

COUNTY OF MONTEREY

HOUSING AND COMMUNITY DEVELOPMENT



Planning – Building - Housing
 1441 Schilling Place, South 2nd Floor
 Salinas, California 93901-4527
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Application Checklist For Land Use and Development Applications

Project Name: _____ File Number: _____
 Planner Name: _____ Planner E mail: _____
 Phone: _____

The Planning Department is the lead agency to coordinate the processing of development applications through Monterey County land use agencies. The following is a checklist of materials, data and reports required for submittal of your development application. Please feel free to contact your assigned project planner at any point in the development process regarding questions you may have about your application.

Please make an appointment with your assigned planner to submit application materials.

Your development project application will not be accepted for review unless all the items checked below (plans, materials, data, and reports, etc.) are included in the submittal package.

Permits:

The following entitlements have been determined to be required for your project based on the description of your project submitted with the Application Request Form and associated materials:

Type of Permit(s):	
Project Description:	

FILING FEES:

The following filing fees have been calculated based on the entitlements required, and may be subject to change based upon final review of the application. **See attached "Estimate of Planning Permit Application Fees."**

Certain types of applications are subject to an hourly fee. Each Department has a set hourly rate that is charged for projects that are subject to hourly fees. For those applications, the amount of payment due with the application is a deposit with additional charges per hour for actual time spent on that application. **Application fees are due and payable with submission of the application materials.**

These costs are associated with your land use entitlement and do not include Building Services Department plan check or construction permit fees. In addition, costs may be applied as necessary to comply with regulations and fees of other county agencies, conditions of approval, mitigation measures, and necessary agreements.

REQUIREMENTS FOR APPLICATION PACKETS

The items checked below are required for submission of the project application and must be collated and assembled into packets of information. All documents shall also be provided in an electronic format (.pdf). Plans shall be in a format so that they may be reproduced at 11x17 inches or greater.

APPLICATION FORMS

The following forms must be completed and signed by all interested parties. Copies shall be attached to your plans as part of your application.

X	Development Project Application
	Coastal Development Permit supplemental application form. <i>(Coastal Zone Only)</i>

	Design Approval Request form with required materials.
PLANS	
<p>The following plans must be completed in full size (24" x 36") and folded into a size not to exceed 8½ by 14 inches. Each type of plan includes a list of the typical type of information required to be included on that plan. Those items that are checked must be included on the requested plan.</p> <p>The number of plans required to be submitted with the application is indicated in the left hand column. Initial sets of plans are needed for distribution to the land use agencies. Additional sets may be requested through the hearing process. If the items checked are not included, the application will be deemed incomplete and revised plans will be required.</p>	
X	Site Plan – A plan from a bird's-eye view showing structures, major vegetation, and topographical data of the subject property including the area 50 feet from the property line within adjacent properties . The Site Plan shall include the following:
X	North arrow and scale
X	Location of project (vicinity map)
X	Location of all easements on the property, including but not limited to: public utility, rights-of-way, access, avigation, drainage, solar/wind, scenic, slope, archaeological, habitat, farmland, rangeland, or visual easements. At a minimum, consult the title report for your property for all easement encumbrances.
X	Project Data Summary Table including but not limited to the following items: <ul style="list-style-type: none"> • Parcel Size • General Plan Land Use Designation • Zoning Designation • Lot Coverage (Required and Proposed) - calculations showing the percentage that the building footprint covers the parcel. • Floor Area Ratio (Required and Proposed) – calculation showing the percentage of floor area in relation to the size of the parcel. • Grading – estimated amount of cut and/or fill (cubic yards) including the amount of soil to be imported/exported. <i>See Grading/Slope Map.</i> • Tree Removal (number and type of tree). <i>See Concept Landscape Plan below.</i> • Impervious Coverage – two calculations showing: 1) the total amount of area (square feet) covered by structures and 2) the total amount of area (square feet) covered by impervious surfaces. <i>See Concept Landscape Plan below.</i> • Required and Proposed Parking counts
X	Dimensions of the entire parcel.
	Contours – lines showing the slope of land The standard contour interval is 5-foot between elevation lines shown on the topographic map; however, 2-foot or other contour interval may be required by the project planner. The contour interval to be shown on the plot plan for your project is feet
	Establish the Average Natural Grade of the proposed building area.
	Illustrate required set backs and also dimension proposed setbacks: <ul style="list-style-type: none"> • From property lines to structures • From edge of easement/right-of-way to structures • From structure to structure (existing and proposed)
	Parking Summary for commercial projects including number of standard, compact, and disabled spaces and dimensions of parking spaces serving the project.
	Location of all parking and access areas serving the project.
	Interior roadways, driveways and circulation from the project parcel(s) to the fronting street (include dimensions).
	Locations of all streets, rights-of-way, and easements serving the project and/or held by the property owner.
	Location of all buildings and structures on the property including fences.
	Location of wells and septic system used in conjunction with the proposed project (existing and proposed).
	Name of water and sewer service providers serving the project.
	Delineate the extent of all wetlands, streams, creeks or any other body of water.
	Proposed landscaping and/or fuel modification areas. <i>See Concept Landscape Plan section below</i>
	Areas subject to inundation and/or 100-year flood levels.
	Indicate any known/identified environmentally sensitive habitat, archaeological resources, historical sites and any identified hazards (e.g. geological).
	Floor Plans – A horizontal section to diagrammatically show the enclosing of walls in a building, its doors and windows, and the arrangement of internal spaces. The Floor Plans

