



**MONTEREY COUNTY RMA
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

**INSTRUCTIONS AND FILING PROCEDURES
FOR LAND USE AND DEVELOPMENT APPLICATIONS**

Project Name:

File Number:

Project Planner:

Planner E mail: ____@co.monterey.ca.us

Phone: 831-755-####

The Planning Department is the lead agency to coordinate the processing of development applications through Monterey County land use agencies. The following is a checklist of materials, data and reports required for submittal of your development application. Please feel free to contact your assigned project planner at any point in the development process regarding questions you may have about your application.

PLEASE MAKE AN APPOINTMENT WITH YOUR ASSIGNED PLANNER TO SUBMIT APPLICATION MATERIALS.

YOUR DEVELOPMENT PROJECT APPLICATION WILL NOT BE ACCEPTED FOR REVIEW UNLESS ALL THE ITEMS CHECKED BELOW (PLANS, MATERIALS, DATA, AND REPORTS, ETC) ARE INCLUDED IN THE SUBMITTAL PACKAGE.

PERMITS:

The following entitlements have been determined to be required for your project based on the submittal of your application request form and associated materials:

Type of Permit(s):	
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NOTE: This list may be subject to change based upon review of the application.

FILING FEES:

The following filing fees have been calculated based on the entitlements required, and may be subject to change based upon final review of the application.

AGENCY	FILING FEE	HOURLY RATE
RMA - Planning Department:	\$	\$###.00
RMA - Public Works:	\$	\$###.00
Water Resources Agency:	\$	\$###.00
Environmental Health:	\$	\$###.00
County Counsel:	\$	\$###.00
Other Agency:	\$	
Surcharge Fees – 10% (*Technology -6%, General Plan-3%, **Storage-1%) ** % of Planning Fees only	\$	
Appointment request fee (subtract if submitted within 6 months of the appointment request)	\$	
TOTAL FEE	\$	

Certain types of applications are subject to an hourly fee. Each Department has a set hourly rate that is charged for deposit projects. For those applications, the amount of payment due with the

application is a deposit with additional charges per hour for actual time spent on that application.
Application fees are due and payable with submission of the application materials.

These costs are associated with your land use entitlement and do not include Building plan check or permit fees. In addition, costs may be applied as necessary to comply with regulations and fees of other county agencies, conditions of approval, mitigation measures, and necessary agreements.

REQUIREMENTS FOR APPLICATION PACKETS

The items checked below are required for submission of the project application and must be collated and assembled into packets of information. All documents shall be provided in an electronic format (.pdf). Plans shall be in a format so that they may be reproduced at 11x17 inches or greater.

APPLICATION FORMS The following forms must be completed and signed by all interested parties. Copies shall be attached to your plans as part of your application.	
	Development Project Application
	Coastal Development Permit supplemental application form. (<i>Coastal Zone Only</i>)
	Design Approval Request form with required materials.
PLANS The following plans must be completed in full size and folded into a size not to exceed 8½ by 14 inches. Each type of plan includes a list of the typical type of information required to be included on that plan. Those items that are checked must be included on the requested plan. The number of plans required to be submitted with the application is indicated in the left hand column. Initial sets of plans are needed for distribution to the land use agencies. Additional sets may be requested through the hearing process. If the items checked are not included, the application will be deemed incomplete and revised plans will be required.	
	Site Plan – A plan from a birds-eye view showing structures, major vegetation, and topographical data of the subject property and that within 50 feet of immediate adjacent properties.
	North arrow and scale
	Location of project (vicinity map)
	Project Data Summary Table including but not limited to the following items: <ul style="list-style-type: none"> • Lot Size • General Plan Land Use Designation • Zoning Designation • Lot Coverage (Required and Proposed) - calculations showing the percentage that the building footprint covers the lot. • Floor Area Ratio (Required and Proposed) – calculation showing the percentage of floor area in relation to the size of the lot. • Grading – estimated amount of cut and/or fill (cubic yards) including the amount of soil to be imported/exported. <i>See Grading/Slope Map.</i> • Tree Removal (number and type of tree). <i>See Concept Landscape Plan below.</i> • Impervious Coverage – two calculations showing: 1) the total amount of area (square feet) covered by structures and 2) the total amount of area (square feet) covered by impervious surfaces. <i>See Concept Landscape Plan below.</i> • Required and Proposed Parking counts
	Dimensions of the entire lot.
	Contours – lines showing the slope of land The standard contour interval is 5-foot between elevation lines shown on the topographic map; however, 2-foot or other contour interval may be required by the project planner. The contour interval to be shown on the plot plan for your project is feet
	Establish the Average Natural Grade of the proposed building area.
	Illustrate required set backs and also dimension proposed setbacks: <ul style="list-style-type: none"> • From property lines to structures • From edge of easement/right-of-way to structures • From structure to structure (existing and proposed)
	Parking Summary for commercial projects including number of standard, compact, and disabled spaces.
	Location of all parking and access areas

