



**MONTEREY COUNTY**  
**RESOURCE MANAGEMENT AGENCY**  
**BUILDING SERVICES DEPARTMENT**  
168 W. ALISAL ST., 2<sup>ND</sup> FLOOR, SALINAS, CA 93901  
PHONE: (831) 755-5027 – FAX: (831) 757-9516

**SITE PLAN**  
**BUILDING PERMIT SUBMITTAL REQUIREMENTS**

**GENERAL REQUIREMENTS FOR ALL PERMIT SUBMITTALS**

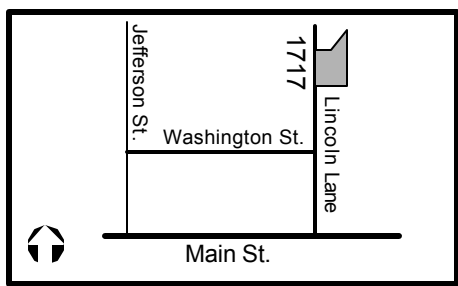
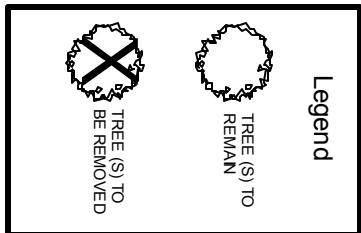
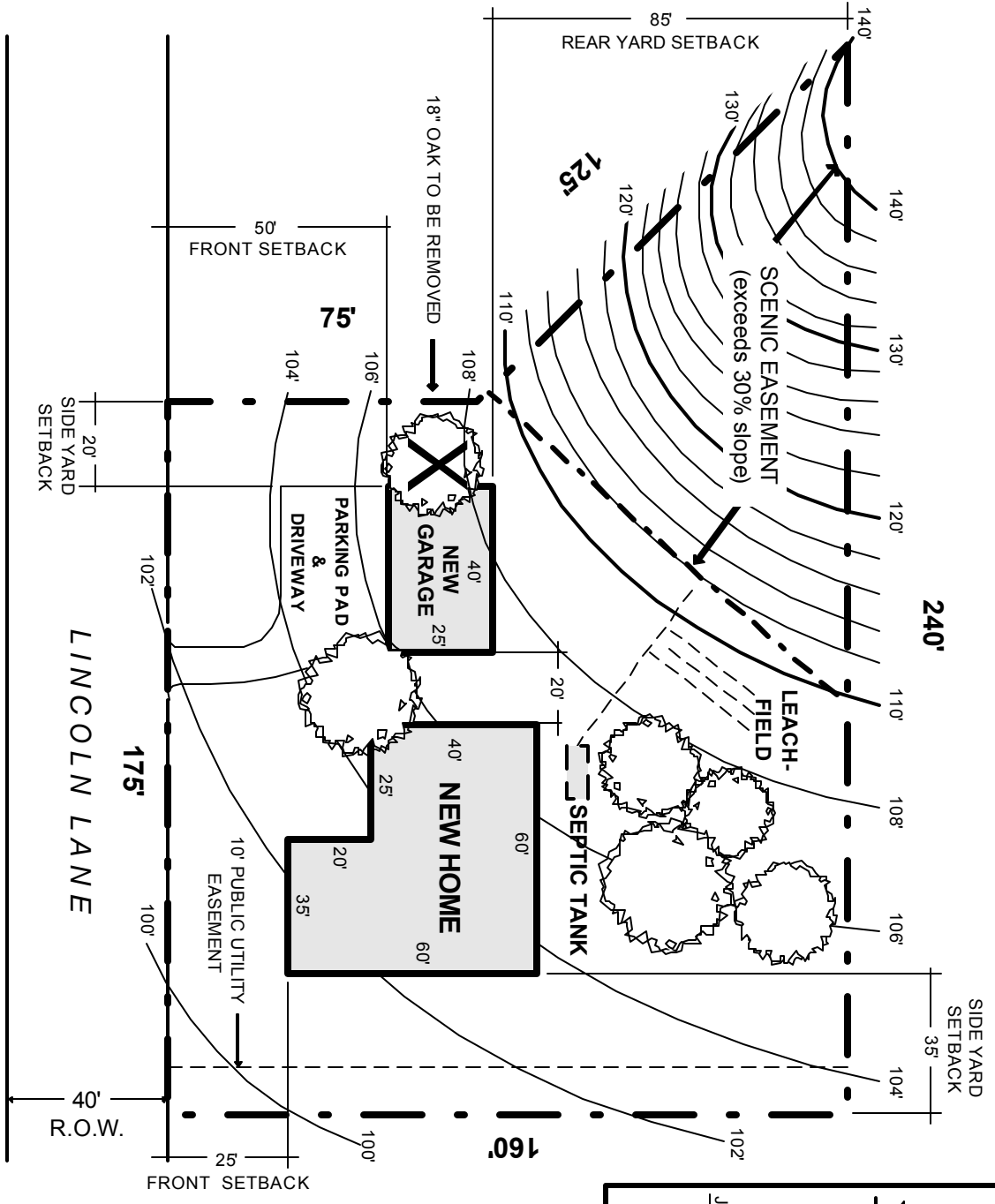
The purpose of a **SITE (PLOT) PLAN** is to establish a clear record of the use of the property. It may be helpful to imagine how the property would look from an aerial perspective and represent this view on paper. It is recommended that an Assessor's Plot Map (copies available at the Monterey County Assessor's Office, 168 West Alisal Street Salinas, CA 93902 (831) 755-5035) be used as a reference source for the dimensions of the property. You may then draw it to scale and provide the following information to make it complete:

