conduct a neighborhood meeting to explain the proposed development to and solicit comments from those in attendance. Review SCCC 18.10.211 for noticing and meeting requirements.

15. MODIFICATION WORKSHEET

A Modification Worksheet shall be required for all projects that entail structural modifications to non-conforming structures or uses, or structural modification of any structure or use proposed in a floodplain, or on a site with potential geologic concerns. An electronic version of the Worksheet is available on the County's Planning Department web page (www.sccoplanning.com). Printed copies are also available at the Zoning Counter.

16. SHADOW PLAN

Shadow patterns are those cast on the 21st of December and the 21st of June between 10 am and 2 pm Pacific Standard Time. A Shadow Plan shall accurately depict the shadow patterns of all proposed structures and significant (proposed) landscaping that will occur on neighboring properties on the aforementioned dates and times.

17. NEIGHBORHOOD CONTEXT PHOTOGRAPHS

Neighborhood Context Photographs shall consist of labeled photographs of the project site, as seen from the street, as well as the adjacent properties (5 lots on either side of the project site and 10 lots across the street from the project site).

18. PRELIMINARY LANDSCAPE PLAN

A Preliminary Landscape Plan shall be submitted for all applications, except minor remodels or additions. The Preliminary Landscape Plan shall be included as a separate sheet in the project submittal and shall be titled "Preliminary Landscape Plan". The Plan shall be designed in accordance with the County's Water Efficient Landscape Ordinance (WELO, Chapter 13.13), as applicable. The Plan shall include the following information: all existing vegetation, either labeled "to be removed" or "to be retained"; all proposed vegetation, labeled and tied to a Landscape Key indicating the common and scientific name of the proposed plant, along with the quantity of the proposed plant (for larger plant species, such as new trees); all locations



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of existing and proposed area drains, slot drains, drop inlets, etc., labeled “existing” or “proposed”; all existing and proposed fencing and retaining walls, labeled “existing” and “proposed”; all existing and proposed patios, walkways, driveways, decks, etc., labeled either “existing” or “proposed”. The proposed materials of all site improvements shall be indicated; all existing and proposed landscape lighting, including tree lighting; and all proposed (permanent) outdoor seating, street furniture, etc.

The landscape plan shall also include trunk locations, driplines, and common and scientific names of all existing trees on the subject property with a 6-inch or greater trunk diameter measured at a height of 4.5 feet above grade. For more densely vegetated or wooded areas or in tree clusters, only the perimeter outline of the dripline needs to be shown.

Only those elements of the proposed landscaping that are related to the project must be shown. The landscape plan shall be drawn at the same scale as the site plan.

19. VEGETATION MANAGEMENT PLAN

A Vegetation Management Plan that addresses any vegetation modification and management requirements established by the local fire district for minimum brush and tree clearance to create defensible space around the structure shall be prepared by a qualified arborist, forester, landscape architect or designer. The vegetation management plan shall include the following information:

- a. Existing vegetation types (grass, low shrubs, high shrubs, and trees) within the Defensible Space area, as defined by the applicable Fire District. Every tree within the Defensible Space with a trunk that is greater than six inches in diameter at 4.5 feet above grade should be accurately depicted as to trunk and canopy location, diameter, and tree species.
- b. Vegetation management proposed for all vegetation types in the Defensible Space. In particular, proposed removal/substantial pruning must be detailed for every tree shown.

20. SIGN PLAN

Sign Plans are required for all applications that entail commercial development. A Sign Plan must include the following information:

- a. The location of all existing and proposed sign, indicated on the Site Plan.
- b. Indication of the number, dimensions, cumulative area of all signs, height above grade, sign copy, size and color of lettering, and any proposed lighting. Indicate any signs proposed to be altered or moved.

*For all Sign Exceptions, please provide written justification for the exception, in accordance with the Sign Ordinance (refer to Section 13.10.587).



21. ACCESSIBILITY PLAN

Required for most commercial and multi-family projects. The accessibility plan shall be prepared by a licensed architect, shall be a separate sheet, and shall include the following: existing and proposed topography; accessible path of travel and accessible parking; notations as to the occupancy and construction type; accessibility to buildings or portions of buildings (multi-story buildings must include access ramp or elevator); an egress plan showing maneuvering clearances at all doorways, passageways, and landings; and accessible restrooms.