Interior roadways and circulation
Locations of all streets, rights-of-ways, and easements
Location of all buildings and structures on the property including fences
Location of wells and septic system used in conjunction with the proposed project (existing and proposed)
Name of water and sewer service providers
Delineate the extent of all wetlands, streams, creeks or any other water body
Proposed landscaping and/or fuel modification areas <i>See Concept Landscape Plan below</i>
Areas subject to inundation and/or 100 year flood levels
Indicate any known/identified environmentally sensitive habitat, archaeological resources, historical sites and any identified hazards (e.g. geological)
Floor Plans – A horizontal section to diagrammatically show the enclosing of walls in a building, its doors and windows, and the arrangement of internal spaces.
Illustrate the internal layout of all proposed and existing structures. Show all interior and exterior walls of all proposed levels of each structure on the subject property.
Identify room dimensions/sizes, proposed use of each space, entrances/exits, light wells/emergency access, stairways and ramps.
Walls to be removed shall be clearly indicated separate from walls proposed to remain.
Estimate the percentage of walls being removed.
Estimate the value of the remodel.
Elevations – A drawing showing the vertical elements of a building as a direct projection to a vertical plane.
Illustrate the elevation of each proposed building exterior when viewed from each side. If additions are proposed to an existing structure, existing and proposed portions of the structure shall be clearly illustrated.
Note the types of materials and colors to be used
Identify all roof appurtenances
Identify existing and proposed grade lines
Dimension each elevation view with the height of structures from Average Natural Grade.
Dimension each finished floor elevation.
Photographs of existing structures.
Concept Landscape Plan – site plan illustrating proposed exterior improvements for the subject property such as plants, irrigation, patios, fountains, barbeques, etc.
Illustrate general extent of existing vegetation (e.g.; grasslands, brush, trees).
Illustrate concept plans for improvements to the site and specifically areas disturbed by development. (e.g.; native seed, turf, ornamental plants, native plants, fountain, pool, barbeque, fireplace, exterior lighting, etc.)
Elevation view of proposed exterior improvements such as fireplaces, walls/fences, trellis, gazebo, etc.
Project Data Table listing the following items: <ul style="list-style-type: none"> • Quantity of each plant species • Size of each plant species
Irrigation Plan identifying the location and type of irrigation fixtures proposed. <ul style="list-style-type: none"> • Estimate annual water use • Provide temporary watering scheme for native plants that is to be removed irrigation once established.
Tree Removal – Illustrate the species and diameter of trees within the project area and if the tree is proposed for removal. (state the size and type of each tree proposed for removal in a table on the plan)
Location and design of trash/recycling facilities
Fuel Management Plan – Illustrate where/how vegetation (native and proposed) will be maintained between 30 feet and 100 feet from proposed structures. Identify the areas planned for: <ul style="list-style-type: none"> • Irrigated landscape (30 feet)