	shall include the following:
	Internal layout of all proposed and existing structures. Show all interior and exterior walls of all proposed levels of each structure on the subject property.
	Room dimensions/sizes, proposed use of each space, entrances/exits, light wells/emergency access, stairways and ramps.
	Walls to be removed clearly distinguished from walls proposed to remain.
	Estimated percentage of walls being removed.
	Estimated value of the remodel.
	Note: If a remodel or addition is proposed for a building that does not have a fire sprinkler system, contact the fire agency to obtain an addition/remodel calculation form to determine if a fire sprinkler system is required for this project. Submit the completed addition/remodel calculation form with the application.
	Elevations – A drawing showing the vertical elements of a building as a direct projection to a vertical plane. The Elevations shall include the following:
	Elevation of each proposed building exterior when viewed from each side. If additions are proposed to an existing structure, existing and proposed portions of the structure shall be clearly illustrated.
	Types of materials and colors to be used
	All roof appurtenances
	Existing and proposed grade lines
	Elevation view with the height of structures from Average Natural Grade.
	Finished floor elevation(s).
	Photographs of existing structures.
	Concept Landscape Plan – site plan illustrating proposed exterior improvements for the subject property such as plants, irrigation, patios, fountains, barbeques, etc. The Concept Landscape Plan shall include the following:
	Illustration of the general extent of existing vegetation (e.g.; grasslands, brush, trees).
	Illustrated concept plans for improvements to the site and specifically areas disturbed by development. (e.g., native seed, turf, ornamental plants, native plants, fountain, pool, barbeque, fireplace, exterior lighting, etc.).
	Elevation view of proposed exterior improvements such as fireplaces, walls/fences, trellises, gazebos, etc.
	Project Data Table listing the following items: <ul style="list-style-type: none"> • Quantity of each plant species. • Size of each plant species.
	Irrigation Plan identifying the location and type of irrigation fixtures proposed and the following specifications: <ul style="list-style-type: none"> • Estimated annual water use. • Temporary watering scheme for native plants; irrigation shall be removed once plants are established.
	Illustration of Tree Removal including the species and diameter of all trees within the project area and whether the tree is proposed for removal. Include a table on the plan summarizing the size and type of each tree proposed for removal.
	Location and design of trash/recycling facilities
	Fuel Management Plan – Illustration of where/how vegetation (native and proposed) will be maintained between 30 feet and 100 feet from proposed structures. Identify the areas planned for: <ul style="list-style-type: none"> • Irrigated landscape (30 feet). • Vegetation management (100 feet). • Selective Pruning. <i>Additional information is attached</i>
	Fuel Management Plan – Site plan illustrating how vegetation around proposed structures and roadways will be maintained to reduce fire fuel loads. The Fuel Management Plan shall include the following:
	Illustration of the general extent of natural vegetation to be retained. (e.g.; grasslands, brush, trees).
	“Green Zone” (0-30 feet) – Illustration on plans for maintaining vegetation (native and proposed) within 30 feet of all proposed structures/facilities.

	<i>Coordinate with Landscape Plan</i>
	“Management Zone” (30+ feet). Illustration on plans showing maintenance of vegetation up to 100 feet from all proposed structures, or to the property line, whichever is closer. In very high fire hazard severity zones, greater distance may be required by the local Fire Authority.
	Tree Pruning/Removal – Illustration of the species and diameter of trees within the project area and whether the tree is proposed for removal and/or routine pruning. <i>Coordinate with Forest Management Plan</i>
	Emergency Vehicle Access. Illustrate emergency vehicle access route (driveway and/or roadway) including width, percentage of slope, and driving surface.
	Grading/Slope Map - site plan illustrating existing and proposed topographic contours. The Grading/Slope Map shall include the following:
	Highlighted or shaded areas with slopes equal to or greater than 25% in the inland areas and in the North County Coastal area (30% in all other areas of the Coastal Zone). <i>At a minimum, a Slope Map is required for all subdivision projects. The Map shall be the same scale as the preliminary subdivision map.</i>
	Slope/Density Calculation stating the maximum density allowed based on acreage of each of the following cross slopes of the subject parcel(s): <ul style="list-style-type: none"> • 0-19.9% - 1 building site per 1 acre • 20-29.9% - 1 building site per 2 acres • 30+% - 0 building sites • For projects in the Big Sur Land Use Plan area east of State Highway 1, include the following categories: under 15%, over 30%. <i>Required for all subdivision projects - the Map shall be the same scale as the preliminary subdivision map.</i>
	The areas of uncultivated land proposed for conversion to cultivated land on slopes greater than 25%.
	Illustration of location(s) of all proposed cut and fill including areas requiring over-excavation due to soil conditions.
	Section Views illustrating the maximum height of excavation and embankment.
	The amount (square feet) of land proposed for development where the slope is equal to or greater than 25% in the inland areas and in the North County Coastal area (30% in all other areas of the Coastal Zone).
	Erosion Control Plan. Type and duration of methods or materials used to retain sediment and/or debris within the development area. Identify development and design techniques for erosion control, slope stabilization, visual mitigation, drainage and construction techniques.
	Best Management Practices (BMP). Identification of all BMPs that will apply to the proposed project.
	Drainage Plan – When required by the Water Resources Agency, a drainage plan shall be submitted illustrating measures necessary to mitigate the impact of impervious surface stormwater runoff. The drainage plan shall include the following:
	Contour lines showing existing and proposed slopes. Identify all slopes that are 25 percent or greater.
	Indicate any known/identified environmentally sensitive habitat, archaeological resources, historical sites and any identified flood hazards and geologic hazards.
	Location of all existing and proposed well(s) and septic system(s).
	Location and extent of all water bodies including wetlands and streams.
	Delineation of the extent of all wetlands, streams, creeks or any other water body.
	If stormwater retention or detention facilities are required, the drainage plan shall identify the location and size of the proposed facilities. Supporting calculations shall be included with the drainage plan.
	General Development Plan – Long range plan combining illustrations (site plan, elevations, floor plans, sign program, etc.) and narrative (description of allowed uses, hours of operation, etc.) for non-residential projects with multiple uses and/or greater than 1.0 acre in size. The General Development Plan shall include the following: <i>Additional information is attached</i>
	Uses: list of all proposed uses to be allowed without further review, and uses to be disallowed within this project area.
	Operation: hours of operation and delivery.
	Employees: maximum number of employees anticipated.
	Parking: proposed parking and how it relates to County Codes and/or traffic engineer

