

**REPORT REQUIREMENTS FOR DISCRETIONARY PERMIT APPLICATION SUBMITTAL**  
***Carmel Valley Master Plan***

<b><i>What is Required?</i></b>	<b><i>When is this Required?</i></b>	<b><i>How many copies?*</i></b>	<b><i>What does the applicant need to initiate the preparation of this document?</i></b>	<b><i>Typical Exemptions</i></b>
<b>Erosion Control Plan</b>	<p>All Discretionary Permits</p> <p>Title 16 (Environment) Sections 16.08.340 (p. 25) &amp; 16.12.060 (p. 37)</p> <p>Submittal is mandatory at the building permit stage. Typically requested earlier as part of the discretionary permit application submittal for project analysis, site suitability &amp; policy consistency determination &amp; environmental review.</p> <p>See also Carmel Valley Master Plan Policies 3.1.1.2 &amp; 3.1.15</p>	6 or - may be included as notes on plot plan	<p>For major projects (see citation below for definition) the ECP shall be prepared by a registered civil engineer, professional forester, landscape architect, registered geologist, certified engineering geologist or an approved erosion control specialist.</p> <p>For Plan requirements see Title 16 (Environment) Sections 16.12.060 - 090 (pages 37-41) and Carmel Valley Master Plan Policies 3.1.1.2 &amp; 3.1.15</p>	<p>See Title 16 (Environment) Section 16.12.060.e &amp; 16.12.110 (p. 41).</p> <p>Projects which do not propose any land disturbance</p>
<b>Drainage Plan (Preliminary)</b>	<p>All discretionary permit applications for projects located within a “high” or “extreme” erosion hazard area.</p> <p>See Carmel Valley Master Plan Policy 3.1.1.2</p> <p>Also contact Water Resources Agency (WRA)</p>	TBD by WRA	<p>Contact WRA</p> <p>See also Carmel Valley Master Plan Policy 3.1.1.2</p>	Contact WRA

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<b>Landscape Plan</b>	<p>All Discretionary Permits</p> <p>See Title 18 (Buildings and Construction) Section 18.50.050 (p. 70)</p>	4	<p>See Landscape Guidelines.</p> <p>See also Title 18 (Buildings and Construction) Section 18.50.050 (p. 70)</p> <p>See also Carmel Valley Master Plan Policies 7.2.1.3; 7.2.2.1; 7.2.2.2; 7.2.2.6 for appropriate landscape materials.</p>	<p>See Title 18 (Buildings and Construction) Section 18.50.070 (page 70)</p>
<b>Biological Survey</b>	<ul style="list-style-type: none"> <li>• Development proposed within a known ESH</li> <li>• Based on resource maps or other reliable resource information</li> <li>• As a result of the planner's on-site investigation.</li> <li>• Development on parcels within 100' of ESH.</li> </ul> <p>Title 21: 21.66.020.C.3            See also Carmel Valley Master Plan Policies 11.1.1.1 &amp; 7.2.1.2</p>	4	<ol style="list-style-type: none"> <li>1. County list of consulting biologists</li> <li>2. List of report requirements (See 21.66.020 C &amp; D)</li> </ol> <p>See Also Carmel Valley Master Plan Policies 7.2.1.2 &amp; 11.1.1.1</p>	<p>21.66.020.C.5</p> <p>Projects which do not propose any land disturbance</p>

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<b>Forest Management Plan</b>	Removal of more than 3 protected trees on a lot.  Title 21: 21.64.260.D.3.a	4	1. County list of qualified professional foresters  2. List of report requirements (See 21.64.260.D.3)	<ul style="list-style-type: none"> <li>• Emergencies</li> <li>• Hazardous Trees</li> <li>• Certain Agricultural &amp; Mineral Extraction Zoning Districts</li> <li>• State Approved Timber Harvest Plans</li> <li>• Public Rights of Way</li> <li>• Tree Removal previously approved as part of a subdivision or other discretionary Permit.</li> </ul> See Title 21: 21.64.260.D.7 & 21.64.260.E – F.
<b>Geologic Report</b>	Refer to Geologic Report Requirement and Seismic Zone list in Title 21: 21.66.040. C.1  See also General Plan Policy 15.1.4 Carmel Valley Master Plan Policies 15.1.16 & 28.1.6	4	Report shall be prepared by a Registered Geologist or Certified Engineering Geologist  For a list of report requirements see Title 21: 21.66.040. C.1.f– i & 21.66.040.C.2. See also Carmel Valley Master Plan Policy 28.1.6	See Title 21: Section 21.66.040.C.E
<b>Geotechnical Report</b>	<ul style="list-style-type: none"> <li>• All habitable structures</li> </ul>	4	See handout.	As determined by a grading inspector during a pre-site inspection (see

