

REPORT REQUIREMENTS FOR DISCRETIONARY PERMIT APPLICATION SUBMITTAL
Carmel Land Use Plan and Implementation Plan

<i>What is Required?</i>	<i>When is this Required?</i>	<i>How many copies?*</i>	<i>What does the applicant need to initiate the preparation of this document?</i>	<i>Typical Exemptions</i>
Erosion Control Plan	<p>All Discretionary Permits</p> <p>Title 16 (Environment) Sections 16.08.340 (p. 25) & 16.12.060 (p. 37). Also any development located in an “MDR” or “VSC” zone (See Section 20.146.0560.E.4).</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 & policy consistency determination & environmental review.</p>	6 or - may be included as notes on plot plan	<p>The ECP shall be prepared by a registered civil engineer or soils engineer.</p> <p>For ECP requirements see Section 20.146.0560.E.4.</p> <p>Title 16 (Environment) Sections 16.12.060 - 090 (pages 37-41)</p>	<p>Projects which do not propose any land disturbance.</p> <p>See Section 16.12.060.e & 16.12.110.</p>
Drainage Plan (Preliminary)	Contact Water Resources Agency (WRA)	TBD by WRA	Contact WRA	Contact WRA
Landscape Plan	<p>All Discretionary Permits</p> <p>See Title 18 (Buildings and Construction) Section 18.46 & Section 18.50.050 (p. 70)</p>	4	<p>See Landscape Guidelines.</p> <p>See also Title 18 (Buildings and Construction) Section 18.46 & Section 18.50.050 (p. 70)</p>	See Title 18 (Buildings and Construction) Section 18.46 & Section 18.50.070 (page 70)
Biological Survey	<p>All proposed development</p> <p>Policy 2.3.3.5 Section 20.146.040.A.1</p>	4	<ol style="list-style-type: none"> County’s list of Consulting Biologists Attachment 2 of Part 4 of the Coastal Implementation Plan, Regulations for Development 	No ESH habitat or land disturbance. A waiver may be granted for development in existing residential areas of Carmel Woods, Hatton Fields, Carmel Point (with the

REPORT REQUIREMENTS FOR DISCRETIONARY PERMIT APPLICATION SUBMITTAL
Carmel Land Use Plan and Implementation Plan

<i>What is Required?</i>	<i>When is this Required?</i>	<i>How many copies?*</i>	<i>What does the applicant need to initiate the preparation of this document?</i>	<i>Typical Exemptions</i>
			in the Carmel Land Use Plan Area	exception of the Night Heron site) Odello, Carmel Woods & Carmel Riviera (see Section 20.146.040.A)
Forest Management Plan	Removal of any native tree Section 20.146.060.B	4	1. Qualified professional forester from the County's pre-approved list. 2. See Attachment 1 of Part 4 of the Coastal Implementation Plan, Regulations for Development in the Carmel Land Use Plan Area	Emergencies Diseased or hazardous trees Prescribed burning Thinning of small (less than 12" dbh) trees Tree removal pursuant to a State approved Timber Harvest Plan Non-native an/or planted trees
Geologic Report	Refer to seismic zone list in Section 20.146.080.B See also Policies 2.7.4.5 2.7.3.1 & 2.7.4.3	4	Report shall be prepared by a registered geologist or registered engineering geologist. See also County's list of qualified consultants. Report shall be consistent with the "Guidelines for Geologic/Seismic Reports" of the California Division of Mines & Geology. See also section 20.146.080.B.i for report requirements.	See Section 20.146.080.B.e
Geotechnical Report	<ul style="list-style-type: none"> • All habitable structures • Habitable additions over 500 sq. feet in footprint area • Additions less than 500 sq. feet may require a report as 	4	See handout. Report preparer is not specified. (See Title 16: Section 16.08.110 (p. 18))	As determined by a grading inspector during a pre-site inspection (see handout)

REPORT REQUIREMENTS FOR DISCRETIONARY PERMIT APPLICATION SUBMITTAL
Carmel Land Use Plan and Implementation Plan

<i>What is Required?</i>	<i>When is this Required?</i>	<i>How many copies?*</i>	<i>What does the applicant need to initiate the preparation of this document?</i>	<i>Typical Exemptions</i>
	<p>determined by pre-site inspection</p> <ul style="list-style-type: none"> Non-habitable buildings may require a report as determined by pre-site inspection. <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 & policy consistency determination & environmental review.</p>		List of report requirements (See Title 16: Section 16.08.110 (p. 18))	<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>
Flagging & Staking	<p>All discretionary permits</p> <p>Board Adopted Policy</p> <p>See also Policy 2.2.4.1 & Section 20.146.030.A.1</p>	N/A	Staking and Flagging Criteria & staff determination regarding which criteria apply to the project.	<p>Change in “use” only. No new construction proposed.</p> <p>Staff’s evaluation that flagging & staking is not required.</p>
Archeological Survey	<ul style="list-style-type: none"> Development in a High Archeological Sensitivity Zone In an area of Moderate Sensitivity for projects of 	4	<ol style="list-style-type: none"> List of qualified consultants to prepare the report List of report requirements and 	<ul style="list-style-type: none"> Previous report was prepared for site by a qualified archaeologist which includes the proposed development

