



**MONTEREY COUNTY RESOURCE MANAGEMENT AGENCY  
PLANNING DEPARTMENT**

**Salinas** – 168 West Alisal, 2nd Floor, Salinas, CA 93901  
 Telephone: (831) 755-5025 Fax: (831) 757-9516  
**Coastal Office** – 2620 First Avenue, Marina, CA 93933  
 Telephone: (831) 883-7500 Fax: (831) 384-3261  
<http://www.co.monterey.ca.us/planning>

**DESIGN APPROVAL REQUEST FORM**

**ASSESSOR'S PARCEL NUMBER:** \_\_\_\_\_

**PROJECT ADDRESS:** \_\_\_\_\_

**PROPERTY OWNER:** \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**AGENT:** \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**Mail Notices to:**  Owner  Applicant  Agent  
 (check only one)

**PROJECT DESCRIPTION:** (Attach *Scope of Work*) \_\_\_\_\_

**MATERIALS TO BE USED:** \_\_\_\_\_

**COLORS TO BE USED:** \_\_\_\_\_

You will need a building permit and must comply with the Monterey County Building Ordinance. Additionally, the Zoning Ordinance provides that no building permit be issued, nor any use conducted, otherwise than in accordance with the conditions and terms of the permit granted or until ten days after the mailing of notice of the granting of the permit.

**PROPERTY OWNER/AGENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FOR DEPARTMENT USE ONLY**

**ZONING:** \_\_\_\_\_  
**GENERAL/AREA PLAN:** \_\_\_\_\_  
**ADVISORY COMMITTEE:** \_\_\_\_\_  
**RELATED PERMITS:** \_\_\_\_\_  
**PLANNER:** \_\_\_\_\_  
**LUAC REFERRAL:**  YES  NO  
**DOES THIS CORRECT A VIOLATION?**  YES  NO  
**WITHIN ARCH BUFFER ZONE?**  YES  NO  
**DECISION:**  ADMINISTRATIVE  PUBLIC HEARING

**LEGAL LOT:** \_\_\_\_\_  YES  NO  
**GIVEN OUT BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**ACCEPTED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ADVISORY COMMITTEE RECOMMENDATION**

APPROVAL  DENIAL

**For:** \_\_\_\_\_ **Against:** \_\_\_\_\_ **Abstain:** \_\_\_\_\_ **Absent:** \_\_\_\_\_

**Was the Applicant Present?**  YES  NO

**Recommended Changes:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**APPROPRIATE AUTHORITY:**  DIRECTOR OF P & B I  ZONING ADMINISTRATOR  PLANNING COMMISSION  
**ACTION:**  APPROVED  DENIED

**CONDITIONS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PROCESSED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COPY TO APPLICANT:**  IN PERSON OR  MAILED **DATE:** \_\_\_\_\_

# STATEMENT OF PLANNING SCOPE OF WORK

PLEASE CHECK "YES" OR "NO" FOR **ALL** BOXES

- |     | Yes                      | No                       |  |
|-----|--------------------------|--------------------------|--|
| 1.  | <input type="checkbox"/> | <input type="checkbox"/> | Project is for residential use.  |
| 2.  | <input type="checkbox"/> | <input type="checkbox"/> | The project is commercial use.   |
| 3.  | <input type="checkbox"/> | <input type="checkbox"/> | The project is for agricultural use.   |
| 4.  | <input type="checkbox"/> | <input type="checkbox"/> | The project is for industrial use.   |
| 5.  | <input type="checkbox"/> | <input type="checkbox"/> | The project is public or quasi/public.   |
| 6.  | <input type="checkbox"/> | <input type="checkbox"/> | The project includes a subdivision/lot line adjustment.  |
| 7.  | <input type="checkbox"/> | <input type="checkbox"/> | The project is for cell site, telecom (digital) communication facility/site.   |
| 8.  | <input type="checkbox"/> | <input type="checkbox"/> | Project includes construction of a new structures.   |
| 9.  | <input type="checkbox"/> | <input type="checkbox"/> | Project includes enlarging, altering, repairing, moving, improving, or removing an existing structures.<br>If "yes" describe _____   |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | The project includes demolition work.<br>If "yes"<br>describe _____  |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | Project includes replacement and/or repair of ( 50%) or more of the exterior walls of a structure.   |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Project includes historical structure or a structure more than fifty (50) years old.   |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | Project includes an accessory structure(s)<br>If "yes" describe _____  |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | Project includes the placement of a manufactured home, mobile home, modular or prefabricated unit.<br><input type="checkbox"/> Private property <input type="checkbox"/> Park installation _____(mobile home park) |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | Project includes retaining walls, sea wall, riprap.  |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | The project includes constructing, enlarging, altering, repairing, moving, improving or removing a septic tank/system.   |
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | The project includes constructing, enlarging, altering, repairing, moving, improving or removing a well.   |
| 18. | <input type="checkbox"/> | <input type="checkbox"/> | Project is associated with a new or improvements to a water system.<br>_____ water system                      _____ number of connections.  |
| 19. | <input type="checkbox"/> | <input type="checkbox"/> | Project includes removal of trees.<br>If "yes", type _____ size _____ number _____   |
| 20. | <input type="checkbox"/> | <input type="checkbox"/> | Project includes grading, dirt importation, dirt removal, and/or drainage changes.   |
| 21. | <input type="checkbox"/> | <input type="checkbox"/> | Project is visible from a public area. (public road, park, slough, beach, trail)   |
| 22. | <input type="checkbox"/> | <input type="checkbox"/> | Project is located on a slope/hillside. (30 percent (25 percent-North County)  |
| 23. | <input type="checkbox"/> | <input type="checkbox"/> | Project is located within 50 feet of bluff.  |
| 24. | <input type="checkbox"/> | <input type="checkbox"/> | Project is located within 100 feet of seasonal or permanent drainage, lake, marsh, ocean, pond, slough, stream, wetlands.<br>If "yes", describe _____  |
| 25. | <input type="checkbox"/> | <input type="checkbox"/> | Project includes the use of roofing materials that are different in type and/or color from the original materials.<br>If "yes", describe _____   |
| 26. | <input type="checkbox"/> | <input type="checkbox"/> | The project includes site grading and/or site drainage changes.  |
| 27. | <input type="checkbox"/> | <input type="checkbox"/> | The project includes a historical structure, or a structure older than fifty (50) years.   |
| 28. | <input type="checkbox"/> | <input type="checkbox"/> | The project includes an accessory structure(s).<br>If "yes", describe _____  |
| 29. | <input type="checkbox"/> | <input type="checkbox"/> | Project is change or modification to an approved application.  |
| 30. | <input type="checkbox"/> | <input type="checkbox"/> | Project involves or includes an existing or proposed trail or easement.  |
| 31. | <input type="checkbox"/> | <input type="checkbox"/> | Project involves new, change or modifications to existing utilities and/or power lines.  |

PLEASE DESCRIBE COMPLETELY AND FULLY THE PROJECT YOU ARE APPLYING FOR.  
***INCLUDE INFORMATION ON ALL QUESTIONS ANSWERED WITH A "YES".***

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I hereby certify that the above information is complete and correct. I certify that I am the property owner or that I am authorized to act on the property owner's behalf.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date