22. PRELIMINARY GRADING PLAN

A Preliminary Grading Plan is required for all projects that entail moving more than 100 cubic yards of earth, creating a cut slope greater than 5 feet high, creating fill more than 2 feet deep, or placing fill on slopes greater than 20%. Please note, the Planning Department may require a Preliminary Grading Plan for smaller projects.

The Preliminary Grading Plan may be included on the Site Plan, or on a separate sheet titled Preliminary Grading Plan. The Preliminary Grading Plan shall be based on a property survey. Indicate all areas of proposed grading, including the existing and proposed contours across the building site and the limits of grading (existing contours shall be shown with light lines and proposed contours shall be shown with darker lines); the amount of proposed excavation and fill in cubic yards; the location of proposed deposition and borrow sites for each major element of the project; the total area of disturbance proposed for the project; and the limits of grading. The grading plan shall be drawn at the same scale as the site plan. The total amount of off-haul, or import, shall be identified in cubic yards. Provide a cross-section of cuts, fills, building pads and driveways (including property lines where appropriate). For significant quantities of off-haul exceeding 2,000 cubic yards, the anticipated location of where the off-haul will be taken).

Contour intervals for Preliminary Grading Plans shall be as follows:

<u>Slope of Existing Ground</u>	<u>Contour Interval</u>
0-5%	1 foot
5-15%	5 foot
> 15%	10 feet

NOTE: If grading activities will involve more than 2,000 cubic yards of material, the plan must be prepared by a licensed civil engineer. Although not required for smaller projects, it is recommended that a licensed civil engineer prepare all grading plans.

23. PRELIMINARY UTILITIES PLAN

The location of all public and private utility connections and methods of extension (overhead or underground) must be indicated. The size and capacity of utilities may also be required. For sanitary sewer and grease waste lines, show minimum proposed slope.



24. PRELIMINARY SEPTIC SYSTEM PLAN

If the subject property is not served by sanitary sewer, the location of any existing or proposed septic system (including dimensions and sizes of the septic tank, disposal fields, and/or expansion area), and wells and water systems on the subject and adjoining lots. Springs, creeks, and/or waterbodies (if any) must be clearly and accurately depicted consistent with the site plan. The septic system plan must include a calculation of the existing and proposed floor area for the project, by structure and by occupancy code, as defined by the most recently approved version of the California Building Code.

*Please note: new septic systems are not permitted on floodplains or on slopes greater than 30%. Environmental Health Services may require additional information to ensure that the parcel/s can accommodate a septic system.

25. PRELIMINARY ENGINEERED IMPROVEMENT PLANS

For large commercial project, multi-family projects, or where street improvements are proposed within a public right-of-way, or where off-site improvements are necessary, the preliminary engineered improvement plan shall be prepared by a licensed civil engineer.

The plan shall include the following:

- a. Drainage: Drainage details and calculations including the tributary drainage area on a topographic map; the location of existing drainage facilities, or proposed facility/facilities, such as drop inlets and storm drains; the location of downstream receiving drainage facilities or proposed facility/facilities to an adequate outlet point, or for a minimum distance of 500 feet; calculated Q10 and Q100 of on-site facilities and downstream facilities with full buildout; and calculated capacity of proposed on-site facilities and existing downstream drainage facilities at appropriate points.
- b. Circulation: Circulation details including points of ingress and egress; existing right-of-way (full street) and proposed right-of-way, utilizing guidelines as established by an approved plan line, or the County's standards if there is no plan line.

26. PRELIMINARY EROSION CONTROL PLAN

A Preliminary Erosion Control Plan is required for projects that would result in any ground disturbance. For large projects, or development proposed near sensitive habitats, the Erosion Control Plan must be prepared by a Certified Professional in Erosion and Sediment Control (CPESC). The plan may be incorporated into the Site Plan, Grading Plan, or Improvement Plan, or may be included as a separate sheet. The Erosion Control Plan shall include the following information: location of the site; property lines; locations of specific erosion and sediment control measures (silt fences, erosion control blankets, etc.); details of erosion and sediment control measures and the date such measures must be initiated; terrain details; proposed drainage and erosion control structures (construction details); areas to be cleared; proposed structures and new contours after grading; septic tank and leachfield locations; the nearest public road intersection; proposed construction schedule and dates; revegetation proposals; plant species, amount of seed to be used, mulching specifications, etc.



