

County of Monterey

Resource Management Agency

www.co.monterey.ca.us/rma
(831) 755-5025

Online Services

How to Apply Online for an Over-The-Counter Design Approval

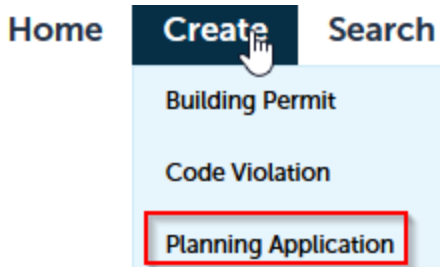
This document provides step-by-step instructions on how to apply for an Over-The-Counter Design Approval application via Resource Management Agency's citizen access portal. **Over-The-Counter Design Approvals are additions less than 500 sq. ft. and new non-habitable structures less than 500 sq. ft. provided that there are no resource impacts (e.g. issues related to archaeological, biological resources, tree removal, or development on steep slopes).** Visit our [online services webpage](#) to see what other types of permits can be applied for online. **Please remember that approval of a Design Approval is not a permit to begin construction. You will still need to apply for a Construction Permit from the Monterey County Resource Management Agency Building Services Division.**

Preliminary Steps: Register and check for open permits/code cases

- ✓ Go to <https://aca.accela.com/monterey/Default.aspx> (or just search for "Monterey County Citizen Access") and register for a Citizen Access Account. Instructions for registering can be found in the document "[How to Register for a Citizen Access Account](#)".
- ✓ Check if there are any open code enforcement cases or expired permits on the property. Instructions for researching this information can be found in the document "[How to Search for Expired Permits and Open Code Cases](#)". **NO NEW PERMITS CAN BE ISSUED ON THE PROPERTY UNTIL THESE ISSUES ARE RESOLVED.**

Once you've registered for an account and verified that there are no outstanding issues on the property, you are ready to begin the actual application process.

- 1) Go to <https://aca.accela.com/monterey/Default.aspx> (or just search for "Monterey County Citizen Access") and log into your Citizen Access account.
- 2) When you first login you will see a list of any permit "collections" you may have created and any unfinished applications that you started.
- 3) To apply for a new permit, hover over the "Create" button and select "Planning Application" from the drop-down list. This will take you to the first screen of the application.



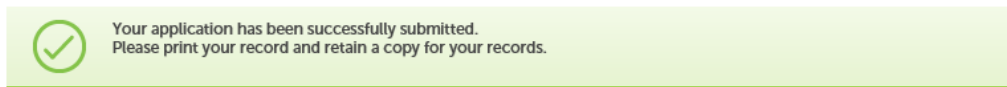
- 4) During the application process, you will be prompted to step through several screens and provide the following information:
- a. **Accept a General Disclaimer.**
 - b. **Select the address or parcel on which the permit is to be located** (remember, applications can only be submitted for projects located in the unincorporated area of the County).
 - c. **Provide Contact information.** The primary contact associated with your Citizen Access account will be automatically added to your application. You can also select additional contacts associated with your account or you can manually enter new contact information by clicking the “Add New” button.
 - d. You will then be prompted to enter information related to the Design Approval application:
 - Detailed description of your project. Provide complete scope of project including square footage, use, colors and materials to be used.
 - Materials and colors
 - Plans and Photos: You will be asked to submit a complete set of plans and, if applicable, photos of project area and proposed colors. Plans must conform to the document submittal standards found at the end of this document.

After entering the requested information and uploading the attachments, you will be taken to a summary page where you will have a chance to review and edit your entries if needed, and check a box to certify the truthfulness and authenticity of your submittal. The final page will indicate that your application has been successfully submitted and provide a file number for your application. Remember this number for future correspondence.

Re-Roof

1	2 Contacts	3 Application	4 Review	5 Pay Fees	6 Application Submitted
---	------------	---------------	----------	------------	-------------------------

Step 6: Application Submitted



You will need this number to check the status of your application or to schedule/check results of inspections.

What Happens After Application Submittal?

Upon receipt of the application, planning staff will calculate and assess application fees. An invoice will be emailed to you requesting payment of application fees which can be paid online via credit card or e-check. ***Application fees must be paid before review of the application can begin.***

When payment has been received, planning staff will review the submittal for conformance to submittal requirements and applicable codes and ordinances. If for any reason the application is determined not to be an “over-the-counter” submittal, referral to your local Land Use Advisory Committee may be necessary. This will require payment of additional fees and you may be asked to submit hard copies of application materials which will be forwarded to the Land Use Advisory Committee.

A copy of you permit will be emailed to you when approved. **Please remember that approval of a Design Approval is not a permit to begin construction. You will still need to apply for a Construction Permit from the Monterey County Resource Management Agency Building Services Division.**

Standards for Online DA Submittals

Please note that all documents submitted electronically must conform to the following document standards. Your application could be significantly delayed if you submit documents that do not conform to these standards.

File Format	1. One document file containing the required information should be submitted in PDF format that is compatible with Adobe Acrobat DC (Please do not use PDF Portfolios)
Naming Convention (original submittal)	Initial document submittal via ACA shall follow the following naming convention: Parcel number + DA_Application (e.g. 123-456-789-000_DA_Application)
Size limitation	There is size limit of 100 MB for all files. Optimization tools found in Adobe Acrobat should be used to minimize file size. Please contact us if you are still unable to meet file size requirements. We will work with you to so that you will still be able to submit your application electronically.
Bookmarking	1. Please bookmark each of the following sections in the PDF submittal: <ul style="list-style-type: none"> a) Site plan b) Floor plan c) Exterior elevation d) Photos of existing structures and area of proposed development e) Supplemental information if requested
Signature Requirements	Plans prepared by a Licensed Professional must contain a raster image of the Professionals stamp and wet signature.
Security	PDF document security settings must allow staff to mark up the PDF file, and create comments. Do not "lock" or password protect the document.
Scale	PDF exhibits must be generated at a prescribed scale (i.e. ¼" = 1'-0", or 1/8" = 1'-0") in order for staff to verify dimensions and areas within the file, using the built-in Acrobat measuring tool. Graphic scales may also be included, but are not required.
Page Orientation	Page Orientation: All plans must be oriented so the top of the page is always at the top of the monitor, and set to landscape. A north arrow must be provided on all plans. All supplemental information must be oriented so the top of the page is always at the top of the monitor in either portrait or landscape format based on the supporting documents provided. All supplemental information must be sized at 8-1/2" x 11" or 11"x 17".
Flattening	When converting from an original CAD file to a Portable Document File (PDF), please make sure to flatten the document. Layers and comments from the CAD file should not remain in the resulting PDF.