	<ul style="list-style-type: none"> • Vegetation management (100 feet) • Selective Pruning <p><i>Additional information is attached</i></p>
	Fuel Management Plan – Site plan illustrating how vegetation around proposed structures and roadways will be maintained to reduce fire fuel loads.
	Illustrate general extent of natural vegetation to be retained. (e.g.: grasslands, brush, trees).
	“Green Zone” (0-30 feet) – Illustrate plans for maintaining vegetation (native and proposed) within 30 feet of all proposed structures/facilities. <i>Coordinate with Landscape Plan</i>
	“Management Zone” (30+ feet). Illustrate plans for maintaining vegetation up to 100 feet from all proposed structures (greater distance may be required by the local Fire Authority).
	Tree Pruning/Removal – Illustrate the species and diameter of trees within the project area and if the tree is proposed for removal and/or routine pruning. <i>Coordinate with Forest Management Plan</i>
	Emergency Access. Identify emergency access route and proposed maintenance of the roadway.
	Grading/Slope Map - site plan illustrating existing and proposed topographic contours.
	Highlight or shade areas with slopes equal to or greater than 30% (25% in North County Coastal Zone). <i>At a minimum, a Slope Map is required for all subdivision projects. The Map shall be on the same scale of the preliminary subdivision map.</i>
	Slope/Density Calculation. Maximum density allowed based on acreage of each of the following cross slopes of the subject parcel(s): <ul style="list-style-type: none"> • 0-19.9% - 1 building site per 1 acre • 20-29.9% - 1 building site per 2 acres • 30+% - 0 building sites • For projects in the Big Sur Land Use Plan area east of State Highway 1, include the following categories: under 15%, over 30%. <i>Required for all subdivision projects - the Map shall be on the same scale of the preliminary subdivision map.</i>
	Illustrate location(s) of all proposed cut and fill including areas requiring over-excavation due to soil conditions.
	Provide Section Views illustrating the maximum height of excavation and embankment.
	Indicate on the plan the amount (square feet) of land proposed for development where the slope is equal to or greater than 30% (25% North County Coastal Zone)
	Erosion Control Plan. Type of duration of methods or materials used to retain sediment and/or debris within the development area.
	Best Management Practices (BMP). Identify all BMPs that will apply to the proposed project.
	Drainage Plan – Site Plan illustrating proposed method for addressing anticipated stormwater runoff from a 100 year storm event.
	Contours lines showing existing slope of land
	Arrows illustrating the direction of water flow
	Grade percentage
	Location and size of retention/detention facilities
	Water storage areas (above and below ground)
	Delineate the extent of all wetlands, streams, creeks or any other water body
	Areas subject to inundation and/or 100 year flood levels
	Indicate any known/identified environmentally sensitive habitat, archaeological resources, historical sites and any identified hazards (e.g. geological)
	Location of wells and septic system used in conjunction with the proposed project (existing and proposed)
	General Development Plan – Long range plan combining illustrations (site plan, elevations, floor plans, sign program, etc.) and narrative (describing allowed uses, hours of operations,

	etc) for non-residential projects with multiple uses and/or greater than 1.0 acre in size. <i>Additional information is attached</i>
	Uses: list all proposed use to be allowed without further review, and uses to be disallowed within this project area.
	Operation: hours of operation and delivery hours.
	Employees: maximum number of employees anticipated.
	Parking: proposed parking and how it relates to County Codes and/or traffic engineer estimate.
	Site Development Standards: set backs, building heights, building materials/colors, etc.
	Signs; Either include a proposed sign program or note meeting the applicable Zoning Code (cite appropriate section).
	Landscaping Plan, including trash/recycling facilities. <i>See Concept Landscape Plan above</i>
	Exterior Lighting Plan coordinated with the Landscape Plan.
	Hazardous Material Questionnaire (Contact Environmental Health Division)
	Subdivision Map – Plan illustrating the initial design and improvement for the division of land.
	Location of project (vicinity map)
	North point and date of preparation/revision of the map.
	Names and addresses of subdivider and record owner in the lower right hand corner.
	Name and address of the person who prepared map in lower right hand corner.
	Preliminary Map. <ul style="list-style-type: none"> • All buildable lots shall be illustrated using numbers • All non-buildable lots (e.g. roads, open space, etc) shall be illustrated using letter designations. • Placement and location of all existing streets, easements, rights-of-ways on the land proposed to be subdivided, and those abutting said land. • Approximate alignment of the proposed streets within the subdivision and their connections with existing streets or methods of terminating proposed streets. Streets shall be illustrated with letter designations. • Proposed uses of all portions of the subdivision, including but not limited to building areas, open space, streets, etc. • All existing structures • Indicate the method of water supply for the subdivision. • Indicate the method of wastewater/sewage disposal for the subdivision. • Drainage, existing and proposed. • Utilities, existing and proposed.
	Summary table, including: <ul style="list-style-type: none"> • Total land area proposed to be subdivided • Number of buildable lots • Number of non buildable lots • Size and acreage size of lots. • Proposed density • Existing and proposed land use designation(s) • Number of acres of open space in the subject subdivision, calculated to the nearest one-half acre.
	Aerial photo with an overlay of the proposed subdivision layout.
	Slope Density Analysis Map - Sufficient contours to indicate the elevations and the fall of the land adjacent to the surrounding area. <i>See Grading/Slope Map</i>
	Description of prior development activity on the site such as the removal of any vegetation, grading, etc., which may affect proposed subdivision.
	Any land fills within 2,000 feet of the proposed subdivision.
	Soil Test for agricultural conversion pursuant to Department of Toxic Substance Control standards (pesticides, nitrates, etc)
	Lot Line Adjustment Map – Plan illustrating changing recorded parcel lines of existing lots.
	Location of project (vicinity map)

