



Staff Report to the Zoning Administrator

Application Number: **05-0802**

Applicant: Jim Mosgrove, Architect
Owner: Steven and Sybil Robertson
APN: 044-241-59

Agenda Date: May 5, 2006
Agenda Item #: **2**
Time: AAer 10:00 a.m.

Project Description: Proposal to recognize a 900 square foot addition and remodel of an existing single-family dwelling and garage, including the relocation of the garage doors and driveway to La Honda Drive (current garage maintains access off of La Honda Court). Requires Variances to reduce the required front yard setback from 20 feet to 13 feet, and to reduce the street side yard setback from La Honda Court from 10 feet to 8 feet, 3 inches, and a Residential Development Permit to construct an addition over 800 square feet to a non-conforming structure.

Location: Property located at the intersection of La Honda Drive and La Honda Court, at 704 La Honda Court.

Supervisory District: 2nd District (District Supervisor: Ellen Pirie)

Permits Required: Variance to the front yard setback, street side yard setback, and to conduct structural alterations in excess of 50% to the non-conforming walls.

Staff Recommendation:

- Certification that the proposal is exempt from ~~further~~ Environmental Review under the California Environmental Quality Act.
- **Approval** of the requested Variance to the street-side yard setback, Variance to conduct structural alterations in excess of 50% to the non-conforming walls, and Residential Development Permit to construct an addition in excess of 800 square feet to an existing non-conforming dwelling, based on the attached findings and conditions.
- **Denial** of the requested Variance for the non-cantilevered deck encroaching into the front yard setback and the entry-columns within the street side yard setback, based on the attached findings.

Exhibits

- | | | | |
|----|---------------|----|--|
| A. | Project plans | D. | Categorical Exemption (CEQA determination) |
| B. | Findings | E. | Assessor's parcel map |
| C. | Conditions | | |

- F. Zoning and General Plan map
G. Letter from Jim Mosgrove, applicant,
dated March 15, 2006
H. Comments & Correspondence

Parcel Information

Parcel Size: 7,168 square feet (established by survey)
Existing Land Use - Parcel: Single-family dwelling
Existing Land Use - Surrounding: Single-family dwellings
Project Access: La Honda Drive
Planning Area: Aptos
Land Use Designation: R-UL (Urban Low Residential)
Zone District: R-1-10 (Single-family residential, 10,000 square foot
minimum lot size)
Coastal Zone: ☒ Inside ☐ Outside
Appealable to Calif. Coastal Comm. ☐ Yes ☒ No

Environmental Information

Geologic Hazards: Not mapped/no physical evidence on site
Soils: Elkhorn Sandy Loam, Elkhorn-Pfiefer complex
Fire Hazard: Not a mapped constraint
Slopes: Slightly sloped toward La Honda Drive
Env. Sen. Habitat: Not mapped/no physical evidence on site
Grading: No grading proposed
Tree Removal: No trees proposed to be removed
Scenic: Not a mapped resource
Drainage: Existing and proposed drainage adequate
Archeology: Not mapped/no physical evidence on site

Services Information

Urban/Rural Services Line: ☒ Inside ☐ Outside
Water Supply: Soquel Creek Water District
Sewage Disposal: Santa Cruz County Sanitation District
Fire District: Aptos/La Selva Fire Protection District
Drainage District: Zone 6

History

The existing residence was originally constructed in 1972, part of the Rio del Mar Country Club subdivision. The dwelling was constructed with three bedrooms above a two-car garage, with driveway access maintained off of La Honda Court.

A building permit (application 47271 G) for the proposed addition and re-configuration of the garage was issued by the Santa Cruz County Building Department in June of 2006. Plans

submitted for the building permit indicated the existing structure and proposed additions met all required setbacks. During the inspection process, it was discovered that the plans submitted were incorrect and the existing house is currently non-conforming with regards to the front yard setbacks off of La Honda Drive and the street side yard setback off of La Honda Court, necessitating a variance to complete the work as proposed. The Planning Department accepted the current application on December 15, 2005, and the application was deemed complete for further processing in January 12, 2006.

