

COUNTY OF MONTEREY

HOUSING AND COMMUNITY DEVELOPMENT



Planning - Building - Housing
1441 Schilling Place, South 2nd Floor
Salinas, California 93901-4527

Design Approval Request Form Instructions

Applicant shall submit the following to the 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 Checklist. 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

PROJECT FILE NO. _____ PHOTOGRAPHS

Date: _____ Site Address: _____ Planner: _____

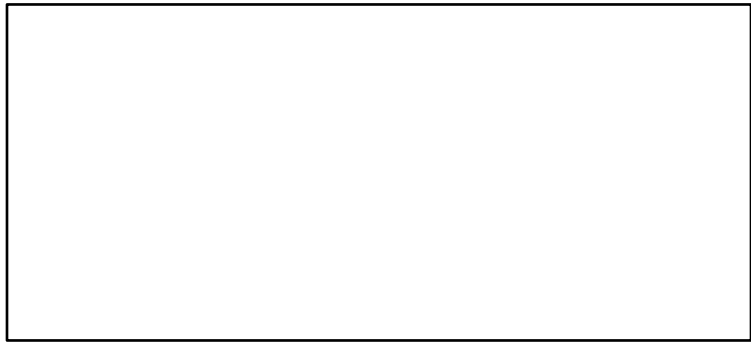
Description: _____

PROJECT FILE NO. _____ PHOTOGRAPHS

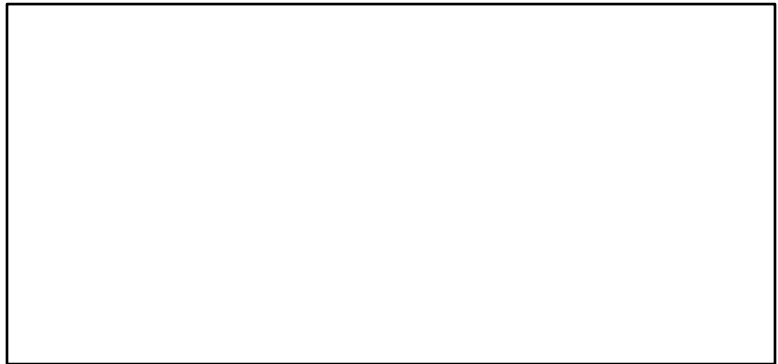
Date: _____ Site Address: _____ Planner: _____

Description: _____

COLOR SAMPLES FOR PROJECT FILE NO. _____



Materials: _____ Colors: _____
Description: _____



Materials: _____ Colors: _____
Description: _____



Materials: _____ Colors: _____
Description: _____

FILE #: _____

Coastal Design Approval Application Form

ASSESSOR'S PARCEL NUMBER: _____

PROJECT ADDRESS: _____

PROPERTY OWNER: _____ Telephone: _____
Address: _____ Fax: _____
City/State/Zip: _____ Email: _____

APPLICANT: _____ Telephone: _____
Address: _____ Fax: _____
City/State/Zip: _____ Email: _____

AGENT: _____ Telephone: _____
Address: _____ Fax: _____
City/State/Zip: _____ Email: _____

Mail Notices to: Owner Applicant Agent
(Check only one)

Project Description: (Attach Scope Of Work) _____

Materials To Be Used: _____

Colors To Be Used: _____

I acknowledge that I will need a building permit and must comply with the Monterey County Building Ordinance and that this approval is for design of the structures and compliance with zoning regulations only. For properties served by Onsite Wastewater Treatment System (OWTS), the Environmental Health Bureau (EHB) will not review this application but may need to 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.