1. **MINIMUM SCALE 1" = 40 ft.**
2. **NAME AND ADDRESS OF THE PROPERTY OWNER**
3. **ASSESSOR'S PARCEL NUMBER, SUBDIVISION NAME, AND LOT NUMBER**
4. **NAME AND ADDRESS OF THE PREPARER**
5. **NORTH ARROW AND SCALE**
6. **PROPERTY BOUNDARIES WITH DIMENSIONS**
7. **ALL ROADS, STREETS, DRIVEWAYS AND EASEMENTS (including utility easements)**
8. **SLOPE CONTOURS AT MINIMUM 5 ft. INTERVALS (topography)**
9. **DIRECTION OF DRAINAGE**
10. **EXISTING OR PROPOSED WELL(S) ON SITE OR WITHIN 100 FT. OF THE SITE**
11. **EXISTING OR PROPOSED SEPTIC TANK AND LEACHFIELD**
12. **LOCATION OF LATERAL AND CONNECTION TO PUBLIC SEWER SYSTEM**
13. **EXISTING OR PROPOSED WATER LINES**
14. **TREES AND VEGETATION (include type, size, and indicate "to remain" or "to be removed")**
15. **IDENTIFY ALL EXISTING AND PROPOSED STRUCTURES**
16. **DIMENSIONS OF EXISTING AND PROPOSED STRUCTURES**
17. **DISTANCES BETWEEN ALL STRUCTURES AND FROM BUILDINGS TO PROPERTY LINES (setbacks)**
18. **LOT SIZE**
19. **LOT COVERAGE AS SQUARE FEET AND PERCENTAGE**
20. **FLOOR AREA RATIO (if applicable)**
21. **DRAINAGE INFORMATION AND FEATURES**

Dependent upon the specific conditions found on your property, some of the above requirements or conditions may not be pertinent to your site plan.

It is unlawful to alter the substance of any official form or document of Monterey County.

# SAMPLE SITE PLAN



 SCALE 1" = 40' CONTOUR INTERVAL = 2	DRAWN BY: LENNY CRAFTER	APN 999-010-018-000
	CRAFTER ENTERPRISES	NEW GARAGE FOR: MR. & MRS. SMITH
	DATE: 12/12/96    DATE REVISED: 2/20/97	78 MAIN ST. CHUALAR, CA 93000
	PH. (123) 987-6543	1717 LINCOLN LANE, SALINAS, CA 93001
		PH. (123) 456-7890