Project Setting

The project site is located within the Seascape portion of Aptos, within a neighborhood of both one and two-story single-family dwellings. The site is a corner lot, bounded by La Honda Drive to the west and La Honda Court to the north, with driveway access maintained off of La Honda Drive.

Zoning & General Plan Consistency

The subject property is a 7,168 square foot lot, located in the R-1-10 zone district, a designation which allows residential uses. As the size of the parcel is less than 80% of the minimum 10,000 square foot parcel size for the zone district, the site standards for the R-1-6 zone district apply per Section 13.10.323(d)(2)(A) of the County code. Variances have been applied for exceptions to the front yard and street side yard setbacks, as follows:

	R-1-6 Site Standards*	Proposed
Front yard setback	20'	17' 6"
Rear yard setback	15'	About 46'
Side yard setback	5'	17'
Street side yard setback	10'	About 8' 3"
Maximum height	28'	28'
Maximum % lot coverage	30%	About 23%
Maximum Floor Area Ratio	50%	About 39%

*The site is zoned R-1-10, but the R-1-6 site standards apply as the property is less than 80% of the minimum parcel size for the zone district (Section 13.10.323(d)(2)(A)).

A single-family dwelling is a principal permitted use within the zone district and the project is therefore consistent with the site's (R-UL) Urban Low Residential General Plan designation.

Variance Issues

The owner is requesting three Variances to the County Code: a Variance to reduce the required street side yard setback from 10 feet to about 8' 3" for a storage/workshop area under an existing cantilevered portion of the house adjacent to the garage, a Variance to reduce the required street side yard setback from 10' to about 8' 3" for two entry-way columns, a Variance to reduce the required front yard setback from 20 feet to about 13 feet to accommodate a deck and columns, and a Variance to recognize alterations in excess of 50% to the non-conforming walls.

Staff **can** make the findings to grant the following requested Variances:

Variance to the street side & front yard setbacks for storage/workshop

After remodeling the garage, demolishing the driveway from La Honda Court, and installing a new driveway from La Honda Drive, the location of the former driveway was filled in to prevent drainage problems. As the second story already cantilevers 5 feet on the north side of the house, the owner constructed an addition to enclose this cantilevered space in order to minimize potential drainage impacts and to improve the aesthetics of the remodeled house. About 1' 6" to 1' 9" of the cantilevered second story and the addition below encroaches into the street side yard setback, requiring a Variance.

Variance findings can be made to grant this variance due to the topography of the site after re-location of the driveway, and the location of the existing non-conforming cantilevered second story.

Variance to allow alterations and modifications to more than 50% of the non-conforming walls

The alterations to the non-conforming walls within the street side yard setback and front yard setback were necessary to accommodate the re-orientation of the garage with a driveway off of La Honda Drive. Special circumstances exist relating to the topography of the site and the location of the existing residence on a corner lot. Due to safety concerns relating to the steep driveway and the desire to provide more usable driveway space for parking (even if not quite County Standard), the owner remodeled the garage and re-oriented the garage doors and driveway to maintain access off of La Honda Drive rather than La Honda Court. This configuration results in a driveway that conforms to County access standards for slopes and visibility, in addition to providing more space for potential off-street parking for compact vehicles. These alterations could not occur absent a Variance approval, due to the removal of garage doors from the north elevation and the installation of a garage door on the west elevation, both non-conforming walls.

Absent a Variance approval, the owner would not enjoy a driveway with safe and adequate access and would not be able to park in the driveway. As proposed, the driveway will result in safer access due to a smaller slope, and off-street parking can be accommodated within the driveway where none could be accommodated before. Though any parking within the driveway cannot be counted towards off-street parking requirements due to the length of the driveway (6 inches less than the 18 foot length required by County Code), the new driveway is an improvement over the previous driveway as compact vehicles could be accommodated.

