

USE PERMIT APPLICATION

CITY OF WATSONVILLE – *Community Development Department*

250 Main Street

Watsonville CA 95076

(831) 768-3050 (831) 728-6154 fax



- ADMINISTRATIVE USE PERMIT
- COASTAL PERMIT
- DESIGN REVIEW
- ENVIRONMENTAL REVIEW
- MODIFICATION/EXTENSION
- PRE-APPLICATION
- PUBLIC HEARING LABEL
- SPECIAL USE PERMIT (EXISTING CONSTRUCTION)
- SPECIAL USE PERMIT (NEW CONSTRUCTION)

FEES

\$ _____
\$ _____
\$ _____
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City Use Only

File No. _____

Receipt # _____

Date Paid _____

This application is provided for applicants requesting approval of a Use Permit in the City of Watsonville. Use Permits are processed in accordance with the Watsonville Municipal Code (WMC). Applications must be filed by the legal owner of record or authorized agent. The legal owner's signature must be submitted with the application.

GENERAL INFORMATION

APPLICANT NAME _____ PHONE _____

APPLICANT ADDRESS _____

APPLICANT EMAIL _____

OWNER NAME _____ PHONE _____

OWNER ADDRESS _____

SITE DESCRIPTION

STREET ADDRESS (if available) _____

ASSESSOR PARCEL NUMBER(S) _____ LOT SIZE _____

EXISTING USE _____

PROPOSED USE _____

PROJECT DESCRIPTION

PROJECT PROPOSAL _____

ZONING _____ GENERAL PLAN _____ FLOODPLAIN DESIGNATION _____

PREVIOUS APPLICATIONS FILED FOR THIS PROJECT? YES NO

IF YES, PLEASE LIST _____

LETTER OF AUTHORIZATION

This letter shall serve to notify and verify that I/we am/are the legal owner(s) of the property being considered under this application and do hereby authorize the above representative to file and represent my/our interest in this application. I/we am/are the legal owner(s) of said property; have read the foregoing Letter of Authorization and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of California that the information contained in this application is true and correct.

OWNER(S) OF RECORD (Include extra sheets if necessary)

_____ Printed Name	_____ Signature	_____ Date
_____ Printed Name	_____ Signature	_____ Date

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers contained herein and the information herein submitted, are in all respects true and correct. I also certify that all plans and submittal requirements are in accordance with the California Statutes and Watsonville Municipal Code, and have been drawn to a standard engineering scale (e.g., 1"=20', 1"=50', 1"=100') or architectural scale (e.g., 1/4" = 1", 1/8" = 1") that is appropriate to the project size, and clearly define and identify all of the required information.

APPLICANT/APPLICANT'S REPRESENTATIVE:

_____ Printed Name	_____ Signature	_____ Date
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USE PERMITS SUBMITTAL REQUIREMENTS

In order to accept your application, the Community Development Department requires the following information:

I. Application form and fees. Make check payable to "City of Watsonville."

II. For projects involving new construction, an increase in required parking, or change to the existing parking or landscaping, ten (10) copies of a site/plot plan.