	estimate.
	Traffic: estimated number of trips to be generated by the project, and proposed improvements to accommodate the new trips.
	Site Development Standards: set backs, building heights, building materials/colors, etc.
	Signs: Either including a proposed sign program or note meeting the applicable Zoning Code (citing appropriate section).
	Landscaping Plan, including trash/recycling facilities. <i>See Concept Landscape Plan above</i>
	Exterior Lighting Plan coordinated with the Landscape Plan.
	Hazardous Material Questionnaire (Contact Environmental Health Division).
	Subdivision Map – Plan illustrating the initial design and improvement for the division of land (Monterey County Code sections 19.03.010, 19.04.010, and 19.05.035). The Subdivision Map shall include the following:
	Location of project (vicinity map).
	North arrow.
	Date of preparation/revision of the map.
	Names and addresses of subdivider and record owner in the lower right hand corner.
	Name and address of the person who prepared map in lower right hand corner.
	Tentative Map and Tentative Parcel Map <ul style="list-style-type: none"> • All buildable parcels shall be illustrated using numbers. • All non-buildable parcels (e.g. roads, open space, etc) shall be illustrated using letter designations. • Placement and location of all existing streets, easements, rights-of-way on the land proposed to be subdivided, and those abutting said land. • Approximate alignment of the proposed streets within the subdivision and their connections with existing streets or methods of terminating proposed streets. Streets shall be illustrated with letter designations. • Proposed uses of all portions of the subdivision, including but not limited to building areas, open space, streets, etc. • All existing structures. • Method of water supply for the subdivision. • Method of wastewater/sewage disposal for the subdivision. • Street improvements, existing and proposed. • Drainage, existing and proposed. • Utilities, existing and proposed.
	Summary table, including: <ul style="list-style-type: none"> • Total land area proposed to be subdivided. • Number of buildable parcels. • Number of non-buildable parcels. • Size of parcels, calculated in acreage and square footage. • Proposed density. • Land use designation(s), existing and proposed. • Number of acres of open space in the subject subdivision, calculated in acres to the nearest one-half acre.
	Aerial photo with an overlay of the proposed subdivision layout.
	Slope Density Analysis Map - Sufficient contours to indicate the elevations and the fall of the land adjacent to the surrounding area. <i>See Grading/Slope Map</i>
	Description of prior development activity on the site such as the removal of any vegetation, grading, etc., which may affect proposed subdivision.
	Any land fills within 2,000 feet of the proposed subdivision.
	Soil Test for agricultural conversion pursuant to Department of Toxic Substance Control standards (pesticides, nitrates, etc)
	Two (2) copies of the preliminary title report showing the legal owners at the time of submittal of the tentative map or vesting tentative map application.
	Lot Line Adjustment Map – Plan illustrating changing recorded parcel lines of existing parcels. The Lot Line Adjustment Map shall include the following:
	Location of project (vicinity map).
	North arrow.
	Date of preparation/revision of the map.