Staff **cannot** make the findings to approve the following variances:

Variance to recognize a non-cantilevered deck within the front yard setback

As part of the remodel and addition, a 4-foot wide deck, non-cantilevered deck was constructed on the west elevation facing La Honda Drive above the new garage door. After completion of the survey requested by the Building Inspector, the deck was discovered to be non-conforming

with regards to the front yard setback, with only 13 feet between the edge of the deck and the front property line.

Cantilevered decks are allowed to encroach up to six feet into the front yard setback per County Code Section 13.10.323(e)(1). With the existing house already non-conforming with regards to the front yard setback, this exception would allow a cantilevered deck of up to about 3 ½ feet in depth without a Variance approval.

Variance to recognize entry-way columns within the Street Side yard Setback

The survey revealed that the new entry-way columns encroach about a two feet into the street side yard setbacks, and a Variance has been requested to recognize their current location. Staff cannot make the required Variance findings as the columns can be located in a conforming location and still provide the desired support for the entryway, and no special circumstances exist that require the columns to be located within the setback.

Residential Development Permit

The addition and remodel resulted in an addition of about 940 square feet, including about 120 square feet for the storage/workshop area adjacent to the garage and about 600 square feet on the second floor. The additions do not exacerbate the existing non-conforming situation, as occur within the required setbacks. The only exception is storage/workshop area adjacent to the garage, a portion of which will be non-conforming. However, this addition will not encroach further into the setbacks than the former cantilevered second story above.

Parking

The site remains non-conforming with regards to off-street parking requirements under Section 13.10.552 of the County Code, as only two conforming parking spaces will be provided (in the garage). However, since the addition and remodel results in no net increase in the number of bedrooms, no additional conforming off-street parking is required. The re-orientation of the garage and driveway from La Honda Court to La Honda Drive improves the availability of parking for the subject property, as the length of the driveway will now be 17' 6" rather than 14' under the previous configuration. This layout will accommodate two smaller vehicles, even though the spaces cannot be legally counted, as they are six inches shorter in length than County standards.

Conclusion

California State Law requires specific findings to be made in order to grant approval of a requested Variance, as outlined in Exhibit B. Staff made the findings to grant Variances to both the storage/workshop area and to recognize the alteration of more than 50% of the non-conforming walls of a structure.

However, staff could not make the required findings to grant all the requested Variances, namely the request for a Variance to recognize a non-cantilevered deck within the front yard setback and

to recognize two columns for a new entry way which encroach about two feet into the street side yard setback. Unfortunately, these elements have already been constructed with the benefit of permit, despite the request for a survey early during the building inspection proces. However, no special circumstances exist relating to the physical topography of the site, the lot configuration, or the location of existing structures that require these elements to be located where they were constructed.

As proposed and conditioned, the project is consistent with all applicable codes and policies of the Zoning Ordinance and General Plan/LCP with the exception of the deck and entry-way columns for which Variance findings could not be made. Please see Exhibit "B" ("Findings") for a complete listing of findings and evidence related to the above discussion.

Staff Recommendation

- **APPROVAL** of the requested Variance to the street-side yard setback, Variance to conduct structural alterations in excess of 50% to the non-conforming walls, and Residential Development Permit to construct an addition in excess of 800 square feet to an existing non-conforming dwelling, based on the attached findings and conditions.
- **DENIAL** of the requested Variance for the non-cantilevered deck encroaching into the front yard setback and the entry-columns within the street side yard setback, based on the attached findings.
- Certification that the proposal is exempt from further Environmental Review under the California Environmental Quality Act.

Supplementary reports and information referred to in this report are on file and available for viewing at the Santa Cruz County Planning Department, and are hereby made a part of the administrative record for the proposed project.

