

# MONTEREY COUNTY RESOURCE MANAGEMENT AGENCY

Carl P. Holm, AICP, Director

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



## 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**



Advisory Committee to which this project will be referred: \_\_\_\_\_

Application given out by: \_\_\_\_\_

Application received by: \_\_\_\_\_

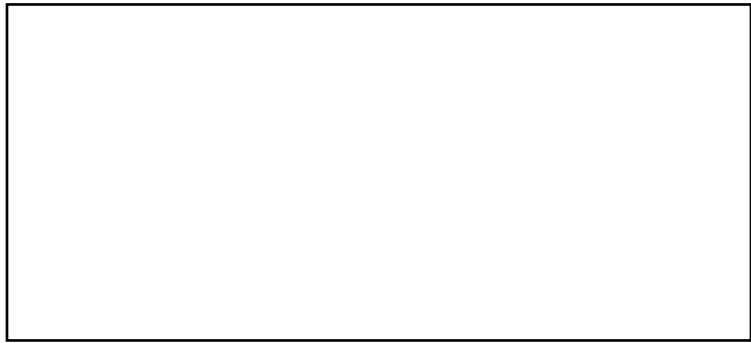
PROJECT FILE NO. \_\_\_\_\_ PHOTOGRAPHS

Date: \_\_\_\_\_ Site Address: \_\_\_\_\_ Planner: \_\_\_\_\_  
Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROJECT FILE NO. \_\_\_\_\_ PHOTOGRAPHS

Date: \_\_\_\_\_ Site Address: \_\_\_\_\_ Planner: \_\_\_\_\_  
Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COLOR SAMPLES FOR PROJECT FILE NO. \_\_\_\_\_



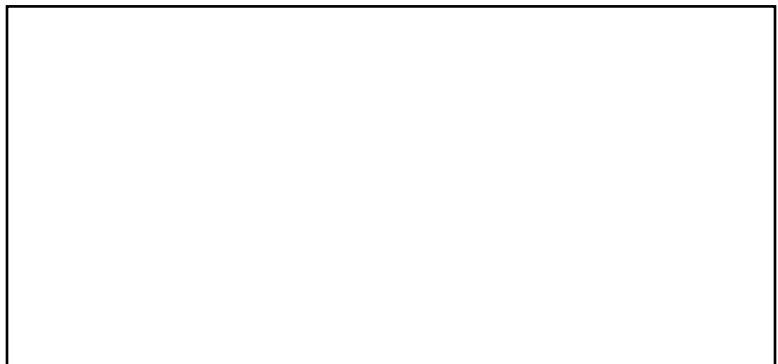
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