Tentative Plat Submittal Requirements Check List

In order for the Planning Division to begin processing a tentative plat submittal, ALL of the following items must be submitted.

The Planning Division will not accept partial submittals.

_____1. Two copies of a preliminary title report or a policy of title insurance, current within 60 days, with copies of all referenced documents.

_____2. A copy of BOS meeting minutes if part of any rezoning action.

_____3. Two copies of the Hydrology & Hydraulics Report.

_____4. Two copies of the Soils report to determine roadway engineering design criteria.

_____5. Two copies of the Geotechnical report to support manufactured cut and fill slope stability design criteria.

_____6. Two copies of either a Traffic Impact Statement or Traffic Analysis Report as determined by the County Engineer.

_____7. Provide copies of "will serve" letters from wet and dry utility companies, solid waste refuse disposal provider and method of collection.

_____8. Eight (8) 24" by 36" rolled blue or blackline copies of the Tentative Plat.

_____9. Required fees (contact the Planning Division to determine amount).

_____10. Copy of this completed checklist.

_____11. Completed application form.

_____12. Proof that property taxes are current.

_____13. *Supplement to Intent to Subdivide Application - Consideration for Green Building* form (if required).

SANTA CRUZ COUNTY

COMMUNITY DEVELOPMENT
PLANNING DIVISION

INTENT TO SUBDIVIDE APPLICATION (TENTATIVE PLAT)

Case Number: _____ **Date of Submittal**: _____

Subdivision Name: _____

Location: _____ Town: _____

Township: _____ Section: _____ Range: _____ District # _____

Proposed Number of Lots: _____ Acres: _____

Owner: _____ Contact: _____ Phone: _____

Applicant: _____ Contact: _____ Phone: _____

Engineer: _____ Contact: _____ Phone: _____

Architect: _____ Contact: _____ Phone: _____

Landscape Architect: _____ Contact: _____ Phone: _____

Project Planner: _____ Contact: _____ Phone: _____

Estimated date of Tentative submittal: _____
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): _____

If Developer will also be the Builder or has a Builder as part of the development group, the *Supplement to Intent to Subdivide Application – Considerations for Green Building* form must be completed.

PUBLIC ACCESS STATEMENT:

_____
_____
_____

I/WE herein agree to meet the minimum design standards of all applicable regulations.

_____ _____
Applicant Signature **Date**

SUPPLEMENT TO INTENT TO SUBDIVIDE APPLICATION
CONSIDERATIONS FOR GREEN BUILDING
For Developer/Builder - please check all that apply to your building plans

PROTECT AND ENHANCE THE SITE

_____ Protect ecologically sensitive land and indigenous plants.
_____ Minimize size of development footprint
_____ Integrate building with site topography and optimize indoor/outdoor transitions for outdoor living (i.e. courtyards, porches, canopies, etc.)
_____ Avoid chemical herbicides, pesticides, and other ground treatments with toxic or hazardous constituents.

ENHANCE ENERGY EFFICIENCY

_____ Incorporate passive solar design strategies. Orient and zone building and interior spaces for seasonal benefits (reduce energy load and maximize comfort).
_____ Use a well insulated building envelope with internal thermal mass.
_____ Install high-performance low-e windows.
_____ Locate windows for natural light and cross ventilation; use external shading devices for unwanted heat gain.
_____ Seal and insulate ducts; locate within air conditioned spaces where possible.
_____ Select energy efficient heating/cooling equipment (min. SEER 12), lighting (fluorescents & halogens), and appliances.
_____ Consider active solar systems (i.e.- water heating and photovoltaic/solar electric).

USE ENVIRONMENTALLY-RESPONSIBLE MATERIALS

_____ Select materials that are durable and appropriate for our desert climate (won't degrade in sun/dryness).
_____ Select products and materials of local manufactures to limit embodied energy and support local economies.
_____ Select materials with recyclable and recycled content (reclamation and reuse of existing materials).
_____ Select materials with low embodied energy (energy used in resource extraction, manufacturing & shipping).
_____ Avoid materials that unduly deplete limited natural resources, such as lumber from old-growth forests.
_____ Avoid materials made from toxic or hazardous constituents (benzene, arsenic, formaldehyde, etc.).
_____ Avoid materials that generate pollution during manufacturing or use.

CREATE A SAFE INDOOR AIR ENVIRONMENT

_____ Avoid materials and finishes with high VOC (volatile organic compound) such as particle boards, some carpets, adhesives, and paints (use materials with less than 250 grams/liter VOC).
_____ Provide for ventilation in all occupied areas of the building.
_____ Maximize control of the indoor environment with features like operable windows, task lighting and zoned temperature controls.

PROVIDE FOR EFFICIENT WATER USE

_____ Use low-flow plumbing fixtures (i.e. dual flush toilets) and water efficient appliances (i.e. horizontal axis washing machines).
_____ Incorporate an efficient hot water delivery system (i.e. tankless, recirculating, centrally located of water heater).
_____ Provide or convert to desert responsible landscaping (xeriscape).
_____ Consider graywater usage, which takes the waste water from such locations as bathroom sinks, showers, bathtubs and laundry rooms, and uses it for landscape irrigation.
_____ Collect and/or direct rainwater for irrigation.

REDUCE GENERATION OF SOLID WASTE

_____ Sort construction and demolition waste for recycling (job site bins for wood, metals, wallboard, etc.).
_____ Purchase building material in required dimensions to minimize waste.
_____ Reuse as many discarded materials as possible in the building process.
_____ Donate reusable materials to local non-profit building supply companies or other community groups where they can be used to build or improve housing stock.