	Names and addresses of all record owners in the lower right hand corner.
	Name and address of the person who prepared map in lower right hand corner.
	<p>Preliminary Map.</p> <ul style="list-style-type: none"> • All existing parcels. • Placement and location of all streets, easements, rights-of-way on the subject lands and those abutting said land. • Proposed uses of all portions of the project area, including but not limited to building areas, open space, streets, etc. • All existing structures. • Illustration of existing and proposed wastewater/sewage disposal and location. • Illustration of existing and proposed water supply and location, including fire hydrants. • Drainage, existing and proposed. • Utilities, existing and proposed.
	Aerial photo with an overlay of the existing and proposed parcel lines.
	<p>Summary table, including:</p> <ul style="list-style-type: none"> • Total number of parcels. • Size of each parcel before and after adjustment, calculated in acres and square footage. • Land use designation(s), existing and proposed.
	Two (2) copies of the preliminary title report showing the legal owners at the time of submittal of the tentative map or vesting tentative map application.
	Agricultural Buffer Plan – Plan showing areas restricted from development that may impact neighboring agricultural operations. The Agricultural Buffer Plan shall include the following:
	Illustration of all property lines and uses within 300 feet of the project area.
	Existing and proposed land use designation(s) for the subject site, including existing land use designation(s) of adjacent surrounding properties.
	Illustration and dimension of areas restricted from development.
	Provide aerial map illustrating subject parcel and proposed buffer areas (to scale).
	Identification of significant land features (canyons, creeks, roads, etc).
	Construction Management Plan – A Plan (illustration and narrative) that describes how the site will be managed during construction to reduce potential impacts. The Construction Management Plan shall include the following:
	Names and contact information (primary and secondary) of parties responsible for project during construction.
	<p>Summary table including:</p> <ul style="list-style-type: none"> • Types of construction vehicles and number of truck and/or vehicle trips/day. • Amount of grading per day (Air Quality Management District Standards). • Hours of operation. • Project scheduling (dates).
	<p>Map illustrating:</p> <ul style="list-style-type: none"> • Location of project (vicinity map). • Proposed route for hauling material. • Location of Sensitive Receptors (schools, hospitals, etc) along haul route. • Location of stockpiles and parking for construction vehicles. • Sensitive areas (tree protection zones, drainage, habitat, slopes, etc) where no parking, stockpiling, construction will occur.
X	Assessor's Parcel Map. Attach to each set of plans one copy of the appropriate Assessor's Parcel Map page(s), with the subject parcel(s) highlighted.
X	Reduced Set of Plans. One set of plans reduced to 8½ x 11 or 11 x 17 inches so that reductions are clearly legible.
ADDITIONAL REQUIRED INFORMATION	
Information checked below is required because of the type of application and policies affecting the subject property and/or project.	
	<p>Staking and Flagging – pursuant to the criteria adopted by the Board of Supervisors. Proof (e.g. photos) of staking must be completed before the project will be accepted for submittal.</p> <p><i>Additional information is attached</i></p>
X	A copy of the Assessor's Parcel Map page(s) showing the parcel(s) on which development is proposed and parcels within 300 feet of the subject property. Please make a notation or

	highlight all the parcels on the map within 300 feet of the subject property.
X	A copy of the recorded Grant Deed that includes the legal description of subject property.
	Homeowners Association. NOTICE: Parcels located within a subdivision governed by a Homeowners Association (HOA) may be required to undergo separate design review. The HOA enforces covenants, conditions and restrictions (CC&Rs) specific to that area that may include conditions required as part of the original subdivision approval. Each applicant is responsible to obtain necessary approvals from the appropriate review body prior to obtaining a County permit.
TECHNICAL REPORTS – <u>Provide one electronic version of each technical report checked below.</u> Reports prepared by persons without proper certification or those not on our consultant list may not be accepted. <u>Consultant lists are attached</u>	
	Geological Report A report prepared in conformance with California Division of Mines and Geology standards that addresses seismic hazards, faulting, slope stability, liquefaction potential and other geologic hazards and contains measures recommended by the geologist for any geologic hazards that are shown as a result of the report. The report shall be prepared by a California registered geologist. The geological report shall include the following:
	List of all applicable County policies and regulations.
	Information demonstrating how the proposed project is consistent with the applicable policies and regulations: <ul style="list-style-type: none"> • Monterey County Code – Section 20/21. XXX • XXXX Area/Land Use Plan
	Geotechnical Report A report that addresses slope stability and foundation design prepared by a California registered civil engineer or geological engineer. The geotechnical report shall include the following:
	List of all applicable policies and regulations
	Information demonstrating how the proposed project is consistent with the applicable policies and regulations: <ul style="list-style-type: none"> • Monterey County Code – Section 20/21. XXX • XXXX Area/Land Use Plan
	Adequate Water Supply System Assessment Information that addresses the conditions of the proposed water supply (e.g., quantity, quality, water rights, etc.). The information will be used in determining whether a project is complete by providing foundational information to include the following:
	List of all applicable policies and regulations
	Information demonstrating how the proposed project is consistent with the applicable policies and regulations: <ul style="list-style-type: none"> • General Plan Policy PS-3.1, PS-3.2, and PS-3.9 • Monterey County Code – Section 19. XXX • Monterey County Code – Section 20/21. XXX • XXXX Area/Land Use Plan
	Please submit the following foundational information to the Environmental Health Bureau (EHB) for review: <ol style="list-style-type: none"> a. Water quality analysis; and b. Authorized production capacity of a facility operating pursuant to a permit from a regulatory agency, production capability, and any adverse effect on the economic extraction of water or other effect on wells in the immediate vicinity, including recovery rates; and c. Technical, managerial, and financial capability of the water purveyor or water system operator; and d. The source of the water supply and the nature of the right(s) to water from the source; and e. If applicable, a statement identifying all existing public water systems located within one mile and the feasibility of incorporating into the existing system or being owned, operated or managed by a satellite agency. OR <ol style="list-style-type: none"> f. ‘Can and Will Serve’ letter documenting an existing water purveyor’s ability to serve the project with an expiration date in place.
	Items “a” through “f” are necessary to determine the site-specific adequacy of the proposed