The County Code and General Plan, as well as hearing agendas and additional information are available online at: www.co.santa-cruz.ca.us

Report Prepared By: David Keyon
Santa Cruz County Planning Department
701 Ocean Street, 4th Floor
Santa Cruz CA 95060
Phone Number: (831) 454-3561
E-mail: david.keyon@co.santa-cruz.ca.us

Variance Findings

1. That because of special circumstances applicable to the property, including size, shape, topography, location, and surrounding existing structures, the strict application of the Zoning Ordinance deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classification.

This finding **can** be made to grant a **Variance to the street-side yard and front yard setback for the enclosed storage/workshop** area adjacent to the garage, as the topography of the site and the location of the existing residence represent special circumstances unique to the property that could result in potential hardship. Specifically, the storage/workshop area was constructed underneath the cantilevered second **story** in the location of the previous garage entry and driveway. The removal of the driveway and re-configuration of the garage to maintain access from La Honda Drive (for safer access and improved off-street parking) required filling in of the former driveway location, and the construction of the storage/workshop area in order to prevent drainage and potential moisture problems underneath the cantilevered second story.

This finding **can** be made to grant a **Variance to conduct structural alterations to more than 50% of the non-conforming walls** along the street side yard setback and the front yard setback as special circumstances exist relating to the topography of the site and the location of the existing residence on a corner lot. Due to safety concerns relating to the previous short and steep driveway, and the desire to provide more usable driveway space for parking (even if not quite County Standard), the owner remodeled the garage and re-oriented the garage doors and driveway to maintain access off of La Honda Drive rather than La Honda Court. This configuration results in a driveway that conforms to County access standards for slopes and visibility, in addition to providing more space for potential off-street parking for compact vehicles, and would not be possible absent a Variance approval to alter more than 50% of the non-conforming walls.

This finding **cannot** be made for the requested Variances for the deck within the front yard setback nor for the columns for the entryway within the side yard setback. No special circumstances exist on site that justify the location of the non-cantilevered deck in the front yard setback, and adequate outdoor space already exists at the side and rear yards and the County Code contains exceptions to front yard setback requirements for cantilevered decks. Furthermore, no special circumstances exist on site that require the columns for the entryway to encroach into the street side yard setback, as these columns could be located outside the setbacks and serve the same aesthetic and structural purpose absent a variance approval.

2. That the granting of the variance will be in harmony with the general intent and purpose of zoning objectives and will not be materially detrimental to public health, safety, or welfare **or** injurious to property or improvements in the vicinity.

This finding **can** be made for the requested Variances for the storage/workshop area and the alterations in excess of 50% to the non-conforming walls, as these elements of the project are necessary to re-orient the driveway and garage from La Honda Court to La Honda Drive,

resulting in a driveway layout that complies with the general intent and purpose of zoning objectives by providing safer access, visibility, and improved off-street parking opportunities. The proposed storage/workshop area will be constructed immediately below a formerly cantilevered portion of the second story, and will not encroach closer to the side property line than the former cantilevered section and will therefore not result in increased impacts to access to light and air for neighboring properties nor the traveled roadway.

This finding **cannot** be made for the requested Variances to the front yard setback for the front deck nor the columns for the entryway, as the encroachment of these structures into the setbacks does not comply with zoning objectives to provide access to light, air, and open space. Exceptions exist in the County Code to allow the construction of cantilevered decks in the front yard setback, as cantilevered decks have been determined to have less impact on access to light, air, and open space for adjoining properties.

3. That the granting of such variances shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such is situated.

This finding **can** be made for the requested Variances to the street side and front yard setbacks for the construction of the storage/workshop area under the cantilevered second story and for the alterations in excess of 50% to the non-conforming walls. Allowing the enclosure of the area below the cantilevered second story for a storage/workshop area within the street side and front yard setbacks does not constitute the grant of a special privilege, as the enclosure will not increase the pre-existing non-conforming situation. Variances for alterations in excess of 50% to non-conforming walls have been granted in the past, especially in cases where the alterations result in a project that advances the purposes of the County Code with regards to health, safety, and welfare. The alterations are necessary to re-orient the driveway and garage in order to obtain a driveway of an adequate slope with improved visibility.