	North point and date of preparation/revision of the map.
	Names and addresses of all record owners in the lower right hand corner.
	Name and address of the person who prepared map in lower right hand corner.
	<p>Preliminary Map.</p> <ul style="list-style-type: none"> • All existing lots • Placement and location of all streets, easements, rights-of-ways on the subject lands and those abutting said land. • Proposed uses of all portions of the project area, including but not limited to building areas, open space, streets, etc. • All existing structures • Illustrate existing and proposed wastewater/sewage disposal and location • Illustrate existing and proposed water supply and location. • Drainage, existing and proposed. • Utilities, existing and proposed.
	Aerial photo with an overlay of the existing and proposed lot lines.
	<p>Summary table, including:</p> <ul style="list-style-type: none"> • Total number of lots • Size and acreage size of each lot before and after adjustment • Existing and proposed land use designation(s).
	Agricultural Buffer Plan – Plan showing areas restricted from development that may impact neighboring agricultural operations.
	Illustrate all property lines and uses within 300 feet of the project area.
	Indicate existing and proposed land use designation for the subject site and adjacent surrounding properties.
	Illustrate and dimension areas restricted from development.
	Provide aerial map illustrating subject parcel and proposed buffer areas (to scale).
	Identify significant land features (canyons, creeks, roads, etc)
	Construction Management Plan – A Plan (illustration and narrative) that describes how the site will be managed during construction to reduce potential impacts.
	Names and contact information (primary and secondary) during construction
	<p>Summary table including:</p> <ul style="list-style-type: none"> • Number of truck trips/day • Amount of grading/day (Air Quality Management District Standards) • Hours of operation • Project scheduling
	<p>Map illustrating:</p> <ul style="list-style-type: none"> • Location of project (vicinity map) • Proposed route for hauling material • Location of Sensitive Receptors (schools, hospitals, etc) along haul route • Location of stockpiles and parking for construction vehicles. <p>Sensitive areas (tree protection zones, drainage, habitat, slopes, etc) where no parking, stockpiling, construction will occur.</p>
	Assessor's Parcel Map. Attach one copy of the appropriate Assessor page(s), with the subject parcel(s) highlighted, to each set of plans.
	Reduced Set of Plans. One set of plans reduced to 8½ x 11 or 11 x 17 inches so that reductions are clearly legible.
NOTICING REQUIREMENTS	
The following information is required for the application to meet the County's noticing requirements for public hearings.	
	<p>Staking and Flagging – pursuant to the criteria adopted by the Board of Supervisors. Proof (e.g. photos) of staking must be completed before the project will be accepted for submittal.</p> <p><i>Additional information is attached</i></p>
	<p>A list of the names, addresses and Assessor's parcel numbers of all property owners within 300 feet of the property, including the owner of the subject property and representative for which this application is filed. The list shall be taken from the most recent records of the Monterey County Assessor.</p> <p>If the project is located in the Coastal Zone, the list must include tenants within</p>

