

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

MEMORANDUM

Date: May 23, 2014

To: AIA Monterey Bay
Central Coast Builder's Exchange
Monterey County Bar Association

From: RMA Services

Subject: Electronic Submittal of Application Materials for Design Approvals

Beginning June 30, 2014, RMA-Planning will require that all application forms and other application materials (photos, colors, materials, plans) for [Design Approvals](#) submitted for administrative approval be submitted in an electronic format (on CD) in addition to one hard copy. Design Approvals that are approved over-the-counter are not required to be submitted electronically at this time, however, we will accept those application forms and materials on CD as well. Currently, RMA-Planning requires the [electronic submittal](#) of technical reports and plans for other discretionary permits.

The Monterey County Environmental Health Bureau (EHB) reviews all Administrative and Public Hearing Design Approvals on properties with onsite wastewater treatment systems (OWTS) and now collects [fees](#) for that review as of April 27, 2014. Because timely review and processing of these applications is important to RMA-Planning and our customers, we do not want to create additional review time or bureaucracy for our applicants. As such, we need to route the application packets to EHB for their review as efficiently as possible. Electronic submittal of applications and materials will facilitate that efficient review.

The updated Design Approval Request Form for [Inland](#) and [Coastal](#) projects is available on our website.

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DESIGN APPROVAL REQUEST FORM INSTRUCTIONS

Applicant shall submit the following to the RMA Planning. This form must be returned with the application.

NOTE: All materials, plans, multi-page plans and other data must be legible, collated, stapled and folded (maximum size 8 ½ “x 14” when folded) **and submitted in electronic (PDF) format on CD.**

- 1) Completed “Design Approval Request Form.” For projects located within the Inland area of Monterey County, complete the General Plan Consistency Check-list. For projects located within the Coastal area of Monterey County, please complete the “Statement of Planning Scope of Work” form.
- 2) Copy(ies) of the site plan showing:
 - a. Assessor’s parcel number, subdivision name and lot number
 - b. Name and address of the preparer
 - c. North arrow and scale
 - d. Property boundaries with dimensions
 - e. Location of all streets, roads, rights-of-way, driveways, easements, Utility and scenic easements and parking areas (Disabled accessible provisions when applicable)
 - f. Location and dimensions of all existing and proposed buildings and structures on the site/property including fences
 - g. Slope contours at minimum 2 foot intervals (topography)
 - h. Direction of drainage, drainage information and features
 - i. Existing or proposed well(s)
 - j. Existing or proposed septic tank(s) and leachfield area(s) [**Note: If the property uses an onsite wastewater treatment system (OWTS) for sewage disposal, you may elect to have the Environmental Health Bureau (EHB) review this application to identify concerns in advance of applying for a construction permit.* EHB may require redesign of the project in the subsequent construction permit application to address impacts related to the existing OWTS or future standby area. A project redesign may require a subsequent Design Approval application and additional fees.**]
 - k. Location of lateral and connection to public sewer lines (Indemnification of sewage disposal methods, including names of systems involved (if any)
 - l. Existing and proposed water lines (indemnification of water supply, including names of systems involved (if any)
 - m. Location of existing trees and those proposed for removal (specify type, size, which are to remain and those to be removed)
 - n. Existing vegetation. Specify size, type and number to be removed
 - o. Location of wetlands, streams, creeks, or any other body of water
 - p. Distance(setbacks) from property lines to proposed structures and between all existing and proposed structures
 - q. Areas subject to inundation and or 100 years flood levels.
 - r. Location of all proposed grading including cut/fill and amount. Indicate maximum height of excavation and embankment.
 - s. Lot size

- t. Lot coverage, floor area ratio, impervious coverage (square feet and percentage)
- 3) Copy(ies) of grading plans showing:
 - a. A statement as to specific intention or ultimate purpose of grading
 - b. Quantity of excavation and fill
 - c. Retaining walls, terraces, etc.
 - d. Cross sections; dimensions such as maximum cut and fill, slopes of cuts and fills, maximum and minimum roadway width; show all finished contours to be achieved by grading.
 - e. Property lines and contours of existing ground and details of terrain and area drainage, including existing erosion problems
 - 4) Copy(ies) of existing and proposed floor plans showing:
 - a. All proposed and existing buildings on the subject property showing room sizes, entrances, exits, stairways and ramps.
 - b. Walls to be removed and/or to remain shall be clearly indicated
 - 5) Copy(ies) of exterior elevation plans showing:
 - a. All four sides of structure(s)
 - b. Materials to be used on walls, roof, etc
 - c. Roof appurtenances
 - d. Height of structures from average natural grade shall be dimensioned on elevations.
 - e. Elevations and finished floor elevations shall be identified
 - 6) Photographs of site and structures ([see guidelines for photograph submittal](#)).
 - 7) Submit two samples of all exterior paint or stain colors including roof materials to be used. Photos are acceptable if to “match existing.”
 - 8) Filing Fee of \$_____ (*an additional fee may be assessed if you elect to have **EHB review the Design Approval in advance of the construction permit**)

After review by RMA-Planning staff, your Design Approval Application may be referred to the local Land Use Advisory Committee (LUAC) for their recommendations to the Planning Commission, Zoning Administrator or Director of RMA-Planning. It is strongly recommended that you attend the LUAC meeting to explain your project.