This finding **cannot** be made for the requested Variances **for** the non-cantilevered deck in the front yard setback or the entryway columns in the street side yard setback, as no special circumstances exist on site to warrant the requested Variances. Granting these variances would represent a granting of a special privilege, as the current location is the result of a self-imposed hardship rather than any intrinsic circumstance on the project site relating to the topography, location, or shape of the property.

Development Permit Findings

1. That the proposed location of the project and the conditions under which it would be operated or maintained will not be detrimental to the health, safety, or welfare of persons residing or working in the neighborhood or the general public, and will not result in inefficient or wasteful use of energy, and will not be materially injurious to properties or improvements in the vicinity.

This finding can be made, as the variances to allow the storage/workshop area within the street side and front yard setbacks and to conduct alterations in excess of 50% of the non-conforming walls are necessary to re-configure the driveway and garage to maintain access off of La Honda Drive rather than La Honda Court. This re-configuration results in a superior driveway location as it provides improved visibility, is not as steep as the original driveway (which was about a 40% slope, in excess of County standards), and provides additional space for off-street parking (though the parking cannot be officially counted as the length is 6' less than the 18' required by County Code).

2. That the proposed location of the project and the conditions under which it would be operated or maintained will be consistent with all pertinent County ordinances and the purpose of the zone district in which the site is located.

This finding can be made, as the requested Variances for the storage/workshop area and for alterations in excess of 50% of the non-conforming walls result in a project that is consistent with the purpose of the R-1 zone district as the use of the site will remain one single-family dwelling. With the exception of the requested Variances (see findings above), the project complies with all other site standards including floor area ratio and lot coverage.

3. That the proposed use is consistent with all elements of the County General Plan and with any specific plan which has been adopted for the area.

This finding can be made, in that the proposed addition and alterations are consistent with the use and density requirements specified for the Urban Low Residential (R-UL) land use designation in the County General Plan, as the primary use of the site will remain one single-family dwelling.

The proposed Single-family dwelling will not be improperly proportioned to the parcel size or the character of the neighborhood as specified in General Plan Policy 8.6.1 (Maintaining a Relationship Between Structure and Parcel Sizes), as the additions and alterations result in a Single-family dwelling that complies with lot coverage, floor area ratio, height, and number of stories allowed in the R-1-10 zone district, and will result in a structure consistent with a design that could be approved on any similarly sized lot in the vicinity.

A specific plan has not been adopted for this portion of the County.

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Owner: Steven and Sybil Robertson

4. That the proposed use will not overload utilities and will not generate more than the acceptable level of traffic on the streets in the vicinity.

This finding can be made, in that the additions and alterations to the existing single-family dwelling will not result in a significant increase in utilities or trip ends, **as** the number of bedrooms will remain the same.

5. That the proposed project will complement and harmonize with the existing and proposed land uses in the vicinity and will be compatible with the physical design aspects, land use intensities, and dwelling unit densities of the neighborhood.

This finding can be made, in that the proposed alterations and additions will result in a single-family dwelling **of** similar bulk, mass, and scale as residences on adjacent properties. The land use intensity and dwelling unit intensity will remain unchanged as the use **of** the site will remain one three-bedroom single-family dwelling.

Conditions of Approval

Exhibit **A** Project plans, 9 sheets, drawn by Jim Mosgrove and dated January 17, 2006.
Survey by Ward Surveying, one sheet, dated November 21, 2005.