	<p>300 feet of the subject property.</p> <p>## sets of pre-addressed stamped envelopes to be sent (no return address) to all persons listed within 300 feet of the subject property, including the applicant, owner, representative</p> <p>## sets of pre-addressed stamped envelopes to be sent (no return address) to all tenants listed within 300 feet of the subject property (<i>Coastal Zone only</i>)</p>
	A copy of the Assessor's parcel book page showing the parcel on which development is proposed and parcels within 300 feet of the subject property. Please make a notation or highlight all the parcels on the map within 300 feet of the subject property
	Legal description of subject property. Description must be typed on 8½" by 11" paper, with margins of at least one inch on all sides.
	Homeowners Association. NOTICE: Parcels located within a subdivision governed by a Homeowners Association (HOA) may require separate design review. The HOA enforces covenant, conditions and restrictions (CC&Rs) specific to that area that may include conditions required as part of the original subdivision approval. Each applicant is responsible to obtain necessary approvals from the appropriate review body prior to obtaining a County permit.
<p>ADDITIONAL REQUIRED INFORMATION</p> <p>Information checked below is required because of the type of application and policies affecting the subject property and/or project.</p>	
<p>TECHNICAL REPORTS – Provide one hard copy plus one electronic version of each technical report checked below. Reports prepared by persons without proper certification or those not on our consultant list may not be accepted.</p> <p><u>Consultant lists are attached</u></p>	
	<p>Geological Report</p> <p>Prepared in conformance with California Division of Mines and Geology standards, that addresses seismic hazards, faulting, slope stability, liquefaction potential and other geologic hazards and which contains measures recommended by the geologist for any geologic hazards that are shown as a result of the report. The report shall be prepared by a California registered geologist.</p>
	Identify all applicable County policies and regulations
	Analyze how the proposed project is consistent with the applicable policies and regulations. <ul style="list-style-type: none"> • Monterey County Code – Section 20/21.### • ___ Area/Land Use Plan
	Analyze how the proposed project is consistent with the California Environmental Quality Act (CEQA). Refer to Appendix G – CEQA Checklist.
	<p>Geotechnical Report</p> <p>Address slope stability and foundation design prepared by a registered civil engineer or geological engineer</p>
	Identify all applicable policies and regulations
	Analyze how the proposed project is consistent with the applicable policies and regulations. <ul style="list-style-type: none"> • Monterey County Code – Section 20/21.### • ___ Area/Land Use Plan
	Analyze how the proposed project is consistent with the California Environmental Quality Act (CEQA). Refer to Appendix G – CEQA Checklist.
	<p>Hydrological Report</p> <p>Address water conditions (quantity and quality) for the area</p>
	Identify all applicable policies and regulations
	Analyze how the proposed project is consistent with the applicable policies and regulations. <ul style="list-style-type: none"> • Monterey County Code – Section 20/21.### • Monterey County Code – Section 19.### • ___ Area/Land Use Plan
	Analyze how the proposed project is consistent with the California Environmental Quality Act (CEQA). Refer to Appendix G – CEQA Checklist.

