# 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. <u>This form must be returned with the application.</u> 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.** 

 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)
- 1. 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

- t. Lot coverage, floor area ratio, impervious coverage (square feet and percentage)
- 3) Copy(ies) of grading plans showing:
  - a. A statement as to specific intention or ultimate purpose of grading
  - b. Quantity of excavation and fill
  - c. Retaining walls, terraces, etc.
  - d. Cross sections; dimensions such as maximum cut and fill, slopes of cuts and fills, maximum and minimum roadway width; show all finished contours to be achieved by grading.
  - e. Property lines and contours of existing ground and details of terrain and area drainage, including existing erosion problems
- 4) Copy(ies) of existing and proposed floor plans showing:
  - a. All proposed and existing buildings on the subject property showing room sizes, entrances, exits, stairways and ramps.
  - b. Walls to be removed and/or to remain shall be clearly indicated
- 5) Copy(ies) of exterior elevation plans showing:
  - a. All four sides of structure(s)
  - b. Materials to be used on walls, roof, etc
  - c. Roof appurtenances
  - d. Height of structures from average natural grade shall be dimensioned on elevations.
  - e. Elevations and finished floor elevations shall be identified
- 6) Photographs of site and structures <u>(see guidelines for photograph submittal).</u>
- 7) Submit two samples of all exterior paint or stain colors including roof materials to be used. Photos are acceptable if to "match existing."
- 8) Filing Fee of \$\_\_\_\_\_(\*an additional fee may be assessed if you elect to have EHB review the Design Approval in advance of the construction permit)

After review by HCD-Planning staff, your Design Approval Application may be referred to the local Land Use Advisory Committee (LUAC) for their recommendations to the Planning Commission, Zoning Administrator or Director of HCD-Planning. It is strongly recommended that you attend the LUAC meeting to explain your project.

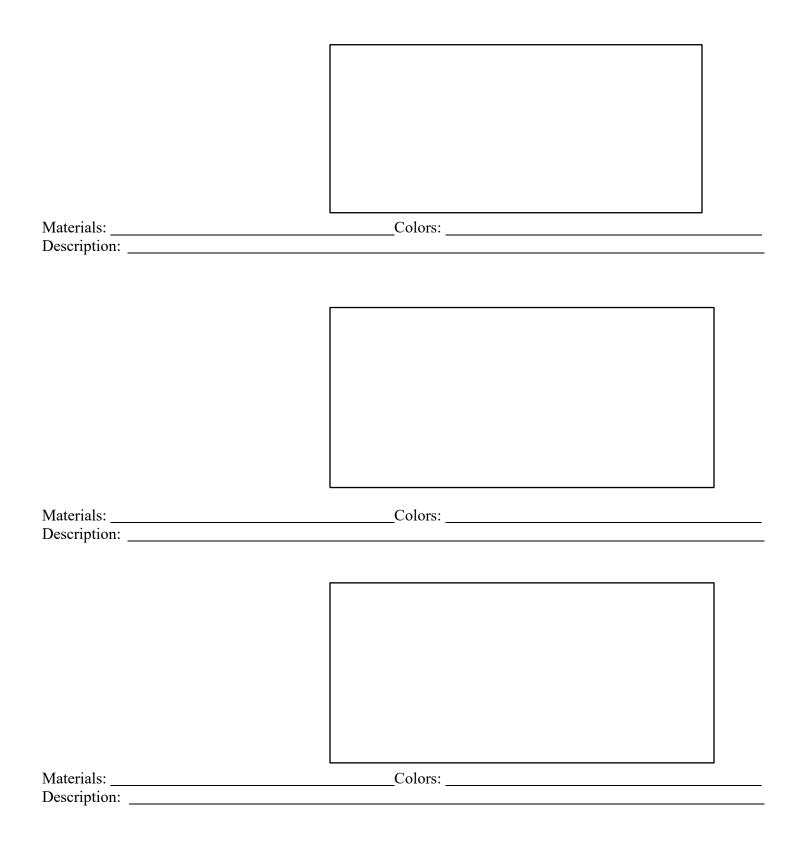
#### **HCD-Planning Use Only**

Application given out by: \_\_\_\_\_

Application received by: \_\_\_\_\_

PROJECT FIL	E NO	PHOTOGRAPHS		
Date:	Site Address:	Planner:		
PROJECT FILE NO		PHOTOGRAPHS		
FROJECT FIL				
FROJECT FIL				
FROJECT FIL				
rkoject fil				
rkojec i fil				
roject fil				
rkojec i fil				
FROJEC I FIL				
FROJEC I FIL				
FROJEC I FIL				
	Site Address:	Planner:		

## COLOR SAMPLES FOR PROJECT FILE NO.



FII	LE #:					
Coastal Design Approval Application Form						
Assessor's Parcel N	UMBER:					
PROJECT ADDRESS:						
			Telephone:			
			Fax:			
City/State/Zip:			Email:			
APPLICANT:			Telephone:			
			Fax:			
City/State/Zip:			Email:			
			Telephone:			
			Fax:			
City/State/Zip:			Email:			
Mail Notices to:  Owner  Applicant  Agent (Check only one)						
Project Description: (A	ttach S <i>cope Of Wc</i>	ork)				
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.						
<b>PROPERTY OWNER/AG</b>	ENT SIGNATURE:		DATE:			
	For	Departr	ment Use Only			
ZONING: ADVISORY COMMITTEE: _ PLANNER:			LAND USE PLAN:			
WITHIN ARCH BUFFER ZO	NE? [] )		ON SEPTIC SYSTEM (OWTS)?       I YES INC         DOES THIS CORRECT A VIOLATION?       I YES INC			
<ul> <li>FINDINGS:</li> <li>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</li> <li>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:</li> </ul>						
DECISION: DECISION: OVER-TH ACTION: APPROV CONDITIONS: ATTACHE	ED 🛛	ADMINIS DENIED NONE				
APPROVED BY:			DATE:			
COPY TO APPLICANT:	IN PERSON	OR	Imailed     DATE:			

# Statement Of Planning Scope Of Work (COASTAL ONLY)

D ALL BOYES

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