- I. This permit authorizes the alteration of more than 50% of the non-conforming walls of an existing single-family dwelling to accommodate a remodel and re-orientation of the driveway and garage, and the construction of a storage/workshop area within the street side yard setback. Prior to exercising any rights granted by this permit including, without limitation, any construction or site disturbance, the applicant/owner shall:
 - A. Sign, date, and return to the Planning Department one copy of the approval to indicate acceptance and agreement with the conditions thereof.
 - B. Obtain a Demolition Permit from the Santa Cruz County Building Official for the entry way columns and the deck within the front yard.
 - C. Obtain a Building Permit change order from the Santa Cruz County Building Official.
 - D. Obtain an Encroachment Permit from the Department of Public Works for all off-site work performed in the County road right-of-way, if required.
- II. Prior to issuance of a Building Permit the applicant/owner shall:
 - A. Submit proof that these conditions have been recorded in the official records of the County of Santa Cruz (Office of the County Recorder).
 - B. Submit final architectural plans for review and approval by the Planning Department. The final plans shall be in substantial compliance with the plans marked Exhibit "A" on file with the Planning Department, without the non-cantilevered front yard deck and with the entry-way columns at a conforming location. Any changes from the approved Exhibit "A" for this development permit on the plans submitted for the Building Permit must be clearly called out and labeled by standard architectural methods to indicate such changes. Any changes that are not properly called out and labeled will not be authorized by any Building Permit that is issued for the proposed development. The final plans shall include the following additional information:
 1. Identify finish of exterior materials and color of roof covering for Planning Department approval. Any color boards must be in 8.5" x 11" format.
 2. Plans shall show the re-location of the entry-way columns to a conforming location.
 3. Plans shall show either the demolition of the deck within the front yard setback, or revised construction drawings with the deck cantilevered. The

cantilevered deck shall not encroach closer than 14 feet to the front property line.

- C. Continue to provide required off-street parking for two cars. Parking spaces must be **8.5** feet wide by 18 feet long and must be located entirely outside vehicular rights-of way. Parking must be clearly designated on the plot plan.
 - D. Submit a written statement signed by an authorized representative of the school district in which the project is located confirming payment in full of all applicable developer fees and other requirements lawfully imposed by the school district.
- III. All construction shall be performed according to the approved plans for the Building Permit. Prior to final building inspection, the applicant/owner must meet the following conditions:
- A. All site improvements shown on the final approved Building Permit plans shall be installed.
 - B. All inspections required by the building permit shall be completed to the satisfaction of the County Building Official.
- IV. Operational Conditions
- A. In the event that future County inspections of the subject property disclose noncompliance with any Conditions of this approval or any violation of the County Code, the owner shall pay to the County the full cost of such County inspections, including any follow-up inspections and/or necessary enforcement actions, up to and including permit revocation.
- V. As a condition of this development approval, the holder of this development approval ("Development Approval Holder"), is required to defend, indemnify, and hold harmless the COUNTY, its officers, employees, and agents, from and against any claim (including attorneys' fees), against the COUNTY, its officers, employees, and agents to attack, set aside, void, or annul this development approval of the COUNTY or any subsequent amendment of this development approval which is requested by the Development Approval Holder.
- A. COUNTY shall promptly notify the Development Approval Holder of any claim, action, or proceeding against which the COUNTY seeks to be defended, indemnified, or held harmless. COUNTY shall cooperate fully in such defense. If COUNTY fails to notify the Development Approval Holder within sixty (60) days of any such claim, action, or proceeding, or fails to cooperate fully in the defense thereof, the Development Approval Holder shall not thereafter be responsible to defend, indemnify, or hold harmless the COUNTY if such failure to notify or cooperate was significantly prejudicial to the Development Approval Holder.
 - B. Nothing contained herein shall prohibit the COUNTY from participating in the

defense of any claim, action, or proceeding if both of the following occur:

1. COUNTY bears its own attorney's fees and costs; and
 2. COUNTY defends the action in good faith.
- C. Settlement. The Development Approval Holder shall not be required to pay or perform any settlement unless such Development Approval Holder has approved the settlement. When representing the County, the Development Approval Holder shall not enter into any stipulation or settlement modifying or affecting the interpretation or validity of any of the terms or conditions of the development approval without the prior written consent of the County.
- D. Successors Bound. "Development Approval Holder" shall include the applicant and the successor(s) in interest, transferee(s), and assign(s) of the applicant.