27. BUILDING AND DEVELOPMENT ENVELOPES

For proposed land divisions, and on parcels located in floodplains, in geologic hazard areas, sensitive habitats, or areas identified as having visual resources: Development and/or Building Envelopes for existing and future development and/or structures, including proposed locations of road and utility alignments and septic leachfield areas, must be shown on the site plan. In some cases, only envelopes for buildings will be required.

28. SITE BOUNDARY SURVEY

Where required to establish the location of property lines, rights-of-way, or structures, a Site Boundary Survey, prepared and signed by a licensed surveyor whose name, address and phone number are indicated, may be required. Surveys shall show all property lines, boundaries, rights-of-way, easements, locations of existing structures and other improvements.

29. SITE TOPOGRAPHY SURVEY

The topographic survey information must be prepared by a licensed surveyor whose name, seal, and signature appear on the plans. For property with an average slope of 15% or less, two-foot contour intervals must be indicated. For a property with an average slope greater than 15%, five or ten-foot contour intervals are acceptable.

All natural features such as creeks, flood zones, slides, faults, and rock outcrops, and human-made improvements must be shown. For properties that contain a creek (perennial, intermittent or ephemeral), the plans must show the creek bank contours, centerline of the creek, the low flow channel, and top and toe of both banks of the creek.

The scale of the topographic survey must be sufficiently large to show the details of the plan clearly (preferably one inch equals 10 feet) and shall match the site plan. All elevations referred to shall be based on the National American Vertical Datum (NAVD) except that an assumed datum may be used if the entire project is above an elevation of 25 feet NAVD.

30. SITE STAKING

A staking plan showing development features such as the edges of hardscape site improvements, building footprints, driveways, parking areas, the edge of development envelopes and the limits of grading and development envelopes shall be prepared by the project architect, designer, civil engineer or qualified professional and the stakes shall subsequently be installed.

The stakes shall be located at approximately 25-foot intervals, shall be approximately 1.5 feet high, shall be painted a bright color on the top, and shall be labeled to indicate the feature that they delineate. The schedule for installing the stakes must be coordinated with the Planning staff. The applicant shall submit written notification that the stakes have been installed. Planning staff has the discretion to require that the staking be placed by a licensed surveyor.



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31. STORY POLES OR ALTERNATE VISUALIZATION TECHNIQUES

A story pole plan showing the locations and heights of all story poles that are necessary to clearly and accurately demonstrate the maximum heights of roof ridges and edges for all proposed structures shall be provided. The plan should be prepared by the project architect, designer, civil engineer or qualified professional, and the story poles shall subsequently be installed. Orange, or other brightly colored, netting outlining the proposed building shall be installed at the top of the poles. In lieu of story poles, an alternate visualization method such as a computer visual simulation may be authorized by staff.

32. STORMWATER MANAGEMENT PLAN

A Stormwater Management Plan is required if the proposed project would result in an increase in a change in existing drainage patterns or increase impervious surface areas. The Stormwater Management Plan may be combined with the Site, Erosion Control, Civil, or other plan sheet if all the required information is clearly depicted, otherwise a separate sheet titled Stormwater Management Plan shall be provided. The plan shall include the following: existing and proposed topography, including contours, spot elevations, and slope arrows; perennial and intermittent streams. Resource protection areas shall also be depicted including wetlands, lakes, ponds; water well and septic system setbacks; location of existing and proposed conveyance systems, such as swales, channels, storm drains, and flow paths; locations of proposed roads, buildings, and other structures; locations of floodplain/floodway limits; location, size, maintenance access, and easements for all drainage facilities; limits of disturbance; and construction details for all drainage structures. Indicate location and provide details for proposed stormwater mitigation features; all impervious and semi pervious areas (labelled as existing and permitted, existing and unpermitted, or proposed); watershed and sub- watershed maps that show where and how all site areas drain; and location and details depicting where and how the subject site receives offsite upstream runoff.

33. LIGHTING PLAN

All exterior lighting (for project site, structures, and/or landscaping), including the location and type of lights, must be shown. For newly proposed light standards, indicate the proposed location, height, and cut sheets of the standards and associated fixtures. Technical details, including footcandles, may be required.

