



**SANTA CRUZ COUNTY COMMUNITY DEVELOPMENT
PLANNING DIVISION
2150 N. CONGRESS DRIVE, SUITE 106**

(520) 375-7930

BOARD OF ADJUSTMENT SUBMITTAL REQUIREMENT

The Board of Adjustment is a five member Board, appointed by the Board of Supervisors, and charged with the duty of hearing appeals for Conditional Use Permits, Variances, Interpretations, and Appeals of the Decision of the Planning Director.

The Board meets on the third Thursday of each month. Application deadlines are six (6) weeks prior to the scheduled meeting, due to our obligation to comply with public notice requirements.

A complete application must include:

1. Letter of Intent
 - History of applicant as it pertains to the request.
 - Specifics of request including property location, existing land-use, proposed land-use, etc.
2. County Assessor's computer print-out and Assessor's map of the property in question.
3. The completed application form.
4. The owner's signature (include all ownership interest) on the application.
5. When applicant is not the property owner, a letter signed by the owner(s) authorizing the applicant to act in their behalf.
6. A sketch plan showing the intended use of the property. The sketch plan must show the property boundaries, location of proposed and existing structures, setbacks from property lines, and any other pertinent information requested by the Planning and Zoning Department. The sketch should be on paper no larger than 11" X 17"; however, larger copies will be accepted.
7. A check in the amount of [\$250.00 for Residential and \$350.00 for Commercial] payable to Santa Cruz County.

NOTE: APPLICANT IS RESPONSIBLE FOR THE LEGAL POSTING OF THE SITE AND MUST BE PRESENT (OR AN AUTHORIZED REPRESENTATIVE) AT THE HEARING.



SANTA CRUZ COUNTY

PLANNING AND ZONING

**APPLICATION FOR MODIFICATION OF A
CONDITIONAL USE PERMIT**

BOARD OF ADJUSTMENT

DESIRING A MODIFICATION OF A CONDITIONAL USE PERMIT ACCORDING TO THE TERMS OF THE SANTA CRUZ COUNTY ZONING AND DEVELOPMENT CODE:

TO THE HONORABLE BOARD OF ADJUSTMENT, DISTRICT _____.

I (we), the undersigned, hereby petition the Santa Cruz County Board of Adjustment, District _____ to modify an existing Conditional Use Permit according to the terms of the Santa Cruz County Zoning and Development Code as follows:

NOTE: Complete all of the following items. If necessary, attach additional sheets.

List the name(s) and address(es) of all owners of the parcel for which the modification is sought.

PROPERTY OWNER	ADDRESS	PHONE
_____	_____	_____
_____	_____	_____

2. Tax parcel identification number: _____

3. General location of parcel: _____

4. Area of Parcel (to the nearest tenth of an acre): _____

5. Zoning District Classification: _____

6. Infrastructure and Public Facilities Serving the Site:

Water:	_____	Gas:	_____
Wastewater:	_____	Fire Protection:	_____
Electric:	_____	School District:	_____

7. Describe the existing uses of the parcel and the size and location of existing structures and buildings in use on it. _____

8. Describe all proposed uses and/or structures, which are to be placed on the property. _____

9. State specifically why you are requesting a Modification Conditional Use Permit _____

The undersigned hereby certifies and declares that to the best of his/her knowledge and belief the data submitted on and attached to this application for a modification of a Conditional Use Permit from the Santa Cruz County Zoning and Development Code are true and correct.

SIGNATURE OF PETITIONER

ADDRESS

DATE

APPLICANTS PHONE NUMBER: _____

NOTE: Each application shall be accompanied by an accurate map showing the parcel of land and the existing structures and buildings on it, and shall be accompanied by a check in the amount of (see fee Schedule - Article 30) payable to the Santa Cruz County Department of Planning and Zoning. Return to the **Santa Cruz County Department of Planning and Zoning, 2150 North Congress Drive, Nogales,**

FOR OFFICE USE ONLY

DISTRICT NUMBER: _____ DATE: _____

CASE NUMBER: _____

CASE NAME: _____

APPLICABLE SECTION OF THE CODE: _____