	<p>Hydrogeological Report Address how geologic conditions influence water supplies</p>
	Identify all applicable policies and regulations
	<p>Analyze how the proposed project is consistent with the applicable policies and regulations.</p> <ul style="list-style-type: none"> • Monterey County Code – Section 20/21.### • Monterey County Code – Section 19.### • _____ Area/Land Use Plan
	Analyze how the proposed project is consistent with the California Environmental Quality Act (CEQA). Refer to Appendix G – CEQA Checklist.
	<p>Archaeological Report Identify areas where sensitive resources are located and if any known resources are located within 750 feet of the proposed project.</p>
	Identify all applicable policies and regulations
	<p>Analyze how the proposed project is consistent with the applicable policies and regulations.</p> <ul style="list-style-type: none"> • Monterey County Code – Section 20/21.### • _____ Area/Land Use Plan
	Analyze how the proposed project is consistent with the California Environmental Quality Act (CEQA). Refer to Appendix G – CEQA Checklist.
	<p>Biotic Survey/assessment Determine presence of any rare and endangered species or habitat. Reports must be completed during the proper time(s) of year for species identified with potential presence on the site.</p>
	Include aerial map of the project site and surrounding area.
	Site/Aerial Map identifying extent of habitat types found on the subject property.
	List of species identified in the project vicinity as shown on relevant database (e.g. CNDDDB).
	Site Assessment during appropriate time(s) of year for species identified on the CNDDDB as possible presence. Report on methods used to determine presence or lack thereof such as lack of presence of appropriate habitat/conditions.
	Recommendations to reduce impacts including possible design modifications.
	Identify all applicable policies and regulations
	<p>Analyze how the proposed project is consistent with the applicable policies and regulations.</p> <ul style="list-style-type: none"> • Monterey County Code – Section 20/21.### • _____ Area/Land Use Plan
	Analyze how the proposed project is consistent with the California Environmental Quality Act (CEQA). Refer to Appendix G – CEQA Checklist.
	<p>Forest Management Plan/Tree Assessment/Tree Resource Analysis Evaluation of how proposed development is designed in the most suitable location for long term maintenance of tree resources and to minimize tree removal.</p>
	Include aerial map of the project site and surrounding area and identify location of the subject tree(s) within that map.
	Identify all applicable policies, regulations, findings
	<p>Analyze how the proposed project is consistent with the applicable policies and regulations.</p> <ul style="list-style-type: none"> • Monterey County Code – Section 20/21.### • _____ Area/Land Use Plan
	Explain how the proposed tree removal relates to the forest and/or woodland of the project site as well as the surrounding area.
	Analyze how the proposed project is consistent with the California Environmental Quality Act (CEQA). Refer to Appendix G – CEQA Checklist.
	Identify any oak woodland that meets requirement of PRC 21083.
	Illustrate areas on the project site where replanting may occur and if no replanting is possible where and how effective off-site can be performed.

	Identify surrounding forest continuity, prevailing sun/wind exposure to trees, and how the proposed project will affect these conditions.
	Identify all trees greater than six inches in diameter on the site and illustrates those proposed to be removed.
	Coordinate with Fuel Management Plan
	Traffic Report Identify traffic levels for existing conditions and with the proposed project. Contact Public Works for specific roadway segments and intersections to evaluate. Contact the project planner for a list of projects to consider for cumulative traffic conditions.
	Include aerial map of the project site and surrounding area and identify location of the subject roads/intersections within that map.
	Identify all applicable policies and regulations
	Analyze how the proposed project is consistent with the applicable policies and regulations. <ul style="list-style-type: none"> • Monterey County Code – Section 20/21.### • _____ Area/Land Use Plan
	Analyze how the proposed project is consistent with the California Environmental Quality Act (CEQA). Refer to Appendix G – CEQA Checklist.
	OTHER ITEMS - The following is a checklist of items required to/that provide added detail or justification for part of your request. <i>Additional information about these items is attached.</i>
	Supplemental application for 30% slope exception (25% in North County Coastal Zone) <i>See Slope Map</i>
	Proof of Access – Verify right of access and/or improvement to a private road from the subject property to a public road. Required for all subdivision applications.
	Subdivision Evaluation (<i>Carmel Valley only</i>)
	Variance Justification Letter for three required findings.
	Land Disturbance Target (LDT) for North County Hydrogeological area
	Coastal Access Plan – This is a plan illustrating proposed access to/along coastal areas as required by/in the Local Coastal Plan (LCP).
	Guesthouse - Development standards for guesthouses is attached and must be met.
	Senior Citizen Unit - Development standards for senior units is attached and must be met.
	Farm Labor Housing - A Letter of Justification is required for farm labor housing.
	“Statement for Labor Camp” - A “Statement” is required for farm labor housing.
	Caretaker Unit – A Letter of Justification for a Caretaker Unit is required
	Copies of an Employee Housing Plan
	Copies of an inclusionary housing intention compliance form are required
	Copies of surface mining reclamation plan
	Other: •
LAND USE DEPARTMENTS	
The following is a checklist of items required from other County land use agencies.	
Fire Protection Agency	
	Turnouts: Identify proposed turnouts along the driveway at intervals of 400 feet minimum. If need to provide a different standard, contact and meet with the appropriate fire agency prior to application submittal.
	Entry Gate: Illustrate the design and set back from the edge of right of way. No access shall be less than 12 feet at the most narrow point and must be set back from a street access at least 30 feet.
	Driveway/Road Grades: Illustrate that proposed grades along driveways/roads do not exceed 15%. If need to provide a different standard, contact and meet with the appropriate fire agency prior to application submittal.
	Turnaround: Illustrate adequate space for a fire engine to turn around at the end of the driveway. The turnaround must be designed to withstand a 22 ton vehicle.
	Fuel Modification Plan (<i>See Landscape Plan</i>)