34. PRELIMINARY TITLE REPORT

The preliminary title report must be dated within six (6) months of the application submittal date and shall reflect the status of the property. The Preliminary Title Report must include all recorded easements, provide proof of ownership, and be issued from a Title Company.

35. OPERATIONAL CHARACTERISTICS (COMMERCIAL DEVELOPMENT & HOME OCCUPATIONS)

Information regarding the proposed use of the project must be prepared by the applicant, including but not limited to the following items:

- a. The maximum number of staff on site at any one time.
- b. The hours of operation, including hours open to the public, as well as hours closed to the public where operations are taking place that could affect exterior lighting, noise, odors, traffic or parking.
- c. Projected peak hours of operation, with the total number of staff, customers and other visitors on the site indicated.



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- d. The schedule and projected peak hours of operation for special events, with maximum number of staff, customers and visitors that would be in attendance.
- e. The schedule, frequency and nature of expected deliveries to the site.
- f. Noise levels proposed for the operation of the project, which specify what is causing various noise levels.
- g. The path of travel for pedestrians and vehicles at the site.

36. STATEMENT OF SPECIAL CIRCUMSTANCES

Where an exception or variance to a site development standard is requested: Describe the special circumstance that affects the property and necessitates a variance to the required site standard/s. Focus your letter on explaining why you believe that the following necessary findings can be made by the County to approve your request.

- a. That because of special circumstances applicable to the property, including size, shape, topography, location, or surroundings, the strict application of the zoning ordinance deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classification.
- b. That the granting of such variance will be in harmony with the general intent and purpose of zoning objectives and will not be materially detrimental to public health, safety or welfare or injurious to property or improvements in the vicinity.
- c. That the granting of such variance shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such is situated.

37. STATEMENT OF DESIGN PARAMETERS

For Large Dwellings (larger than 5,000 square feet in size): Describe how the projects is consistent and compatible with surrounding development. See County Code Section 13.10.325.

38. PROPERTY STATUS INFORMATION

To gain more information regarding the status of a historic structure or use, the following information may be required:

- a. Copies of the Assessor's Records for the subject property.
- b. Copies of records related to the history of the property, such as affidavits, previous utility bills, and historic maps and photographs.
- c. Copies of any permits issued by State or Federal agencies for the property.
- d. Property appraisals performed by a qualified appraiser.

39. PROOF OF DEEDED ACCESS

Proof of deeded access shall consist of documentation that establishes legal access over a private right-of-way.

40. VISUAL RENDERINGS

Visual Renderings are required for most discretionary projects located in a Scenic Viewshed, on a sensitive site, where capable of being seen from a public beach, or as determined by the project planner. Visual



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Renderings of the proposed project shall be prepared by a qualified professional or firm that is acceptable to the County. Two visual renderings shall be prepared, one designed to show the impact of the development without any proposed landscaping, and a second to show the impact of the development with the proposed landscaping (assuming five years of average growth).

41. PHOTOGRAPHS OF THE PROJECT SITE AND NEIGHBORHOOD CONTEXT

Color photographs of the project site, including photographs of the existing structure as seen from the street and the adjacent properties, as well as photographs of all adjacent properties (5 lots on each side and 10 lots across the street) shall be provided. All photographs shall be labeled.

42. ACOUSTICAL STUDY

An acoustical study shall be prepared by a qualified acoustical engineer. The study shall quantify the maximum noise levels that would affect the project or result from the proposed operation of the project or any noise generators. The noise shall be quantified using standard acoustical engineering methods and shall indicate the time of day, duration, and regularity of the noise for regular operations and special events resulting from a project. The study shall identify measures to be incorporated into the project to ensure compliance with the County's noise regulations, including but not limited to siting, special construction materials or techniques, buffering/reducing noise from mechanical equipment, and so forth. The acoustical study is subject to peer review at the Planning Director's discretion.

43. ARBORIST REPORT

For projects that include removal of trees over 20 inches d.b.h (inside urban services line) or 40 inches d.b.h. (outside urban services line), or for new development proposed in the dripline of such trees, an arborist's report that has been prepared by a qualified arborist must be submitted. The arborist's report shall provide an evaluation of the trees that stand to be impacted and/or proposed for removal. The evaluation shall, at a minimum, indicate the health of the tree/s and evaluate any adverse effects to the trees that would occur as a result of the proposed project. Specifically, the arborist's report shall recommend appropriate tree protection zones for significant trees that would remain on the property, as well as appropriate locations for replacement trees to be planted. The arborist's report is subject to peer review at the Planning Director's discretion.

