



PLANNING DEPARTMENT

168. W. Alisal St., Second Floor, Salinas CA. 93901

(831) 755-5025 (831) 757-9516

<http://www.co.monterey.ca.us/pbi/>

**GUIDELINES FOR SUBMITTAL OF PHOTOGRAPHS  
TO THE RMA - PLANNING DEPARTMENT**

1. **Establish "Project Area"**. The project is considered the area where construction equipment or worker would travel. Project area does not include significant lengths of established roads on which equipment must travel where grading or construction will not take place.
2. **Walk the Project Area.** Find several "perspectives" (positions from which a photo would cover the entire project area) and other positions from which a close-up of a portion of the project area is visible. Additional perspectives should be submitted for a large or complex project. Provide a perspective(s) from a common public viewing area, such as highway or county road, if applicable.
3. **Take the Photos.** From each of the perspectives, take color photos in morning or afternoon daylight conditions (based on the best lighting conditions for the project site). Take at least two photos showing the entire project area, and at least two photos showing "close-up" views of portions of the project area. The photos must include actual building site(s), access ways to be excavated, skyline and/or ridges, and vegetation to be cleared, as applicable.
4. **Submit Photos.** Please submit two (2) copies of each photo to the project planner at the time of application submittal. One (1) electronic copy on a CD will be accepted in lieu of one (1) hard copy (one electronic copy and one hard copy).

*NOTE: Additional photos may be submitted for context. If there are any aspects of your project you would like to review with staff prior to submittal, please feel free to bring your photos in to the Planner of the Day.*