

**MONTEREY COUNTY
RESOURCE MANAGEMENT AGENCY**

Carl P. Holm, AICP, Director

LAND USE & COMMUNITY DEVELOPMENT | PUBLIC WORKS & FACILITIES | PARKS

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ELECTRONIC SUBMITTAL OF PERMIT RELATED INFORMATION

All technical reports submitted to the Monterey County Resource Management Agency Planning Department for any land use permit or entitlement from the County of Monterey **MUST** include an electronic copy of each report that meets the requirements set forth in this policy. This policy applies to all technical reports submitted to the Planning Department to satisfy condition for any County Department. **Hard copies of all maps and drawings are still required.**

Examples of Technical Reports require include, but are not limited to, Energy Calculations, Geological/Geotechnical Reports and Studies, Biological Reports, Archaeological Reports, Historical Assessments, Forest Management Plans, Structural Calculations, Traffic Reports, Initial Studies and Environmental Impact Reports (EIRs).

Applicants for any land use permit or entitlement from the County of Monterey are encouraged to submit other application-related documentation such as application forms, maps, and/or drawings in an electronic format especially if it was originally created in an electronic format. All electronic documents must meet the requirements set forth in this policy. Maps and drawings are acceptable in a DWF format (AutoCAD Viewer); all other documents shall be in PDF format (Adobe Acrobat).

SUBMITTAL REQUIREMENTS:

1. The document shall not contain the official County seal nor imply to resemble an official County format;
2. The document **MUST** include the following information:
 - a. Project number assigned by the Planning Department
 - b. Assessor's Parcel Number(s) (APN)
 - c. Name of person and/or firm that created the document
 - d. Date created
 - e. The words "not an official County document"
3. The document shall be submitted in a *.pdf or .dwf* format
4. The document shall be submitted either:
 - a. On a CD disk labeled with the project number and date; OR
 - b. Mailed electronically to the attention of the assigned Planner
5. Any documents or correspondence submitted by e-mail are not considered as "official" submittals unless a confirmation of receipt is received by the sender.
6. Documents submitted that do not comply with this requirements will be returned to the sender.