water supply. In the event that, in the determination of the County, the foundational information provided in items “a” through “f” does not meet threshold standards, the County would not be able to support approval of the project and therefore does not recommend that the applicant pursue comprehensive analysis of hydrogeological conditions potentially impacted by the proposed project. If the information for “a” through “f” meets, in the determination of the County, the threshold standards, then a hydrogeological report, as detailed in the next section titled Hydrogeological Report, shall be prepared by a California licensed professional geologist.

If you wish to have a pre-application meeting to discuss water supply requirements for the proposed project you may do so by contacting the Environmental Health Bureau – *this will require a separate fee for service from EHB.*

Hydrogeological Report

A report which addresses the conditions of the proposed water supply (e.g. quantity, quality, water rights, etc.) and how geologic conditions, cumulative water demand, environmental impacts, and water projects may influence water supplies for domestic and environmental needs. Depending on the project, this report may be included in an EIR if an EIR is required. The hydrogeological report shall include the following:

List of all applicable policies and regulations

Information demonstrating how the proposed project is consistent with the applicable policies and regulations:

- General Plan Policy PS-3.1, PS-3.2, and PS-3.9
- Monterey County Code – Section 19. XXX
- Monterey County Code – Section 20/21. XXX
- XXXX Area/Land Use Plan

As required by General Plan Policy PS-3.2, proof shall be submitted which demonstrates that the proposed development has a Long-Term Sustainable Water Supply and an Adequate Water Supply System.

For a project located in area with limited hydrogeologic information, as determined by the Monterey County Water Resources Agency (WRA):

Prepare a scope of work for a hydrogeologic investigation in consultation with the Water Resources Agency. A California licensed professional geologist shall analyze the items “a” through “g” listed below and prepare a report that includes a determination as to whether the project has a Long-Term Sustainable Water Supply. The report shall be submitted to the Planning Department, Water Resources Agency, and Environmental Health Bureau for review.

- a. Water quality analysis;
- b. Authorized production capacity of a facility operating pursuant to a permit from a regulatory agency, production capability, and any adverse effect on the economic extraction of water or other effect on wells in the immediate vicinity, including recovery rates;
- c. Technical, managerial, and financial capability of the water purveyor or water system operator;
- d. The source of the water supply and the nature of the right(s) to water from the source;
- e. Cumulative impacts of existing and projected future demand for water from the source, and the ability to reverse trends contributing to an overdraft condition or otherwise affecting supply; and
- f. Effects of additional extraction or diversion of water on the environment including on in-stream flows necessary to support riparian vegetation, wetlands, fish or other aquatic life, and the migration potential for steelhead, for the purpose of minimizing impacts on the environment and to those resources and species.
- g. Completion and operation of new projects, or implementation of best practices, to renew or sustain aquifer or basin functions.

The hauling of water shall be neither a factor nor a criterion for the proof of a long term sustainable water supply.

For a project located in an area with sufficient hydrogeologic information, as determined by the Monterey County Water Resources Agency:

A project-specific hydrogeologic investigation would not be necessary. The applicant shall submit a report that addresses items “a” through “g” listed above prepared by a qualified professional to the Planning Department, Water Resources Agency, and Environmental Health Bureau for review.

If you wish to have a pre-application meeting to determine if the project is located in an area with sufficient hydrogeologic information you may do so by contacting the Water Resources

