

# Development Review Committee



Monterey County  
Resources Management Agency



Resource Management Agency  
Planning Department  
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## *I'M READY, NOW WHAT?*

A DRC application can be submitted during regular Resource Management Agency -- Planning Department Counter hours (8:00 am – 4:00 pm) at 168 W. Alisal Street, 2nd floor. Please check in with the receptionist prior to meeting with a planner.

## ***WHAT IS THE DEVELOPMENT REVIEW COMMITTEE (DRC)?***

The Development Review Committee is a process the County uses to give out more complex land use permit applications and to provide early issue identification prior to submittal of a formal application. Anyone can submit a DRC application on any property. Where there is the need to resolve complex issues, County Staff may recommend the applicant pursue the DRC process. It is anticipated that the following types of applications would benefit from the DRC process:

- Subdivisions (both minor and standard)
- General Development Plans
- Use Permits/Coastal Development Permits
- Rezoning/General Plan Amendments
- Any project that will require an EIR
- Any project where a NPDES Permit will be required for release of storm water
- Lot Line Adjustments resulting in non-conforming parcel sizes
- Any project requiring a substantial improvement determination within the Floodplain.

In filing for DRC review, you are encouraged to provide any information that may be helpful for staff to understand your project concept and the information you need to proceed. Generally, the depth and completeness of staff responses to your

specific questions depend on the amount, depth, and accuracy of the information you provide with your request.

The meeting will include staff from affected departments and agencies (Public Works, Environmental Health, Building, Water Resources, Fire, etc.) who will provide information on what is needed to submit a complete application package and an identification of any concerns associated with the proposed project. This meeting is intended to be solution oriented and interactive. You will leave this meeting with a checklist of information needed to submit your application and an understanding of how to resolve any issues.

## ***WHAT IS THE TIMEFRAME FOR DRC REVIEW?***

Within 14 days of submitting a DRC request, you will be invited to attend a meeting with County Staff to discuss your project. DRC meetings are held on Tuesday mornings.

## ***IS DRC A DEVELOPMENT APPLICATION?***

No. Your submittal for DRC does not constitute a formal development application with the County. Only after you have submitted a complete development review application, including and paid the appropriate filing fees, will your project be considered “applied.”



## ***WHAT ARE THE FEES FOR DRC REVIEW?***

A fee is imposed for DRC review. The fee is applied to the work accomplished by the different departments and agencies in preparing for the DRC meeting. Once a formal application is filed, the fee would be credited against the fee for the planning permit (provided the application is submitted within 12 months of DRC meeting.)

## ***HOW LONG ARE DRC RESPONSES GOOD FOR?***

The County’s policy is to honor commitments made to prospective applicants in response to a DRC review. However, a different response may result from a formal application for the same project if, for instance, the Board of Supervisors changes development policies, operational conditions of surrounding streets change, or more complete information regarding environmental studies is available. Since DRC review responses are based on analyzing a snapshot of design and policy factors that may change over time, it is not realistic to condition their validity on time. Therefore, it is imperative that prospective applicants file formal applications as soon as DRC review is completed.

## ***WHAT SHOULD I SUBMIT?***

1. Completed Application form with questionnaire; and
2. Submit two (2) hard copies (11X17 maximum size plans) and a one (1) electronic copy of the information listed on the DRC application form.