

**REPORT REQUIREMENTS FOR DISCRETIONARY PERMIT APPLICATION SUBMITTAL**  
**North County (Non-Coastal) Area 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>
<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>	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)</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>	Contact Water Resources Agency (WRA)	TBD by WRA	Contact WRA	Contact WRA
<b>Landscape Plan</b>	<p>All Discretionary Permits</p> <p>A landscape plan is required for a portion of North County pursuant to Title 18 (Buildings and Construction) Section 18.50.050 (p. 70)</p> <p>For the remainder of North County see Water Resources Agency Ordinance 3932 (not codified in the Monterey County Code)</p>	4	<p>See Landscape Guidelines for Title 18.</p> <p>See separate hand-out for WRA Ordinance No. 3932.</p> <p>See also Title 18 (Buildings and Construction) Section 18.50.050 (p. 70)</p>	

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			See also Policy 7.2.2.1 (NCAP) for appropriate landscape materials.	
<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</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>21.66.020.C.5</p> <p>Projects which do not propose any land disturbance</p>
<b>Forest Management Plan</b>	<p>Removal of more than 3 protected trees on a lot.</p> <p>Title 21: 21.64.260.D.3.a</p>	4	<ol style="list-style-type: none"> <li>1. County list of qualified professional foresters</li> <li>2. List of report requirements (See 21.64.260.D.3)</li> </ol>	<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>

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				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	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 Title 21: Section 21.66.040.C.E
<b>Geotechnical Report</b>	<ul style="list-style-type: none"> <li>• All habitable structures</li> <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</p> <p>In certain cases, submittal of a geotechnical report in lieu of a geological report is appropriate.</p>	4	See handout.  Report preparer is not specified. (See Title 16: Section 16.08.110 (p. 18))  List of report requirements (See Title 16: Section 16.08.110 (p. 18))	As determined by a grading inspector during a pre-site inspection (see handout)  May be exempt if the project meets the requirements of conventional construction (see handout)  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))

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	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.			
<b>Flagging &amp; Staking</b>	All discretionary permits  Board Adopted Policy	N/A	Staking and Flagging Criteria & staff determination regarding which criteria apply to the project.	Change in “use” only. No new construction proposed.  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</li> </ul>	4	<ol style="list-style-type: none"> <li>1. County’s list of archaeological consultants or by a Member of the Society of Professional Archaeologists.</li> <li>2. List of report requirements See Title 21. Section 21.66.050.C.4</li> </ol>	<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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	archaeological resources based on the planner's site visit.  Title 21: Section 21. 66.050.C.1 See also General Plan Policy 12.1.3			
<b>Hydrological Report</b>	Contact Environmental Health (EH)	Contact EH	Contact EH for requirements	Contact EH
<b>Historical Report</b>	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"> <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;</b>	Second (or more) units (with the exception of Caretaker & Senior Citizen Units) and all	Copy of form &	Instructions on form. For more info, contact Housing	See Title 18: Section 18.40.050 (pages 45-52)

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<b>Compliance Form</b>	Subdivisions. Title 18: Section 18.40.050 (pages 45-52)	handout.	and Redevelopment at 755-5065.	
<b>Agricultural Management Plan</b>	Conversion of uncultivated lands to croplands on parcels having an average cross slope of 15% or greater.  Policy 35.1.4 (NCAP)	4	TBD  See also Policy 35.1.4 (NCAP)	

**SEE ALSO:**

- NORTH COUNTY TRAILS PLAN
- NORTH COUNTY 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.