Agency – this will require a separate fee for service from WRA.	
Archaeological Report	
A report identifying areas where sensitive resources are located and if any known resources are located within 750 feet of the proposed project. The archaeological report shall include the following:	
List of all applicable policies and regulations.	
Information demonstrating how the proposed project is consistent with the applicable policies and regulations:	
<ul style="list-style-type: none"> • Monterey County Code – Section 20/21. XXX • XXXX Area/Land Use Plan 	
Biotic Survey/Assessment	
A report determining the presence of any rare and endangered species or habitat. Reports must be completed during the proper time(s) of year for species identified with potential presence on the site and shall include the following:	
Aerial map of the project site and surrounding area.	
Site/Aerial Map identifying extent of habitat types found on the subject property.	
List of species identified in the project vicinity as shown on relevant database (e.g. CNDDDB).	
Site Assessment conducted during appropriate time(s) of year for species identified on the CNDDDB as possibly present. Report on methods used to determine presence or lack thereof such as lack of presence of appropriate habitat/conditions.	
Recommendations to reduce impacts including possible design modifications.	
List of all applicable policies and regulations.	
Information demonstrating how the proposed project is consistent with the applicable policies and regulations:	
<ul style="list-style-type: none"> • Monterey County Code – Section 20/21. XXX • XX XX Area/Land Use Plan 	
Forest Management Plan/Tree Assessment/Tree Resource Analysis	
An evaluation of how proposed development is designed in the most suitable location for long term maintenance of tree resources and to minimize tree removal. The forest management plan/tree assessment/tree resource analysis shall include the following:	
Aerial map of the project site and surrounding area identifying location of the subject tree(s) within that map.	
List of all applicable policies, regulations, findings.	
Information demonstrating how the proposed project is consistent with the applicable policies and regulations:	
<ul style="list-style-type: none"> • Monterey County Code – Section 20/21. XXX • XXXX Area/Land Use Plan 	
Explanation of how the proposed tree removal relates to the forest and/or woodland of the project site as well as the surrounding area.	
Identification of any oak woodland that meets requirement of PRC 21083.	
Illustration of areas on the project site where replanting may occur and, if no replanting is possible, a location of where and how effective off-site replanting can be performed.	
Identification of surrounding forest continuity, prevailing sun/wind exposure to trees, and how the proposed project will affect these conditions.	
Identification of all trees greater than six inches in diameter on the site and identification of those proposed to be removed.	
<i>Coordinate with Fuel Management Plan</i>	
Projects within the Del Monte Forest	
Project within the Del Monte Forest shall contact the Del Monte Forest Conservancy for a determination on whether a Conservation and Scenic Easement dedication is required on the property. A one-time processing fee and monitoring fee for the easement will be assessed by the Del Monte Forest Conservancy to cover in perpetuity the Conservancy's ongoing monitoring activities. <i>Contact:</i>	
Vaughan Forestry C/O Cassady Bill Vaughan 6010 Highway 9, Suite #6 Felton, CA 95018 (831) 566-5955 billyv76@att.net	Del Monte Forest Conservancy 3101 Forest Lake Road, Suite #1 Pebble Beach, CA 93953 (831) 373-1274 dmfc@delmonteforestconservancy.org

	<p>Traffic Report A report which identifies traffic levels for existing conditions and with the proposed project. Contact Public Works for specific roadway segments and intersections to evaluate. Contact the project planner for a list of projects to consider for cumulative traffic conditions. The traffic report shall include the following information:</p>
	Aerial map of the project site and surrounding area, identifying location of the subject roads/intersections within that map.
	List of all applicable policies and regulations.
	Number of trips generated by the project. Identify potential traffic impacts and safety issues, and the improvements to address those impacts and issues.
	Information demonstrating how the proposed project is consistent with the applicable policies and regulations: <ul style="list-style-type: none"> • Monterey County Code – Section 20/21. XXX • XXXX Area/Land Use Plan
<p>OTHER ITEMS - The following is a checklist of items required to/that provide added detail or justification for part of your request. <i>Additional information about these items is attached.</i></p>	
	Supplemental application for 30% slope exception (25% in the Inland Areas and the North County Coastal Zone) <i>See Slope Map</i>
	Proof of Access – Verification shall be submitted documenting right of access and/or improvement to a private road from the subject property to a public road. Required for all subdivision applications.
	Development Evaluation System.
	Variance Justification Letter for three required findings.
	Land Disturbance Target (LDT) for North County Hydrogeological area.
	Coastal Access Plan – This is a plan illustrating proposed access to/along coastal areas as required by/in the Local Coastal Plan (LCP).
	Guesthouse - Development standards for guesthouses is attached and must be met.
	Accessory Dwelling Unit - Development standards for accessory dwelling units is attached.
	Copies of an Employee Housing Plan.
	Copies of a proposal to comply with the Inclusionary Housing Ordinance.
	Copies of surface mining reclamation plan.
	Other:
<p align="center">OTHER LAND USE DEPARTMENTS & CONSULTING AGENCIES</p> <p>The following is a checklist of items required from other County Land Use Departments and consulting agencies:</p>	
	<p>Fire protection agency serving this project: Contact Name: Address: Phone:</p>
	Turnouts: Identify proposed turnouts along driveways greater than 150 feet in length. Turnouts shall be provided at the midpoint and at intervals of 400 feet. If proposed driveway turnouts will not meet this standard, contact and meet with the appropriate fire agency prior to application submittal.
	Entry Gate: Illustrate the design and set back from the edge of right of way. No single-lane gate opening shall be less than 12 feet at the most narrow point and must be set back from a street access at least 30 feet. For commercial or subdivision gates, contact the fire agency for width requirements.
	Driveway/Road Grades: Illustrate that proposed grades along driveways/roads do not exceed 15%. If proposed grades will not meet this standard, contact and meet with the appropriate fire agency prior to application submittal.
	Driveway Location: Show any existing and proposed driveways from the project parcel to the fronting street.
	Driveway/Road Bridges or Culverts: Show any existing and proposed bridges on the driveway or roadway from the project parcel to the fronting street. Include a brief description of the bridge or culvert, including weight rating, type of structure, etc. The bridge or culvert must be designed to support the weight of a 22-ton vehicle.
	Turnaround: Illustrate adequate space for a fire engine to turn around at the end of the driveway. The turnaround must be designed to support the weight of a 22-ton vehicle.
	Fuel Management Plan: Provide a fuel management plan as described in the section titled “ <i>Landscape Plan.</i> ”