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	<ul style="list-style-type: none"> <li>Habitable additions over 500 sq. feet in footprint area</li> <li>Additions less than 500 sq. feet may require a report as determined by pre-site inspection</li> <li>Non-habitable buildings may require a report as determined by pre-site inspection.</li> </ul> <p>See also General Plan Policy 15.1.4 &amp; Carmel Valley Master Plan Policies 15.1.16 &amp; 28.1.6</p> <p>In certain cases, submittal of a geotechnical report in lieu of a geological report is appropriate.</p> <p>Submittal is mandatory at the building permit stage. Typically requested earlier as part of the discretionary permit application submittal for project analysis, site suitability &amp; policy consistency determination &amp; environmental review.</p>		<p>Report preparer is not specified. (See Title 16: Section 16.08.110 (p. 18))</p> <p>List of report requirements (See Title 16: Section 16.08.110 (p. 18)); Carmel Valley Master Plan Policy 28.1.6</p>	<p>handout)</p> <p>May be exempt if the project meets the requirements of conventional construction (see handout)</p> <p>May be waived by the Building Official if Building Official determines information of record is available showing such data is not necessary. (See Title 16: Section 16.08.110 (p. 18))</p>
<b>Flagging &amp; Staking</b>	All discretionary permits	N/A	Staking and Flagging Criteria & staff determination regarding	Change in “use” only. No new construction proposed.

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	Board Adopted Policy		which criteria apply to the project.	Staff's evaluation that flagging & staking is not required.
<b>Archaeological Report</b>	<ul style="list-style-type: none"> <li>• Development in a High Archaeological Sensitivity Zone</li> <li>• Development in a Moderate Sensitivity Zone if an Initial Study is required</li> <li>• Development in a Low Archeological Sensitivity Zone where specific information is already known to exist that archaeological resources are present</li> <li>• Development within 750 ft of known archaeological resources are present</li> <li>• In an area of suspected archaeological resources based on the planner's site visit.</li> </ul> <p>Title 21: Section 21. 66.050.C.1</p> <p>See also General Plan Policy 12.1.3 and Carmel Valley Master Plan Policy 12.1.8.1 &amp; 12.1.9.1</p>	4	<p>1. County's list of archaeological consultants or by a Member of the Society of Professional Archaeologists.</p> <p>2. List of report requirements</p> <p>See Title 21, Section 21.66.050.C.4</p>	<ul style="list-style-type: none"> <li>• Previous report was prepared for site by a qualified archaeologist which includes the proposed development site within its scope of its survey</li> <li>• Proposed development does not involve land clearing or land disturbance</li> <li>• Minor projects on previously disturbed sites</li> <li>• Other acceptable evidence from an archaeologist</li> </ul>

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<b>Hydrological Report</b>	Contact Environmental Health (EH)	Contact EH	Contact EH for requirements	Contact EH
<b>Historical Report</b>	<p>Even though a property is not listed on a “register,” a preliminary historical analysis may be required. An initial analysis is typically required for additions, modifications and/or alterations to existing structures which are 50 years old or older. Assessment is not limited to 50 years – may also apply if the structure is of cultural, social, architectural or engineering significance or if it is associated with a particular person or event of significance.</p> <p>CEQA Guidelines Section 21084.1 and 15300.2.f.</p>	4	<ol style="list-style-type: none"> <li>1. See County’s list of State-approved historical consultants</li> <li>2. Initial analysis needs to specify whether the structure is of any historical significance. If the assessment is positive additional requirements apply (see planner).</li> </ol>	<p>No exterior changes, additions or demolition proposed.</p> <p>Based on preliminary info submitted by applicant such as photos, building permits and/or construction records it can be determined by staff that the structure is of no historical significance.</p>
<b>Traffic Study</b>	TBD by Project Planner & Public Works	4	TBD by Project Planner & Public Works	TBD by Project Planner & Public Works
<b>Inclusionary Housing Information &amp; Compliance Form</b>	<p>Second (or more) units (with the exception of Caretaker &amp; Senior Citizen Units) and all Subdivisions.</p> <p>Title 18: Section 18.40.050 (pages 45-52)</p>	Copy of form & handout.	Instructions on form. For more info, contact Housing and Redevelopment at 755-5065.	See Title 18: Section 18.40.050 (pages 45-52)

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<b>Soils Report</b>	All changes in land use which require a discretionary approval in “high” or “extreme” erosion areas.  Carmel Valley Master Plan Policy 3.1.1.1	4	See requirements for Erosion Control Plans  See Carmel Valley Master Plan Policy 3.1.1.1	

**SEE ALSO:**

- **Development within Carmel Village, please refer to the “CARMEL VALLEY VILLAGE DEVELOPMENT CRITERIA”**
- **Development within Carmel Valley Ranch, please refer to “CARMEL VALLEY RANCH SPECIFIC PLAN”**
- **GREATER MONTEREY PENINSULA AREA PLAN INVENTORY AND ANALYSIS**

**OTHER:**

- **Monterey County General Plan & Amendments**
- **Monterey County Code**
  - Title 16 (Environment)**
  - Title 18 (Buildings & Construction)**
  - Title 19 (Subdivisions) Refer to Planner for all Subdivision Application Requirements.**
  - Title 21 (Zoning)**

**\* NOTE: Additional copies of each report may be required in the event the project is referred to another Federal, State or local agency during the initial 30 day review period. As an example, these agencies may include Caltrans, State Fish & Game, State Parks & the US Fish & Wildlife Service. Additional copies of reports may also be required for referral to the Monterey County Historic Resources Review Board or Airport Land Use Commission.**