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.