RMA-Planning Use Only

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Advisory Committee to which this project will be referred: _____

Application given out by: _____

Application received by: _____

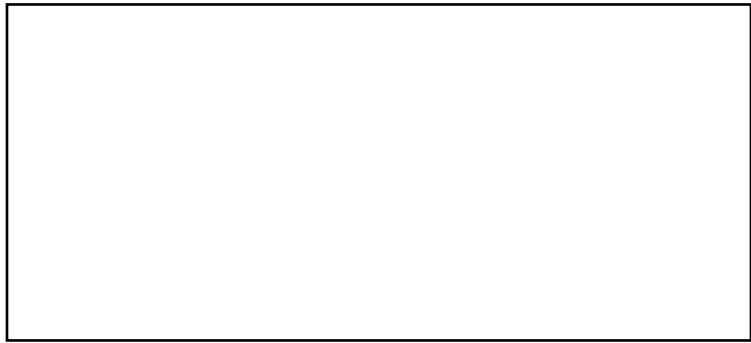
PROJECT FILE NO. _____ PHOTOGRAPHS

Date: _____ Site Address: _____ Planner: _____
Description: _____

PROJECT FILE NO. _____ PHOTOGRAPHS

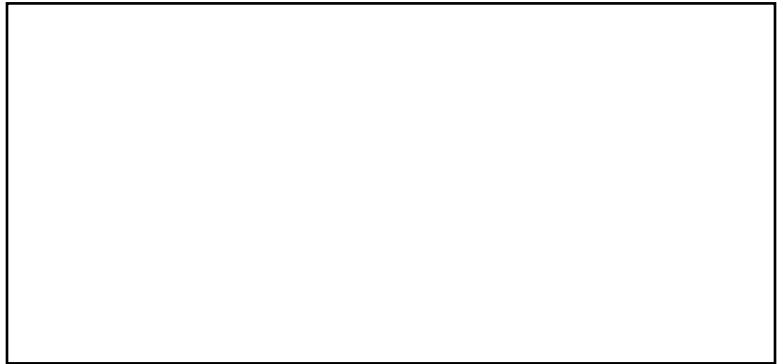
Date: _____ Site Address: _____ Planner: _____
Description: _____

COLOR SAMPLES FOR PROJECT FILE NO. _____



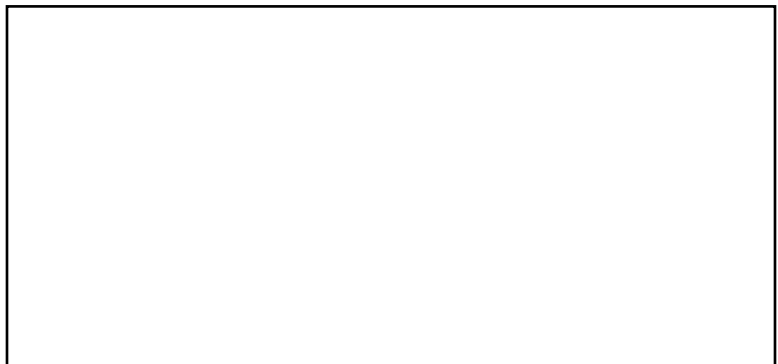
Materials: _____ Colors: _____

Description: _____



Materials: _____ Colors: _____

Description: _____



Materials: _____ Colors: _____

Description: _____

FILE #: _____



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COASTAL DESIGN APPROVAL APPLICATION FORM

ASSESSOR'S PARCEL NUMBER: _____

PROJECT ADDRESS: _____

PROPERTY OWNER: _____ Telephone: _____

Address: _____ Fax: _____

City/State/Zip: _____ Email: _____

APPLICANT: _____ Telephone: _____

Address: _____ Fax: _____

City/State/Zip: _____ Email: _____

AGENT: _____ Telephone: _____

Address: _____ Fax: _____

City/State/Zip: _____ Email: _____

Mail Notices to: Owner Applicant Agent
(Check only one)

PROJECT DESCRIPTION: (Attach *Scope of Work*) _____

MATERIALS TO BE USED: _____

COLORS TO BE USED: _____

I acknowledge that I will need a building permit and must comply with the Monterey County Building Ordinance and that this approval is for design of the structures and compliance with zoning regulations only. For properties served by Onsite Wastewater Treatment System (OWTS), the Environmental Health Bureau (EHB) will not review this application but may need to require redesign of the project in the subsequent construction permit application to address impacts related to the existing OWTS or future standby area. A project redesign may require a subsequent Design Approval application and additional fees.