REPORT REQUIREMENTS FOR DISCRETIONARY PERMIT APPLICATION SUBMITTAL
Carmel Land Use Plan and Implementation Plan

<i>What is Required?</i>	<i>When is this Required?</i>	<i>How many copies?*</i>	<i>What does the applicant need to initiate the preparation of this document?</i>	<i>Typical Exemptions</i>
	<p>2.5 acres or larger</p> <ul style="list-style-type: none"> • Development in a Low Archeological Sensitivity Zone if the project requires an environmental assessment per CEQA. • Development within 750 ft of known archaeological resources are present • In an area of suspected archaeological resources based on the planner's site visit. • All new subdivisions <p>Policy 2.8.3.5 Section 20.146.090.B.1</p>		policies	<p>site within its scope of its survey</p> <ul style="list-style-type: none"> • Proposed development does not involve land clearing or land disturbance
Monterey Peninsula Water Management District Water Calculation Form	All new development	1	Calculation Form	Remodel and/or additions with no water use

REPORT REQUIREMENTS FOR DISCRETIONARY PERMIT APPLICATION SUBMITTAL
Carmel Land Use Plan and Implementation Plan

<i>What is Required?</i>	<i>When is this Required?</i>	<i>How many copies?*</i>	<i>What does the applicant need to initiate the preparation of this document?</i>	<i>Typical Exemptions</i>
Hydrological Report	Any development that proposes intensification of water use Policy 2.4.4.A.1 Section 20.146.050.A.1	To be determined by Environmental Health (EH)	Qualified registered hydrologist. Contact EH. See Section 20.146.050.A.1 (Regulations for development in the Carmel Area LUP). Also contact EH.	<ul style="list-style-type: none"> • Development serviced by a public water system • Development of an SFD on a vacant parcel • Development of an accessory structure including a guesthouse
Historical Report	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. CEQA Guidelines Section 21084.1 and 15300.2.f.	4	<ol style="list-style-type: none"> 1. See County’s list of State-approved historical consultants 2. Initial analysis needs to specify whether the structure is of any historical significance. If the assessment is positive additional requirements apply (see planner). 	<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>

REPORT REQUIREMENTS FOR DISCRETIONARY PERMIT APPLICATION SUBMITTAL
Carmel Land Use Plan and Implementation Plan

<i>What is Required?</i>	<i>When is this Required?</i>	<i>How many copies?*</i>	<i>What does the applicant need to initiate the preparation of this document?</i>	<i>Typical Exemptions</i>
Traffic Study	Major development projects, both residential and recreation and visitor-serving, which impact Hwy 1, including significant expansion of existing facilities. See Section 20.146.100.A.4 Also TBD by project planner & Public Works	TBD by project planner & Public Works	TBD by project planner & Public Works	TBD by project planner & Public Works
Inclusionary Housing Information & Compliance Form	Second (or more) units (with the exception of Caretaker & Senior Citizen Units) and all Subdivisions. Title 18: Section 18.40.050 (pages 45-52)	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)
Agricultural Resources: Overall Development & Management Plan	<ul style="list-style-type: none"> Development on parcels 50 acres or more in size & within a “Special Treatment” Overlay designation. Minor or Standard Subdivisions See Section 20.146.070.A.1	4	<ol style="list-style-type: none"> Qualified Consultant. Report must be reviewed & approved by the Ag. Commissioner (AC) prior to deeming an application complete. Contact AC. See Section 20.146.070.A.4 for report requirements 	Development of agricultural structures Development of the first single family residence on a parcel See Section 20.146.070.A.1
Agricultural Viability Report	<ul style="list-style-type: none"> Subdivision of parcels in a “CAP” or “AC” Zoning District or for any parcel under Williamson Act. TBD based on whether a 	4	<ol style="list-style-type: none"> Agricultural viability consultant from the County’s approved consultant list. Report must be reviewed & approved by the Ag. 	

REPORT REQUIREMENTS FOR DISCRETIONARY PERMIT APPLICATION SUBMITTAL
Carmel Land Use Plan and Implementation Plan

<i>What is Required?</i>	<i>When is this Required?</i>	<i>How many copies?*</i>	<i>What does the applicant need to initiate the preparation of this document?</i>	<i>Typical Exemptions</i>
	<p>development proposal may bring the ongoing agricultural viability of the parcel into question.</p> <p>See Section. 20.146.070.B.</p>		<p>Commissioner (AC) prior to deeming an application complete. Contact AC.</p> <p>2. See Section 20.142.140 for report requirements & Section 20.146.070.B-D for standards.</p>	

OTHER:

- **Monterey County Local Coastal Program & Amendments**
Carmel Area Land Use Plan
Part 1 (Title 20/Zoning) Coastal Implementation Plan
Part 4 (Chapter 20.146) Coastal Implementation Plan/Regulations for Development in the Carmel Area Land Use Plan
Part 6 of the Coastal Implementation Plan (Appendices & Applicable Local Ordinances)

- **Monterey County Code**
Title 16 (Environment)
Title 18 (Buildings & Construction)

*** 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.**