44. AGRICULTURAL VIABILITY AND MANAGEMENT PLAN

An agricultural viability and management plan to address the on-going agricultural use of the property must be prepared by the applicant. The plan must: (1) identify and assess arable and non-arable (see General Plan Glossary of terms) agricultural land on the property and identify agricultural resource type land (see GIS), including soil classification and topography, as well as the history of agricultural production on the site; (2) identify and assess the potential, existing and proposed agricultural uses on the site, including proposed structures, and evaluate whether proposed non-soil dependent uses have been located on the perimeter of agricultural resource type land, with clustering near existing buildings or other non-arable land; (3) identify and assess site access, and evaluate whether access has been provided along existing agricultural field access roads. If not feasible, the viability analysis shall determine whether site access length has avoided or minimized loss of arable land; (4) Identify and assess all existing and proposed parking, pervious and non-



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pervious surfaces areas associated with the site providing evidence that the use of paving materials or other impervious surfacing associated with the proposed use have been minimized and located on non-arable land; (5) provide and assess for long-term management and preservation of the agricultural lands and outline a plan for sustainable agricultural use(s); (6) provide location of existing and/or proposed water supply and provide and analyze water demand associated with proposed use; (7) analyze the extent to which proposed development enhances and supports the continued and future agricultural viability of the land; and (8) provide a marketing/business plan. The plan shall also provide a brief description of the farmer or rancher's background in agricultural operations as well as provide any leasehold contracts for farming on the site.

45. PHOTOMETRIC STUDY

A photometric study showing existing and proposed ground-level lighting intensity in foot-candles for the subject property, and the surrounding properties that would be affected by on-site lighting shall be prepared by a lighting expert.

46. HYDROLOGY REPORT

A hydrology report shall be prepared by a qualified hydrologist, geomorphologist, or engineer. The hydrological report shall provide calculations of pre-project and post-project amounts of storm water runoff. Further, the report shall assess whether the proposed project would increase the likelihood of downstream erosion, channel instability or flooding in the area, or other potentially significant impacts to the environment. If the study finds that the project could result in a significant impact, then a further evaluation of potential mitigation measures may be required.

47. BIOTIC REPORT

A biotic report shall be prepared at the applicant's expense by a professional biologist (the County has a list of biologists and revegetation specialists familiar with the report and plan preparation requirements). The report must be written according to County guidelines.

The biotic report shall provide evidence regarding the presence of sensitive biological resources, determine the property's habitat value relative to any special status species, and provide conclusions regarding how the project may affect those resources. Stream channels, tops of banks, and edges of riparian vegetation and any associated buffer areas must be clearly mapped.

In addition, the biotic report shall evaluate the habitat value of any watercourses adjacent to the proposed project, and whether the project would result in adverse effects to the riparian vegetation surrounding the watercourse or the water quality of the watercourse. The report shall also indicate whether there are any exotic species of plants on the site and whether any species are invasive.

48. ARCHEOLOGY/PALEONTOLOGY REPORT

An archaeology/paleontology report shall be prepared by a qualified and State registered professional archaeologist. At a minimum, the report shall be based on a field survey and records search and shall indicate whether there is evidence of archaeological resources on or in close proximity to the project site and evaluate the project's potential impacts to those resources. If the report finds that the project could result in a significant impact, then a further evaluation of potential mitigation measures may be required.



49. HISTORIC DOCUMENTATION REPORT

A historic documentation report shall consist of a report that documents the historic significance and physical appearance of an historic resource. The report shall be prepared by a historic resources consultant meeting the Secretary of the Interior's professional qualification standards and in accordance with the guidelines established by the Historic Resources Commission. The report may take the form of a narrative with attached photographs and shall include a completed California Department of Parks and Recreation Historic Inventory Form.