Minor variations to ~~this~~ permit which do not affect the overall concept or density may be approved by the Planning Director at the request of the applicant or staff in accordance with Chapter 18.10 of the County Code.

Please note: This permit expires on the expiration date listed below unless you obtain the required permits and commence construction.

Approval Date: _____

Effective Date: _____

Expiration Date: _____

Don Bussey
Deputy Zoning Administrator

David Keyon
Project Planner

Appeals: Any property owner, or other person aggrieved, or any other person whose interests are adversely affected by any act or determination of the Zoning Administrator, may appeal the act or determination to the Planning Commission in accordance with chapter 18.10 of the Santa Cruz County Code.

CALIFORNIA ENVIRONMENTAL QUALITY ACT

NOTICE OF EXEMPTION

The Santa Cruz County Planning Department has reviewed the project described below and has determined that it is exempt from the provisions of CEQA as specified in Sections 15061 - 15332 of CEQA for the reason(s) which have been specified in this document.

Application Number: 05-0802

Assessor Parcel Number: 044-241-59

Project Location: 704 La Honda Ct.

Project Description: Proposal to recognize construction of a two-story addition with front and street side-yard setbacks

Person or Agency Proposing Project: Jim Mosgrove, Architect

Contact Phone Number: (831) 476-4575

- A. ☐ The proposed activity is not a project under CEQA Guidelines Section 15378.
B. ☐ The proposed activity is not subject to CEQA as specified under CEQA Guidelines Section 15060(c).
C. ☐ **Ministerial Project** involving only the use of fixed standards or objective measurements without personal judgment.
D. ☐ **Statutory Exemption** other than a Ministerial Project (CEQA Guidelines Section 15260 to 15285).

Specify type:

E. ☒ **Categorical Exemption**

Specify type: Class 1 - Minor additions to existing structures (Section 15301)

F. Reasons why the project is exempt:

Addition of 900 square feet to an existing SFD

In addition, none of the conditions described in Section 15300.2 apply to this project.

David Keyon, Project Planner

Date: _____

TRANSMITTAL - LEVEL 5,6 & 7

DATE: _____

TO: Support Staff

FROM: David Keyon

RE: Application # 05-0802

PLEASE COMPLETE THE ITEMS CHECKED BELOW:

Return all original documents to the planner, unless checked ☐ Use original documents for distribution

- ☐ Make _____copies of the attached documents; distribute as follows:
- ☐ Mailcopies to: ☐ Applicant ☐ Owner ☐ Applicant/Owner (if same)
 - ☐ Send a copy to District Supervisor _____ (via Inter-office mail)
 - ☐ Send copies to: ☐ DPW Surveyor (Plans & Conditions – all land divisions)
☐ Housing (Conditions – projects with affordable housing reqts.)
☐ _____
 - ☐ Extra copy to planner
 - ☐ Mail a copy to the California Coastal Commission: ☐ Certified Mail ☐ Send attached plans
 - ☐ Mail copy of Coastal Exclusion to Coastal Commission with any attached documents/exhibits.
 - ☐ Mail copy of permit conditions to: _____ (Local Fire District)
- ☐ Send copy of CEQA notice to the Clerk of the Board:
- ☐ Notice of Exemption
 - ☐ Notice of Determination/Negative Declaration
 - ☐ Certificate of Fee Exemption
- ☐ Special instructions:
- ☐ Send attached exhibit(s) to:
☐ Applicant ☐ Owner ☐ Applicant/Owner (if same)
 - ☐ Send attached recordable documents to:
☐ Applicant ☐ Owner ☐ Applicant/Owner (if same)
 - ☐ _____
 - ☐ _____

Completed by: _____
(support staff) (date)