PROPERTY OWNER/AGENT SIGNATURE: _____ **DATE:** _____

FOR DEPARTMENT USE ONLY

ZONING: _____ **LAND USE PLAN:** _____

ADVISORY COMMITTEE: _____ **RELATED PERMITS:** _____

PLANNER: _____

WITHIN ARCH BUFFER ZONE? YES NO **ON SEPTIC SYSTEM (OWTS)?** YES NO

LEGAL LOT: _____ YES NO **DOES THIS CORRECT A VIOLATION?** YES NO

FINDINGS:

- The project is consistent with the 1982 General Plan, the applicable Land Use Plan and Coastal Implementation Plan, and meets the regulations in Title 20 (Zoning Ordinance-Coastal); and
- The design of the proposed project assures protection of the public viewshed, is consistent with neighborhood character, and assures visual integrity without imposing undue restrictions on private property because: _____

DECISION: OVER-THE-COUNTER ADMINISTRATIVE

ACTION: APPROVED DENIED

CONDITIONS: ATTACHED NONE

APPROVED BY: _____ **DATE:** _____

COPY TO APPLICANT: IN PERSON OR MAILED **DATE:** _____

STATEMENT OF PLANNING SCOPE OF WORK

(COASTAL ONLY)

PLEASE CHECK "YES" OR "NO" FOR **ALL** BOXES

- | | Yes | No | |
|-----|--------------------------|--------------------------|---|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Project is for residential use. |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | The project is commercial use. |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | The project is for agricultural use. |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | The project is for industrial use. |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | The project is public or quasi/public. |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | The project includes a subdivision/lot line adjustment. |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | The project is for cell site, telecom (digital) communication facility/site. |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | Project includes construction of a new structures. |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | Project includes enlarging, altering, repairing, moving, improving, or removing an existing structures.
If "yes" describe _____ |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | The project includes demolition work.
If "yes" describe _____ |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | Project includes replacement and/or repair of (50%) or more of the exterior walls of a structure. |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Project includes historical structure or a structure more than fifty (50) years old. |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | Project includes an accessory structure(s)
If "yes" describe _____ |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | Project includes the placement of a manufactured home, mobile home, modular or prefabricated unit.
<input type="checkbox"/> Private property <input type="checkbox"/> Park installation _____ (mobile home park) |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | Project includes retaining walls, sea wall, riprap. |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | The project includes constructing, enlarging, altering, repairing, moving, improving or removing a septic tank/system. |
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | The project includes constructing, enlarging, altering, repairing, moving, improving or removing a well. |
| 18. | <input type="checkbox"/> | <input type="checkbox"/> | Project is associated with a new or improvements to a water system.
_____ water system _____ number of connections. |
| 19. | <input type="checkbox"/> | <input type="checkbox"/> | Project includes removal of trees.
If "yes", type _____ size _____ number _____ |
| 20. | <input type="checkbox"/> | <input type="checkbox"/> | Project includes grading, dirt importation, dirt removal, and/or drainage changes. |
| 21. | <input type="checkbox"/> | <input type="checkbox"/> | Project is visible from a public area. (public road, park, slough, beach, trail) |
| 22. | <input type="checkbox"/> | <input type="checkbox"/> | Project is located on a slope/hillside. (30 percent (25 percent-North County) |
| 23. | <input type="checkbox"/> | <input type="checkbox"/> | Project is located within 50 feet of bluff. |
| 24. | <input type="checkbox"/> | <input type="checkbox"/> | Project is located within 100 feet of seasonal or permanent drainage, lake, marsh, ocean, pond, slough, stream, wetlands.
If "yes", describe _____ |
| 25. | <input type="checkbox"/> | <input type="checkbox"/> | Project includes the use of roofing materials that are different in type and/or color from the original materials.
If "yes", describe _____ |
| 26. | <input type="checkbox"/> | <input type="checkbox"/> | Project is change or modification to an approved application. |
| 27. | <input type="checkbox"/> | <input type="checkbox"/> | Project involves or includes an existing or proposed trail or easement. |
| 28. | <input type="checkbox"/> | <input type="checkbox"/> | Project involves new, change or modifications to existing utilities and/or power lines. |

PLEASE DESCRIBE COMPLETELY AND FULLY THE PROJECT YOU ARE APPLYING FOR. INCLUDE INFORMATION ON ALL QUESTIONS ANSWERED WITH A "YES". ATTACH ADDITIONAL SHEETS IF NECESSARY.

I hereby certify that the above information is complete and correct. I certify that I am the property owner or that I am authorized to act on the property owner's behalf.

Signature

Date

Print Name