

**MONTEREY COUNTY  
RESOURCE MANAGEMENT AGENCY**

Carl P. Holm, AICP, Director

LAND USE & COMMUNITY DEVELOPMENT | PUBLIC WORKS & FACILITIES | PARKS  
1441 Schilling Place, South 2nd Floor (831) 755-4800  
Salinas, California 93901-4527 www.co.monterey.ca.us/rma



**DEVELOPMENT REVIEW COMMITTEE REQUEST FORM**

Upon submittal of all required information (including fee), the Development Review Committee (DRC) will schedule a meeting to review the project with the applicant. The fee will be credited to your development application if application is submitted within twelve (12) months. **Packages that do not include all required information (including fees) will not be accepted.**

<b>PROJECT INFORMATION</b>		<b>PERMIT NO.</b>
SITE ADDRESS		CITY/STATE ZIP
NEAREST CROSS-STREET	ASSESSOR'S PARCEL NUMBER(S)	

<b>OWNER(S) INFORMATION</b>	
NAME	PHONE
MAILING ADDRESS	CITY/STATE ZIP
FAX	E-MAIL

<b>APPLICANT INFORMATION</b>	
NAME	PHONE
MAILING ADDRESS	CITY/STATE ZIP
FAX	E-MAIL

<b>PROJECT DESCRIPTION</b>

Owner/Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR DEPARTMENT USE ONLY		
RECEIVED BY:	DATE STAMP:	DRC CIRCULATION COMPLETED BY:
PLANNER ASSIGNED:		DATE SENT TO AGENCIES:

## DEVELOPMENT REVIEW COMMITTEE

### SUBMITTAL REQUIREMENTS

Two (2) hardcopies of all materials are required. Plans shall not exceed a size of 11”x 17”. An electronic copy (pdf.) of all submitted materials is also required to be submitted on CD or flash-drive.

<b>Submit the following information and materials:</b>	
<b>For Development Projects:</b>	<b>For Subdivisions:</b>
<ul style="list-style-type: none"> <li>◆ <b>Constraints Map (Map showing steep slopes, sensitive biological habitat, trees, groundwater recharge areas, sensitive viewshed and any other constraints that may affect design.)</b></li> <li>◆ <b>Conceptual Site Plan, including:</b> <ul style="list-style-type: none"> <li>▪ Parcel Size, Dimensions, &amp; Access</li> <li>▪ Existing/proposed structures</li> <li>▪ Setbacks</li> <li>▪ Use</li> <li>▪ Occupancy type</li> <li>▪ Driveway &amp; parking</li> <li>▪ Location of areas to be landscaped</li> <li>▪ Easements</li> </ul> </li> <li>◆ <b>Conceptual Building Design and Elevations</b></li> <li>◆ <b>Existing/Proposed Water &amp; Wastewater</b></li> <li>◆ <b>Proposed Tree Removal (Trunk diameter, type and number)</b></li> <li>◆ <b>Photographs of site</b></li> <li>◆ <b>Conceptual Grading Plan, including:</b> <ul style="list-style-type: none"> <li>▪ Existing contours</li> <li>▪ Finished grades</li> <li>▪ Cut &amp; fill quantities</li> <li>▪ Retaining walls</li> <li>▪ Proposed/existing drainage</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>◆ <b>Constraints Map (Map showing steep slopes, sensitive biological habitat, trees, groundwater recharge areas, sensitive viewshed and any other constraints that may affect design.)</b></li> <li>◆ <b>Conceptual Subdivision Map, including</b> <ul style="list-style-type: none"> <li>▪ Existing parcel size(s)</li> <li>▪ Existing/proposed lot lines</li> <li>▪ Proposed number of lots &amp; lot sizes</li> <li>▪ Proposed road(s)/access</li> <li>▪ Existing structures</li> </ul> </li> <li>◆ <b>Conceptual Grading Plan, including:</b> <ul style="list-style-type: none"> <li>▪ Existing contours</li> <li>▪ Finished grades</li> <li>▪ Cut &amp; fill quantities</li> <li>▪ Retaining walls</li> <li>▪ Proposed/existing drainage</li> </ul> </li> <li>◆ <b>Existing/Proposed Water &amp; Wastewater</b></li> <li>◆ <b>Proposed Tree Removal (Trunk diameter, type and number)</b></li> <li>◆ <b>Easements</b></li> <li>◆ <b>Photographs of site</b></li> <li>◆ <b>Any proposed inclusionary housing</b></li> </ul>

<b>Please answer the following questions:</b>	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Would development be visible from a public road, designated vista point, or public park? If yes, is development located on a slope or near the top of a hill? Yes <input type="checkbox"/> No <input type="checkbox"/>
Yes <input type="checkbox"/> No <input type="checkbox"/>	Does the project include cultivation of land that is currently not cultivated?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Does the project propose non-agricultural uses adjacent to agricultural uses?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Does the project propose removal of native vegetation?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Would development occur within 100 feet of a seasonal or non-seasonal creek, lake, river, natural drainage, marsh, ocean, pond, slough, or stream?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Does the project propose tree removal?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Does the project include grading, soil importation, soil removal, and/or drainage modifications?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Would the project be connected to an existing well or private water system?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Would development be located 50 feet from a bluff?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Does the project propose development on slopes over 25% (Carmel, Big Sur and Santa Lucia Preserve areas over 30%)?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Would development include construction, enlargement, alteration, repair, improvement or removal of a septic tank/system?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Would development include construction, enlargement, alteration, repair, improvements or removal of a well?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Would the project include connection to a new or existing wastewater treatment system?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Would the project be associated with a new or improvements to a water system?