

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

SUP ____ - ____
Fee: _____
Rct #: _____
Date: _____
Rc'd by: _____

**SECOND DWELLING UNIT
USE PERMIT APPLICATION**

N NOTE: signature of the property owner is required.

Site address and/or location: _____

Assessor's Parcel Number: _____ Zoning: _____

Applicant's Name: _____ Home phone: _____

Mailing Address: _____ Biz phone: _____

City, State, Zip: _____ FAX: _____

Property Owner: _____ Home phone: _____

Mailing Address: _____ Biz phone: _____

City, State, Zip: _____ FAX: _____

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

18. If the second unit is attached to the main dwelling, will it and the existing main dwelling be served by a common entrance:

19. If no, is there a separate entrance to the second unit located on the side or at the rear of the main dwelling:

SERVICES:

Fire Protection: Fire zone: _____ Occupancy rating: _____

Water supply: Water District: _____ Mutual System _____
Size of line servicing site _____ Water storage capacity _____
(gallons.)

Well: Existing _____ New _____ Spring _____.

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

C. Complete this section if this application is for the purpose of legalizing an existing second dwelling unit.

1. When was the second unit established on the site: _____
2. Does the second unit comply with applicable zoning ordinance requirements (setbacks, site coverage, height, etc): _____
3. If not, how does the second unit vary from these standards: _____

REQUIRED INFORMATION AND ATTACHMENTS:

- If a separate water meter is to be used for the second unit, a "Will Serve" letter from the Water District.
- One copy of the Deed or recent Title Report.
- One copy of Assessor's Parcel Map with subject property outlined.

- Attachments

Please submit **two (2) full size sets AND eight (8) 11" x 17" reductions** of plans at a minimum scale of 1" = 10' or 1" = 20' of all the applicable information requested below, unless specifically waived by City staff:

~Site plan showing the following: (*additional copies of site plan may be required at a later date*)

- ___ all existing structures, topography (contour interval 5') wells, springs, large trees, streams,
- ___ building setbacks from property lines or right-of-way,
- ___ all roads and rights-of-way abutting or crossing property,
- ___ septic system tank, leach field, laterals, water lines, hydrants, etc.,
- ___ proposal details: structures, parking areas, streets, circulation, loading areas, pedestrian walkways, curb, sidewalks, lighting, open space areas, debris or storage area, curb radii, horizontal and vertical curves and sight distance for entrances to street and any signs to be erected.

~Elevations from all four sides of structure(s).

~Detailed floor plan.

~Landscaping plan showing the following:

- ___ trees, shrubs, rocks, plants, etc.,
- ___ efforts to control erosion and siltation,
- ___ efforts to block and screen unsightly objects or uses,
- ___ elevations or architectural drawings showing structures, landscaping materials, etc.

~Drainage plan showing the following:

- ___ all drainage-ways,
- ___ sized inlets, culverts and drainage lines,
- ___ all drainage easements (existing and/or proposed),
- ___ ultimate disposition of storm water runoff,
- ___ approximate slope of drainage channels.

~Grading plan ***if over 50 cubic yards*** showing the following:

- ___ slopes and contours,
- ___ setbacks and drainage,
- ___ erosion control, including retaining walls.

OTHER REQUIREMENTS:

___ Detailed sections of wall, floor, and ceiling construction in common and interior walls, including either published data from a recognized and approved testing laboratory or statement from licensed acoustical engineer or City Building Official, as to sound transmission control.

___ Soils or Geologic Report (*if required by the Community Development Director*).

___ 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.

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

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

Date: _____

Signature of Property Owner(s)

Date: _____