Public Works Department 168 West Alisal Street 2 nd Floor, Salinas (831) 755-4800	
	Address Request (required for Caretaker Units, Senior Units, Second Residences, and Commercial Centers). Each parcel must have an assigned address prior to filing an application.
	Encroachment Permit. Any work within the public right-of-way will require authorization from the appropriate agency (public works, Caltrans)
	Parking Plan. A plan illustrating the proposed parking layout and circulation for the project. Dimension turning movements within the parking area.
Water Resources Agency 893 Blanco Circle, Salinas, CA 93901 (831) 755-4860	
	Monterey Peninsula Water Management District Calculation forms
	Water Allocation Extension Letter
	Floodplain Certification
Environmental Health Division 1270 Natividad Road, Salinas, CA 93906 (831) 755-4507	
	Siting an Onsite Sewage Disposal System (informational handout). Contact Environmental Health to schedule a site visit.
	Application for an Onsite Wastewater System Permit (for the repair, demolition, or installation of a new onsite systems)
	Copies of well log information sheet for projects with 5 or more water connections (see attached)
	Identification of water supply and sewage disposal methods, including names of water system and sewer system involved (if any).
	Percolation Test Report. Report on soil conditions related to ability for wastewater to percolate. <i>This may require a separate fee for service from Environmental Health.</i>
	A hydrogeology report prepared by an independent qualified professional (additional information is attached)
	Can and Will Serve Letter from applicable public/private water and/or wastewater provider/district. Letter shall include estimated remaining capacity including existing lots of record.
	Water Use-Nitrate Impact Questionnaire
Parks Department P.O. Box 5249, Salinas, CA 93915 (831) 755-4895	
	Phase I Historical Assessment (consultant list attached)
	Phase II Historical Assessment (consultant list attached)
OTHER REQUIREMENT(S) TO CONSIDER FOLLOWING PLANNING APPROVAL	
	Building Permits. Technical plans are required to obtain permits to develop the project.
	Lighting Plan required prior to the issuance of building permits
	Traffic Fees; Regional and local fees are assessed to new development.
	Inclusionary Housing Ordinance – requirement to provide █% affordable units as part of the proposed development <i>See Monterey County Code Section █</i>
	Quimby Act (Park In-Lieu) - Requirement to provide park lands or in-lieu fee as part of a proposed subdivision. <i>See Monterey County Code Section █</i>
	Certificate of Compliance – Required as a condition for each LLA (no fee except document recording fee)
	Notice of Determination. Applications not exempt from the California Environmental

Quality Act will be required, as a condition of approval, to pay a Fish and Game fee. In addition, a County Recording fee will be charged. Current fees are as follows:	
Negative Declaration	\$1,876.75
Environmental Impact Report	\$2,606.75
Recording Fee	\$50.00
Mitigation Monitoring Agreement with a fee deposited for monitoring mitigation measures.	
Notice of Permit Approval will need to be recorded.	
Indemnification Agreement will need to be recorded.	
Recording Fees. \$10.00 first page plus \$3.00 each additional page.	
Final Map. Once conditions of the tentative map are cleared, a final map must be submitted for review and approval prior to acceptance by the Board of Supervisors. Once accepted by the Board, the final map must be recorded in order for the subdivision to be completed.	
Subdivision Agreement. Agreement to complete all required improvements for a subdivision to be completed prior to acceptance of a final map.	