50. TRAFFIC/ PARKING STUDIES

- a. **Vehicle Miles Traveled (VMT) Analysis** - A VMT analysis is required to identify transportation impacts under the California Environmental Quality Act (CEQA) for land use projects. Non-exempt projects generating over 110 daily vehicle trips require a VMT analysis. Please see [Analyzing Vehicle Miles Traveled for CEQA Compliance - SB 743 Implementation Guidelines for the County of Santa Cruz](#) for more detailed information on whether a VMT analysis will be required. Additionally, VMT analysis is required if a new development project requires a Transportation Demand Management (TDM) program pursuant to [SCCC 13.16.200](#).
- b. **Trip Generation Analysis** – A Trip Generation Analysis is typically required as a part of the VMT analysis, and may also be required to determine if a Traffic Impact Analysis is required or be included as part of that study.
- c. **Traffic Impact Analysis (TIA)** - Projects generating 20 or more peak hour trips will require a full traffic study including LOS analysis of key intersections and roadway segments, and access study as part of a Traffic Impact Analysis (TIA). For additional information, please consult with Community Development and Infrastructure (CDI) - Public Works - Traffic Engineering Section staff.
- d. **Parking Study** - A Parking Study is needed when a proposed project cannot provide parking in accordance with the standards in the County Code, and includes a request for a reduction in the required number of off-street parking spaces. This study may include analysis of alternatives, such as a request to substitute required vehicle parking spaces for unrequired additional bicycle spaces pursuant to [SCCC 13.16.040 \(D\)](#) or by requesting a reduction via shared parking agreement pursuant to [SCCC 13.16.070 \(B\)](#).

All traffic/parking studies shall be prepared by a qualified, independent, professional transportation planner or engineer and in accordance with County and industry standards. As an option, if environmental review is required in accordance with the California Environmental Quality Act (CEQA), the applicant can elect to have the County retain a traffic consultant and have the traffic study included within the CEQA environmental review process carried out for the proposed project.

Advance consultation with the Community Development and Infrastructure (CDI) staff regarding traffic and parking study requirements is strongly recommended.



51. AFFORDABLE HOUSING PLAN

The Affordable Housing Plan must include the following information:

- a. Number, affordability level, unit type, tenure, number of bedrooms, location, size of unit and parcel, and design of all market rate and inclusionary units.
- b. Construction schedule and phasing of inclusionary units in relation to market-rate units. Note: All affordable units shall be constructed prior to, or concurrently with the construction of market rate units.
- c. Provisions for income certification and screening of potential purchasers and/or renters of inclusionary units, resale control mechanisms, and ongoing monitoring and administration.
- d. Participation in Affordable Housing Program pursuant to Chapter 17.10.
- e. Any incentive/concession requested pursuant to Chapter 17.12 (density bonus projects). Note: See Chapter 17.12 for a complete list of items required if applying for a density bonus.
- f. Such additional information as may be required by the Director to ensure conformance of the project with Santa Cruz County's affordable housing requirements and the County's General Plan.

52. CONSTRUCTION PROGRAM

A construction program shall contain information related to development activities, including the following:

- a. A site plan showing areas where grading and construction will take place, soils will be stockpiled, laydown areas for building materials, parking for construction workers, and temporary facilities such as portable toilets, construction signs, temporary areas for secure storage and construction trailers will be located. The location of power generators or temporary power poles shall also be shown.
- b. Dust reduction consistent with the Monterey Bay Area Air Resources District's basic control measures.
- c. An erosion control and/or storm water pollution prevention plan, as required by the Department of Public Works.
- d. A traffic control plan, as required by the Department of Public Works.
- e. The location and design of tree protection fencing and any other fencing necessary to provide environmental safeguards during construction.
- f. Construction phasing and the timing during any given year when the various components of construction will occur, such as grading, tree and vegetation removal, loud external noise-making work, quiet interior work or finish work, septic system and utilities installation.

53. TEMPORARY CONSTRUCTION TRAILER

For commercial and Subdivision projects only. In the event a temporary construction trailer will be necessary during construction of the project, indicate the proposed location of the trailer on the Site Plan, planned duration of the temporary trailer, proposed hours of occupancy, number of occupants anticipated, and size specifications of the trailer.



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54. TIMBER HARVEST PLAN

A timber harvest plan shall be prepared by a licensed forester in accordance with Cal Fire's guidelines.

55. PROOF OF ON-SITE NOTICING

Pursuant to Santa Cruz County Code Section 18.10.224, proof of on-site noticing.