



## Development/Site Plan Submittal requirements Check List

In order for the Technical Advisory Committee to begin processing a Development Site Plan, ALL of the following items must be submitted.

1. **Application**
2. **Fee: \$300.00**
3. **Development/Site Plans two (2) civil sets. Cover sheet shall be stamped by a Registered Civil Engineer:**
  - a) Grading/Paving/Drainage
  - b) Improvements
  - c) Landscape
4. **Two (2) copies of the following to support the project:**
  - a) Soil/Geotechnical Report
  - b) Traffic Report (Level of study determined by County Engineer)
  - c) Hydrology/Hydraulic Report (three [3] copies of the final report)
  - d) Title Report
5. **Utilities (service provider letters)**
  - a) Underwater Electric
  - b) Water & Sewer
  - c) Telephone & Cable
  - d) Solid Waste Removal
6. **Clearances:**
  - a) Assessor
  - b) Treasurer

### County TAC Review Departments:

- a) Planning & Zoning
- b) Community Development
- c) Public Works
- d) County Engineer
- e) Flood Control
- f) Building
- g) Environmental Health (ADEQ may be required)
- h) Fire Dept.

Complete instructions are available in Article 15, Section 1505 and Article 19- Landscaping of the Santa Cruz County Zoning and Development Code



SANTA CRUZ COUNTY

COMMUNITY DEVELOPMENT  
PLANNING DIVISION

**TECHNICAL ADVISORY COMMITTEE  
APPLICATION FOR DEVELOPMENT  
(TAC)**

Project Name: \_\_\_\_\_ Date of Submittal: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Location: \_\_\_\_\_ Town: \_\_\_\_\_

Township: \_\_\_\_\_ Section: \_\_\_\_\_ Range: \_\_\_\_\_ District # \_\_\_\_\_

Proposed size of Project: \_\_\_\_\_ Square Feet: \_\_\_\_\_ Acres: \_\_\_\_\_

Owner: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Engineer: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Architect: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Landscape Architect: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Project Planner: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Has this property ever been subdivided or have any other binding recorded information? \_\_\_\_\_

If yes, state book and page: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Water: \_\_\_\_\_

Septic: \_\_\_\_\_

Electric: \_\_\_\_\_

Gas: \_\_\_\_\_

Phone: \_\_\_\_\_

Fire: \_\_\_\_\_

Elementary School: \_\_\_\_\_

Jr. High School: \_\_\_\_\_

High School: \_\_\_\_\_

Proposed Zoning  
(if necessary): \_\_\_\_\_

I understand that in making this application that it does not mean that said project will be approved. I understand that approval will be at the discretion of the Technical Advisory Committee (TAC), in that the project will need to meet all minimum design standards, regulations and requirements of the Zoning and Development Code. I accept the responsibility for attending the TAC meeting or will send a representative. I understand that failure to attend such meetings may result in the postponement of any action by the Technical Advisory Committee (TAC).

\_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature (Agency letter required if signed by other than owner)

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Fee: \$300.00 (3 reviews + 100.00 each review thereafter)

Date of TAC meeting \_\_\_\_\_ Monday, 3:30 p.m.

Date of Approval \_\_\_\_\_ By: \_\_\_\_\_