**REVIEW AND APPEAL PROCEDURE
FOR DEVELOPMENT PROJECT APPLICATIONS**

Fire Agency/District:	
Agricultural Commissioner	
Redevelopment and Housing Office	
Parks Department	
Sheriff's Office	
Local Agency Formation Commission (LAFCO)	
Assessor's Office	
Treasurer-Tax Collector	
Water Purveyor: _____	
Pajaro Valley Water Management Agency	
Monterey Peninsula Water Management District	
Transportation Agency of Monterey County (TAMC)	
California Coastal Commission	
California Department of Transportation (CalTrans)	
California Department of Fish and Game	
City of:	
Other:	
Other:	
Other:	

Complete/Incomplete
This checklist is to assist with submitting a complete package for review. Within 30 days of submittal, you will be notified if your application is complete. Your development project application will not be accepted for review unless all the applicable materials, data and reports accompany the application. All project information/documents shall be submitted and/or re-submitted through the project planner. A new 30-day period begins upon submittal of new information.
Note: an application for a discretionary permit does not entitle or grant the land use for which the application has been made.

Advisory Committee
Monterey County has appointed various citizen advisory committees or Land Use Advisory Committees (LUAC) to comment and recommend on development project applications. Your application will be referred to the:

_____ Land Use Advisory Committee (LUAC)
Agricultural Advisory Committee (AAC)
Historic Resources Review Board (HRRB)
_____ Citizen Advisory Committee (CAC)
Airport Land Use Commission (ALUC)

CEQA
As required by the California Environmental Quality Act of 1970, as amended, the information contained in the completed application will be evaluated by the county to determine if the proposed project may have significant impact upon the environment. One of the following determinations will be made:

- a. The proposed project is "categorically exempt" -- no further environmental review is required.
- b. The proposed project will not have significant effect on the environment, and a Negative Declaration will be prepared.
- c. The proposed project may have a significant impact on the environment, and an Environmental Impact Report will be required to fully assess the potential environmental effects of the project.

<p>Hearing Date Set After application review and environmental determination, an administrative meeting or public hearing will be scheduled before the appropriate hearing body or officer as required by either the Monterey County Zoning Ordinances or Monterey County Subdivision Ordinance. The applicant will be notified of the hearing date. The applicant or the applicant's designated representative should be present at the public hearing or administrative hearing.</p>
<p>Posting Procedure Approximately two weeks before the public hearing date, the applicant will receive by mail three notices of public hearing and an "affidavit of posting" form. The applicant shall post the three notices, on or near the project site in places visible and attainable to the public, ten days before the public hearing date. The "affidavit of posting" form must be filled out and returned to the Monterey County Planning and Building Inspection Department seven days before the public hearing. Failure to post these notices will result in continuance or denial of the development project application.</p>
<p>Decision Approval or disapproval of a proposed development project application by the hearing body will be based upon recommendations and comments from County staff, other public agencies, citizens present or sending correspondence and all other public testimony taken at the hearing. The hearing body can accept, reject, or modify any findings or tentative conditions of approval at the time of the public hearing in an adopted resolution.</p>
<p>Appeal Any decision may be appealed to the appropriate hearing body by anyone aggrieved within 10 <u>calendar</u> days after the date the resolution is mailed to the applicant. Projects in the Coastal Zone are subject to an additional appeal period consisting of 10 <u>working</u> days that begins the day after the Coastal Commission receives a Final Local Action Notice (FLAN) from the County.</p>
<p>Condition Compliance/Mitigation Monitoring. The resolution for the project includes a matrix that specifies Conditions of Approval and/or Mitigation Measures that must be met prior to obtaining permits and at other stages of the development process.</p>
<p>Building Permits Building Permits will not be issued, nor any use conducted, until all appeal periods have passed with no appeal being filed or final action is taken by the Board of Supervisors.</p>
<p>Reapplication for Denial When a development project application is denied, no new project application for substantially the same use shall be considered for one year following such denial.</p>

<p>Instructions and Procedures given by:</p>	<p>DATE:</p>
<p>Received by:</p>	<p>DATE:</p>