	Water System for Fire Protection: Show existing water system improvements that will serve the project, such as public and private water sources, water mains, fire hydrants, fire pumps, etc.
	Residential Site Uses: Provide the following information regarding all existing and proposed buildings and facilities for the site: <ul style="list-style-type: none"> • Occupancy classification of existing buildings • New occupancy classifications proposed for existing buildings; • Occupancy classification of proposed buildings.
	Commercial Site Uses: Provide the following information regarding all existing and proposed buildings and facilities for the site: <ul style="list-style-type: none"> • Occupancy classification of existing buildings • New occupancy classifications proposed for existing buildings; • Occupancy classification of proposed buildings. • Description of processes and activities proposed in the buildings and on the site.
	Building Fire Protection Systems: Indicate existing and proposed fire protection systems in existing and proposed buildings. Such system would include fire sprinklers, fire alarm, etc.
HCD-Public Works 1441 Schilling Place South 2 nd Floor, Salinas (831) 755-5025	
	Address Request: Each parcel must have an assigned address prior to filing an application. Separate addresses are required for Accessory Dwelling Units, Second Residences, and Commercial Centers.
	Encroachment Permit. Any work within the public right-of-way will require authorization from the appropriate agency (Public Works, Caltrans)
	Parking Plan. A plan illustrating the proposed parking layout and circulation for the project. Dimension turning movements within the parking area.
Water Resources Agency 893 Blanco Circle, Salinas, CA 93901 (831) 755-4860	
	Drainage Control: Applications for most standard subdivisions and large commercial development should include the following information: <ul style="list-style-type: none"> • A preliminary drainage analysis and a preliminary drainage plan prepared by a registered civil engineer addressing on-site and off-site impacts. • The preliminary drainage analysis shall include calculations certifying the proposed detention facilities are designed to limit the 100-year post-development runoff rate to the 10-year pre-development rate. • The preliminary drainage plan shall include the location of all detention facilities and other major drainage features such as catch basins and stormdrain lines.
	Floodplain Regulations: Applicants proposing development within the FEMA-defined 100-year floodplain are encouraged to contact the Water Resources Agency prior to submitting an application.
	Watercourse and River Setback Requirements: Development is required to be setback 50-feet from the top of bank for watercourse and 200-feet from the top of bank for a river: <ul style="list-style-type: none"> • A site plan showing the proposed development setback from the “top of bank”, as defined in Monterey County Code Chapter 16.16. The top of bank shall be defined by a professional engineer or licensed land surveyor and shown on the site plan. • If the setback requirement cannot be met, the applicant shall prove to the satisfaction of the Water Resources Agency that the proposed development will be safe from flow-related erosion hazards and will not significantly reduce the capacity of the existing watercourse. The applicant shall submit a report, prepared by a registered civil engineer or licensed professional geologist, certifying the proposed development is compliant with Monterey County Code Chapter 16.16.
	Development applications within the Monterey Peninsula Water Management District (MPWMD) should include an MPWMD Water Release Form and Water Permit Application.
Environmental Health Bureau (EHB) 1270 Natividad Road, Salinas, CA 93906 (831) 755-4507	
	For projects disposing sewage onsite, an Onsite Wastewater Treatment System (OWTS) design is required on plans for all existing and proposed systems. An informational handout titled “Siting an Onsite Sewage Disposal System” is attached to assist your design of a new OWTS system. If no records are available for your existing system, further investigation from a septic contractor may be required. If you wish to have a pre-application site visit with an Environmental Health Specialist you may do so by contacting EHB – <i>this will require a separate fee for service from EHB.</i>

	Application for an Onsite Wastewater Treatment System Permit (for the repair, demolition, or installation of a new onsite system) may be required.
	Percolation Test Report. Report on soil conditions related to ability for wastewater to percolate. Environmental Health (EHB) will determine if this is required and must be coordinated with EHB. <i>This may require a separate fee for service from EHB.</i>
	If a well is on the property the location shall be on the plans. Ensure the proper water system name is identified. Note: if this project creates a new water system with 5 or more connections, an additional discretionary permit is required.
	For projects served by a public/private sewer system and/or water system, provide the names of water system and/or the sewer system involved serving the property. Also, provide a Can and Will Serve Letter from applicable public/private water and/or wastewater provider/district. Letter shall include estimated remaining capacity including existing lots of record.
	Water Use-Nitrate Impact Questionnaire.
	Parks Department P.O. Box 5249, Salinas, CA 93915 (831) 755-4895
	Phase I Historical Assessment (consultant list attached)
	Phase II Historical Assessment (consultant list attached)
OTHER REQUIREMENT(S) TO CONSIDER FOLLOWING PLANNING APPROVAL	
	Building Permits. Technical plans are required to obtain permits to develop the project.
	Lighting Plan required prior to the issuance of building permits.
	Traffic Fees; Regional and local fees are assessed to new development.
	Quimby Act (Park In-Lieu) - Requirement to provide park lands or in-lieu fee as part of a proposed subdivision. <i>See Monterey County Code Section</i>
	Certificate of Compliance – Required as a condition for each Lot Line Adjustment (no fee except document recording fee).
	Notice of Determination. Applications not exempt from the California Environmental Quality Act will be required, as a condition of approval, to pay a Fish and Game fee. In addition, a County Recording fee will be charged.
	Payment of the Condition Compliance fee, as set forth in the fee schedule adopted by the Board of Supervisors, for the staff time required to satisfy conditions of approval. This fee shall be paid prior to clearing any conditions of approval.
	Mitigation Monitoring Agreement with a fee for monitoring mitigation measures.
	Notice of Permit Approval will need to be recorded.
	Indemnification Agreement will need to be recorded.
	Recording Fees. \$12.00 for the first page plus \$3.00 for each additional page.
	Final Map. Once conditions of the tentative map are cleared, a final map must be submitted for review and approval prior to acceptance by the Board of Supervisors. Once accepted by the Board, the final map must be recorded in order for the subdivision to be completed.
	Subdivision Agreement. Agreement to complete all required improvements for a subdivision to be completed prior to acceptance of a final map. Final Map. Once conditions of the tentative map are cleared, a final map must be submitted for review and approval prior to acceptance by the Board of Supervisors. Once accepted by the Board, the final map must be recorded in order for the subdivision to be completed.
ADDITIONAL INFORMATION ON THE REVIEW AND APPEAL PROCESS FOR DEVELOPMENT PROJECT APPLICATIONS	
	Fire Agency/District:
	Agricultural Commissioner
	Economic Development Department (Housing)
	Parks Department
	Sheriff's Office
	Local Agency Formation Commission (LAFCO)
	Assessor's Office
	Treasurer-Tax Collector
	Water Purveyor:
	Pajaro Valley Water Management Agency