- 1. **Site Plan** – 24" x 36", folded to 9" x 12" maximum, containing the following:
 - A. Title Block containing:
 - Name, address and phone number of developer and/or owner
 - Name, address, phone number, license number, expiration date, and stamp of person preparing plan.
 - Address of project.
 - B. Legend containing:
 - The Assessor's Parcel Number (APN).
 - Scale.
 - A legal description of the property sufficient to locate the property.
 - Existing and proposed zoning and Master Plan designation(s).
 - Date of plan preparation with future revision boxes date plate.
 - Statement indicating current and proposed land uses.
 - Statement indicating gross and net acreage (after dedications) of property.
 - Gross square footage of existing and proposed structures including a breakdown of net leasable floor area and linear and square footage of seating (if applicable); indicate estimated square footage proposed for each different use within the structure(s); and density analysis (residential only).
 - Lot coverage (area of site covered by structure(s)) expressed as percentage of site or Floor Area Ratio (if applicable).
 - Square footage of parking and drive aisle areas.
 - Square footage of landscaping, existing and proposed, with dimensions and amount of landscaped area expressed as: 1) a percentage of the entire site; and 2) a percentage of the interior parking area (exclude landscape areas located in the required setback areas).
 - Number of parking spaces required and provided (breakdown by proposed uses, if more than one, and show calculations for each); list separately the number of covered, disabled stalls, uncovered, compact, bicycle and loading zone spaces provided.
 - Type of building construction, i.e. wood frame, concrete tilt-up, steel frame concrete clad etc.
 - Type of building occupancy and number of anticipated employees.
 - C. Plot Plan showing:
 - North arrow.
 - Boundaries - existing and proposed lot lines, numbers, and areas.
 - Easements - location, dimensions and type of all easements.
 - Grades - existing and proposed including building pad elevations, streets, and adjacent grades within 50 feet of the project boundary; show by contours of two (2) feet where grades are less than ten (10) percent and five (5) feet where greater.
 - Structures - location, footprints, dimensions, distances between structures and property lines, and use of existing and proposed structures within project and extending 25 feet beyond project borders. Show open stairways and other projections from exterior building walls including entrances and exits and handicap ramps.
 - Fences and Walls - location, elevation, height and composition of all existing and proposed walls, fences and retaining walls.
 - Yards - distance between exterior walls of structures and other such walls and property lines. Also, indicate the required building setback lines.
 - Circulation/Parking - Completely dimensioned layout of internal driveways, aisles, parking stalls, loading spaces, vehicle ingress and egress to site, sidewalks or other pedestrian walkways, and disabled access path of travel. Include appropriate required markings for disabled parking and loading zones, etc. In tabular form, indicate number of required and proposed parking spaces including disabled spaces, bicycle spaces and loading zones. Identify and give direction of all one-way aisles.
 - Streets - location and cross-sections of existing and proposed rights-of-way, enriched parkways/medians, left turn lanes, improvements (sidewalks, curbs, gutters, driveways and landscaping) all completely dimensioned (on-site and off-site).
 - Drainage Facilities - location, type and size (on-site and off-site). Show how project is to handle storm water and cross drainage to or from adjacent properties.
 - Lighting - location and height of all exterior lighting standards and devices. Provide shop drawings of light

fixtures.