PROPERTY OWNER/AGENT SIGNATURE: _____ DATE: _____

For Department Use Only

ZONING: _____ LAND USE PLAN: _____
ADVISORY COMMITTEE: _____ RELATED PERMITS: _____
PLANNER: _____
WITHIN ARCH BUFFER ZONE? YES NO ON SEPTIC SYSTEM (OWTS)? YES NO
LEGAL LOT: _____ YES NO DOES THIS CORRECT A VIOLATION? YES NO

FINDINGS:
 The project is consistent with the 1982 General Plan, the applicable Land Use Plan and Coastal Implementation Plan, and meets the regulations in Title 20 (Zoning Ordinance-Coastal); and
 The design of the proposed project assures protection of the public viewshed, is consistent with neighborhood character, and assures visual integrity without imposing undue restrictions on private property because: _____

DECISION: OVER-THE-COUNTER ADMINISTRATIVE
ACTION: APPROVED DENIED
CONDITIONS: ATTACHED NONE

APPROVED BY: _____ DATE: _____

COPY TO APPLICANT: IN PERSON OR MAILED DATE: _____

Statement Of Planning Scope Of Work

(COASTAL ONLY)

PLEASE CHECK "YES" OR "NO" FOR ALL BOXES

- | | Yes | No | |
|-----|--------------------------|--------------------------|---|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Project is for residential use. |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | The project is commercial use. |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | The project is for agricultural use. |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | The project is for industrial use. |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | The project is public or quasi/public. |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | The project includes a subdivision/lot line adjustment. |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | The project is for cell site, telecom (digital) communication facility/site. |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | Project includes construction of a new structures. |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | Project includes enlarging, altering, repairing, moving, improving, or removing an existing structures.
If "yes" describe _____ |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | The project includes demolition work.
If "yes" describe _____ |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | Project includes replacement and/or repair of (50%) or more of the exterior walls of a structure. |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Project includes historical structure or a structure more than fifty (50) years old. |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | Project includes an accessory structure(s)
If "yes" describe _____ |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | Project includes the placement of a manufactured home, mobile home, modular or prefabricated unit.
<input type="checkbox"/> Private property <input type="checkbox"/> Park installation _____ (mobile home park) |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | Project includes retaining walls, sea wall, riprap. |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | The project includes constructing, enlarging, altering, repairing, moving, improving or removing a septic tank/system. |
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | The project includes constructing, enlarging, altering, repairing, moving, improving or removing a well. |
| 18. | <input type="checkbox"/> | <input type="checkbox"/> | Project is associated with a new or improvements to a water system.
_____ water system _____ number of connections. |
| 19. | <input type="checkbox"/> | <input type="checkbox"/> | Project includes removal of trees.
If "yes", type _____ size _____ number _____ |
| 20. | <input type="checkbox"/> | <input type="checkbox"/> | Project includes grading, dirt importation, dirt removal, and/or drainage changes. |
| 21. | <input type="checkbox"/> | <input type="checkbox"/> | Project is visible from a public area. (public road, park, slough, beach, trail) |
| 22. | <input type="checkbox"/> | <input type="checkbox"/> | Project is located on a slope/hillside. (30 percent (25 percent-North County) |
| 23. | <input type="checkbox"/> | <input type="checkbox"/> | Project is located within 50 feet of bluff. |
| 24. | <input type="checkbox"/> | <input type="checkbox"/> | Project is located within 100 feet of seasonal or permanent drainage, lake, marsh, ocean, pond, slough, stream, wetlands.
If "yes", describe _____ |
| 25. | <input type="checkbox"/> | <input type="checkbox"/> | Project includes the use of roofing materials that are different in type and/or color from the original materials.
If "yes", describe _____ |
| 26. | <input type="checkbox"/> | <input type="checkbox"/> | Project is change or modification to an approved application. |
| 27. | <input type="checkbox"/> | <input type="checkbox"/> | Project involves or includes an existing or proposed trail or easement. |
| 28. | <input type="checkbox"/> | <input type="checkbox"/> | Project involves new, change or modifications to existing utilities and/or power lines. |

Please Describe Completely And Fully The Project You Are Applying For. Include Information On All Questions Answered With A "Yes". Attach Additional Sheets If Necessary.

I hereby certify that the above information is complete and correct. I certify that I am the property owner or that I am authorized to act on the property owner's behalf.

_____ Signature

_____ Date

_____ Print Name