	Monterey Peninsula Water Management District
	Transportation Agency of Monterey County (TAMC)
	California Coastal Commission (Santa Cruz Office)
	Caltrans (District 5)
	California Department of Fish and Game (Central Region)
	US Fish and Wildlife Service (Ventura Fish & Wildlife Office)
	City of:
	Other:
	Other:

Complete/Incomplete

This checklist is to assist with preparing and submitting a complete package for review. Within 30 days of submittal, you will be notified if your application is complete. Your development project application will not be accepted for review unless all the applicable materials, data and reports accompany the application. All project information/documents shall be submitted and/or re-submitted through the project planner not through the agency who may have asked for the information. A new 30-day period begins upon submittal of new information.

Note: an application for a discretionary permit does not entitle or grant the land use for which the application has been made.

Advisory Committee

Monterey County has appointed various advisory boards and Land Use Advisory Committees (LUACs) which may be required to comment and recommend on development project applications. Your application will be referred to the:

	_____ Land Use Advisory Committee (LUAC)
	Agricultural Advisory Committee (AAC)
	Historic Resources Review Board (HRRB)
	Airport Land Use Commission (ALUC)

CEQA

As required by the California Environmental Quality Act of 1970, as amended, the information contained in the completed application will be evaluated by the county to determine if the proposed project may have significant impact upon the environment. One of the following determinations will be made:

- a. The proposed project is "categorically exempt" -- no further environmental review is required.
- b. The proposed project will not have a significant effect on the environment or will not have a significant effect on the environment with mitigation, and a Negative Declaration or Mitigated Negative Declaration will be prepared.
- c. The proposed project may have a significant impact on the environment, and an Environmental Impact Report will be required to fully assess the potential environmental effects of the project.

Hearing Date Set

After application review and environmental determination, an administrative meeting or public hearing will be scheduled before the appropriate hearing body or officer as required by either the Monterey County Zoning Ordinances or Monterey County Subdivision Ordinance. The applicant will be notified of the hearing date. The applicant or the applicant's designated representative should be present at the public hearing.

Posting Procedure

Approximately two weeks before the public hearing date, the applicant will receive by mail three notices of public hearing and an "affidavit of posting" form. The applicant shall post the three notices, on or near the project site in places visible and attainable to the public, at least ten days before the public hearing date. The Applicant must fill out the "affidavit of posting" form and return the form to the Monterey County RMA-Planning Department at least seven days before the public hearing. Failure to post these notices will result in continuance or denial of the development project application.

Decision

Approval or disapproval of a proposed development project application by the hearing body will be based upon all of the evidence before the hearing body including recommendations and comments from County staff, other public agencies, citizens who are present or who have sent correspondence, all other public testimony taken at the hearing, and documents presented. The hearing body can accept, reject, or modify any proposed findings or tentative conditions of approval at the time of the public hearing in an adopted resolution.

Appeal

Any decision may be appealed to the appropriate hearing body by anyone aggrieved within 10 calendar days after the date the resolution is mailed to the applicant. Projects in the Coastal Zone are subject to an additional appeal period consisting of 10 working days that begins the day after the

Coastal Commission receives a Final Local Action Notice (FLAN) from the County.
Condition Compliance/Mitigation Monitoring. The resolution for the project includes a matrix that specifies Conditions of Approval and/or Mitigation Measures that must be met prior to obtaining permits and at other stages of the development process.
Building Permits Building Permits will not be issued, nor any use conducted, until all appeal periods have passed with no appeal being filed or final action is taken by the Board of Supervisors.
Reapplication for Denial When a development project application is denied, no new project application for substantially the same use shall be considered for one year following such denial.

Checklist given out by:	DATE:
Checklist received by:	DATE:

Revised 07/16/2021