- Refuse - location of all refuse disposal areas with enclosure details.
 - Storage - location of outside storage areas and indication of screening method.
 - Utilities - location, sizes and dimensions of all existing and proposed underground and above ground utilities and equipment (on-site and off-site). List name, address, phone number of all affected utilities. Show proposed screening of electrical transformer(s) and backflow devices.
 - Signage - location of all existing and proposed free-standing signs.
 - Adjacency Items - all existing uses, structures, walls, fences, yards, drainage facilities, lighting, signs, parking, trees and grades within 50 feet of the project boundary / property line.
 - All driveway cuts, streets and other access points within 100 feet of any property boundary including across the street.
 - Barriers - location and dimensions of all wheel/bumper stops and concrete headers separating vehicular areas from landscaped areas.
2. **Preliminary Landscape Plan** - Ten (10) copies of the site plan 24" x 36", folded to 9" x 12", showing location of plant material. Include legend indicating size and type of plant materials.
3. **Reduced Site Plan** - Ten (10) copies of the site plan reduced to 8½ x 11 in size.
4. **Floor Plan** - Ten (10) copies of the floor plan, no larger than 24" x 36", for each building or building type, folded to 9" x 12", showing the following:
- A. All room and area dimensions, including existing rooms and areas adjacent to the proposed construction, and overall dimensions.
 - B. The proposed use of all rooms and areas identified and the amount of gross floor area for each use.
 - C. Occupant load calculations and Occupancy Group for each room or area and the entire structure.
 - D. Provisions for disabled access, which are required by law for buildings and facilities to be used by the public.
 - E. Statement indicating whether or not automatic fire sprinkler systems will be used in the structure or are existing.
 - F. Include locations of all exits from the building/structure.
5. **Reduced Floor Plan** - Ten (10) copies of the floor plan reduced to 8½ x 11 in size.
6. **Elevations** - Ten (10) copies of elevation drawings, 24" x 36", for all structures, folded to 9" x 12", showing:
- A. All pertinent horizontal and vertical dimensions of existing and proposed structures. Height measurements shall be made from any point of the structure to the natural grade below.
 - B. Architectural elevations of each exposure (front, rear, both sides) of each building or structure type:
 - Show rooftop equipment and demonstrate parapet screening (identify screening material).
 - Show any adjacent structures on street elevation.
 - Include a composite elevation from street level if multiple buildings are proposed (incorporate the profile of landscaping and structures or equipment adjacent to such elevations).
 - Label each elevation with a directional (north, south, etc.) orientation.
 - C. Type of roof, window (reflectivity) and wall materials (finished surface) to be used.
 - D. Accurate color of materials.
 - E. Location(s) and dimensions for all signs, graphics, or other advertising displays proposed on-site; indicate type, color, copy (if known) and materials of construction (NOTE: Since a separate sign plan is required, make sure that the information contained in both is the same).
 - F. Roof plan showing the direction of roof elements and equipment, exterior lights, vents, ducts and other exterior mechanical utility equipment.
7. **Reduced Elevations** - Ten (10) copies of the elevations reduced to 8½ x 11 in size.
8. **Sample Card** - One (1) copy of the color and materials sample card, no larger than 8½ x 11 in size, contain representative samples of all external colors and materials of construction proposed for use on the project. Samples must be consistent with the information shown on the elevations. The card shall also identify the project location, name and address, and bear a prominent label indicating the File Number(s) it is associated with, or leave space for staff to add it.
9. **Detailed Description and Required Findings** - One (1) copy of a detailed description of the project. Include justification of required findings for the development application pursuant to the appropriate section of the Watsonville Municipal Code.
10. **Environmental Information Form** - One (1) copy of the environmental information form. Attached additional sheets and technical studies, as necessary.

- 11. **Vicinity Map** - One (1) copy of the vicinity map on 8½ x 11 paper at a scale clearly indicating the subject parcel(s) and showing the existing major street patterns, adjoining projects, subdivisions, water courses, and other significant landmarks within a one-mile radius of the exterior boundaries of the site sufficient to locate the proposed project in relationship to the surrounding community.
- 12. **Title Report** - Two (2) copies of the Preliminary Title Report for the subject property prepared within the last twelve months which includes a declaration of all easements of record and copies of all easement/declaration instruments referenced.
- 13. **Grading/Drainage Plan** - Ten (10) copies of a conceptual grading/drainage plan, no larger than 24" x 36", folded to 9" x 12", showing the following:
 - A. The proposed and existing shape, height and grade of the site including the direction of drainage flow, existing trees and percent of grade.
 - B. All proposed drainage facilities including retention basins, sand/oil separators, drop inlets, etc. Proposed facilities must be designed in accordance with the submitted hydrology study.
 - C. All proposed cuts and fills coordinated with the proposed phasing of the project.
 - D. All quantities of cut and fill and their ultimate disposition.
 - E. All erosion control measures including proposed detention basins and retaining walls.
 - F. Cross-sectional profiles for existing and proposed grade changes, include all retention areas.
 - G. Location of perimeter walls, if applicable, and relationship of the walls to slopes and other walls, existing and proposed. Where existing and proposed walls are shown, identify distance between wall faces and indicate grade differential, if any.
- 14. **Drainage Report** - A conceptual drainage report that supports the conceptual drainage plan.*
- 15. **Soils Report** - A preliminary soils/geotechnical report supporting the proposed grading and project design.*
- 16. **Storm Water Control Plan** - A storm water control plan demonstrating that new LID measures will meet the performance standards of the City's Stormwater Post Construction Ordinance.*

* Please contact the Engineering Division at 768-3050 to determine if required for your submittal