

	VIBRANCY REGISTRATION APPLICATION Department of Planning & Community Development 809 Center Street, Room 101 Santa Cruz, CA 95060 www.cityofsantacruz.com (831) 420-5110 Phone (831) 420-5434 Fax		APPLICATION REGISTRATION #		DATE STAMP
			RECEIVED BY		
			PLANNING ADMIN		
PROPERTY ADDRESS			ASSESSOR'S PARCEL NUMBER (APN)		
PROPERTY OWNER			PROPERTY MANAGER* <i>Local Property Manager Required</i>		
NAME		NAME			
ADDRESS		ADDRESS			
CITY/STATE/ZIP		CITY/STATE/ZIP			
PHONE		PHONE			
EMAIL		EMAIL			
CERTIFICATION "I hereby certify that the facts given on this application are true and correct to the best of my knowledge and I agree to, and authorize, such investigations as are deemed necessary by the City of Santa Cruz City Planning Department for the preparation of this registration application, include the right of access to the property involved. In submitting this registration application, I agree to defend, indemnify and hold harmless the City, its officers, employees and agents, from and against any claim, including attorney fees and litigation costs, arising out of or in any way related to the City's processing, consideration or approval of this registration application." <i>Electronic, scanned, and emailed signatures are accepted and treated as an original and legally binding on the parties.</i>					
APPLICANT'S SIGNATURE* <i>If applicant is not the property owner, an owner-agent form is required.</i> x					DATE
REGISTRATION APPLICATION TYPE(S) – STAFF USE ONLY FROM THIS POINT					
DEPARTMENT REVIEWERS <i>(for internal use only)</i>					
<input type="checkbox"/> Admin Staff Review (OTC) <input type="checkbox"/> Economic Development <input type="checkbox"/> Current Planning		<input type="checkbox"/> Police Department <input type="checkbox"/> Code Compliance <input type="checkbox"/> _____ (Additional Reviews, if needed)			
REGISTRATION APPLICATION FEES – ALL APPLICATIONS MADE TO CORRECT VIOLATIONS OF THE ZONING ORDINANCE ARE SUBJECT TO ADDITIONAL FEES BASED ON THE ADOPTED FEE SCHEDULE.					
REGISTRATION APPLICATION FEE	\$		\$		\$
OTHER	\$				
SUBTOTAL	\$				
TOTAL*	\$				
*This is an annual fee that will be due and payable with an updated annual registration, if the property stays vacant for more than a year from the date of the registration being deemed complete.					

1. REGISTRATION APPLICATION MATERIALS

- ☐ A property maintenance plan for the empty storefront, describing the owner's and local property manager's plans for compliance with the maintenance requirements of Chapter 5.84 of the Municipal Code.
- ☐ Documentation showing that a local property manager has been retained by the property owner, consistent with the requirements of Section 5.84.050(a).
- ☐ A description of the most recent legal use of the empty storefront, the square footage of the property, and any future plans for the property; and
- ☐ Other:

2. MAINTENANCE REQUIREMENTS (Section 5.84.030 of the Municipal Code)

- All empty storefronts shall be posted with the name and contact phone number of the property manager. The posting must comply with the standards established by the Planning and Community Development Department. (Note: the posting required by this section shall not be considered a sign subject to Santa Cruz Municipal Code 24.12.300-390.)
- All empty storefront properties shall be maintained in a manner that is free from exterior trash, debris, and graffiti.
- The exterior areas of empty storefronts shall be reasonably maintained and in good condition, including paint, finishes, windows, doors, signage, awnings, lighting, and landscaping.
- Empty storefronts shall be maintained in a secure manner so as not to be accessible to unauthorized persons. All windows, doors (walk-through, sliding, and garage), and gates that may allow access to the interior of the property must properly close and lock.
- Any broken, cracked, or badly etched/scuffed window shall be promptly replaced. Anti-graffiti film coating shall be utilized to protect windows from damage.
- The interior of empty storefronts shall be kept free from squatters and other illegal activity on the premises including the use and sale of controlled substances, prostitution, trespassing, and/or other illegal activity. If the property manager observes signs of illegal activity on the premises, they must promptly notify the owner and the Santa Cruz Police Department. However, a property manager's failure to give notice to the owner of illegal activity does not excuse the owner from any of the requirements of this Chapter.
- Empty storefronts shall maintain sufficient utility services to provide power available for an alarm or security system, exterior lighting, and to properly irrigate all landscaping on the property.
- For empty storefronts that contain alcoves on private property, those alcoves shall be maintained in a clean and hygienic condition, free from odors, and with adequate lighting.
- Owners of empty storefronts must, within 180 days from when the property becomes vacant, install or allow for the installation of and consistently maintain in good condition, either:
 - decorative vinyl window coverings (also known as window clings), to be approved by the City or selected by the Owner from pre-approved City designs, (note that window coverings required by this section shall not be considered signs subject to Santa Cruz Municipal Code 24.12.300-390); or
 - window displays of curated art pieces to be approved by the City, which may coordinate or consult with the Downtown Association and/or arts organizations.

3. ADDITIONAL REQUIREMENTS (Section 5.84.050 of the Municipal Code)

- A local property manager must be retained to, at minimum, perform monthly inspections to ensure compliance with this Chapter and the Santa Cruz Municipal Code.
 - A local property manager is a company or individual retained by the owner of an empty storefront to be responsible for the upkeep and maintenance of the property. A local property manager must be licensed to do business in the City of Santa Cruz, and the principal place of business for the local property manager must be within 60 miles of the City of Santa Cruz.
 - If the owner of an empty storefront lives in or has a principal place of business within 60 miles of the City of Santa Cruz, they may serve as their own local property manager, so long as they are licensed to do business in the City of Santa Cruz.

oIf the local property manager determines that an empty storefront is not in compliance with this Chapter or any provision of the Santa Cruz Municipal Code, it is the local property manager's duty to notify the owner and bring the property into compliance. However, a local property manager's failure to give notice to the owner of violations does not excuse the owner from compliance with any of the requirements of this Chapter.

- Owners of empty storefronts required to register pursuant Section 5.83.040 must meet at least once per year with City staff from the Economic Development Department (to discuss the status of leasing the property) and the Planning Department (to discuss any maintenance issues on or around the property).

OWNER'S DECLARATION

I attest that under penalty of perjury that the following statements are true and correct:

1. I am the owner or authorized representative of the owner of the property (address listed above); and
2. I am not aware of any conditions of the property that present a threat to health and/or safety.
3. I have read the Santa Cruz Municipal Code (SCMC) 5.84 Vibrancy Ordinance in its entirety and agree to comply with the listed requirements

Name (Print): _____ Signed: _____ Dated: _____

INDEMNITY/WAIVER

Owner shall defend, indemnify, and hold harmless the City, its officers, officials, employees and volunteers from any and all losses, claims, liabilities, costs, damages, or expenses (including attorney's fees and costs) to any person or property arising out of, either directly or indirectly, or in connection with the occupancy, use, and/or accessibility of the empty storefront at the address listed above, and/or in connection with City's on enforcing code violations related to said empty storefront, to the fullest extent permitted by law.

Name (Print): _____ Signed: _____ Dated: _____

NOTE:

Registration shall be deemed complete once the Planning and Community Development Department has sent notice to the owner that the registration fee has been received, and a complete registration application has been approved.

This completes the registration application. See next page for Owner-Agent Approval Form.



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OWNER-AGENT APPROVAL FORM

For persons other than the owner who wish to register to the Vibrancy Program, approval of the owner is required. This document serves as the City's authorization to accept the registration application from the agent listed below:

Registration Application No.: _____ APN: _____ — _____ — _____

Location: _____

Agent:

Name: _____

Address: _____

Telephone: _____

Owner:

Name: _____

Address: _____

Telephone: _____

Date

Signature of Owner

Note: One (1) owner-agent form will be required for each registration.

This document is intended for the registration applications only.