

COUNTY OF MONTEREY

HOUSING AND COMMUNITY DEVELOPMENT



Planning – Building - Housing
 1441 Schilling Place, South 2nd Floor
 Salinas, California 93901-4527
 (831) 755-5025

Development Review Committee Request Form

Upon submittal of all required information (including fees), the Development Review Committee (DRC) will schedule a meeting to review the project with the applicant. The fee will be credited to your development application if application is submitted within twelve (12) months. **Packages that do not include all required information (including fees) will not be accepted.**

PROJECT INFORMATION		PERMIT NO.	
SITE ADDRESS		CITY/STATE	ZIP
NEAREST CROSS-STREET	ASSESSOR'S PARCEL NUMBER(S)		

OWNER(S) INFORMATION		
NAME	PHONE	
MAILING ADDRESS	CITY/STATE	ZIP
FAX	E-MAIL	

APPLICANT INFORMATION		
NAME	PHONE	
MAILING ADDRESS	CITY/STATE	ZIP
FAX	E-MAIL	

PROJECT DESCRIPTION

Owner/Applicant Signature: _____ Date: _____

FOR DEPARTMENT USE ONLY		
RECEIVED BY:	DATE STAMP:	DRC CIRCULATION COMPLETED BY:
PLANNER ASSIGNED:		DATE SENT TO AGENCIES:

Development Review Committee

Submittal Requirements

Two (2) hardcopies of all materials are required. Plans shall not exceed a size of 11”x 17”. An electronic copy (pdf.) of all submitted materials is also required to be submitted on CD or flash-drive.

Submit the following information and materials:	
For Development Projects:	For Subdivisions:
<ul style="list-style-type: none"> ◆ Constraints Map (Map showing steep slopes, sensitive biological habitat, trees, groundwater recharge areas, sensitive viewshed and any other constraints that may affect design.) ◆ Conceptual Site Plan, including: <ul style="list-style-type: none"> ▪ Parcel Size, Dimensions, & Access ▪ Existing/proposed structures ▪ Setbacks ▪ Use ▪ Occupancy type ▪ Driveway & parking ▪ Location of areas to be landscaped ▪ Easements ◆ Conceptual Building Design and Elevations ◆ Existing/Proposed Water & Wastewater ◆ Proposed Tree Removal (Trunk diameter, type and number) ◆ Photographs of site ◆ Conceptual Grading Plan, including: <ul style="list-style-type: none"> ▪ Existing contours ▪ Finished grades ▪ Cut & fill quantities ▪ Retaining walls ▪ Proposed/existing drainage 	<ul style="list-style-type: none"> ◆ Constraints Map (Map showing steep slopes, sensitive biological habitat, trees, groundwater recharge areas, sensitive viewshed and any other constraints that may affect design.) ◆ Conceptual Subdivision Map, including <ul style="list-style-type: none"> ▪ Existing parcel size(s) ▪ Existing/proposed lot lines ▪ Proposed number of lots & lot sizes ▪ Proposed road(s)/access ▪ Existing structures ◆ Conceptual Grading Plan, including: <ul style="list-style-type: none"> ▪ Existing contours ▪ Finished grades ▪ Cut & fill quantities ▪ Retaining walls ▪ Proposed/existing drainage ◆ Existing/Proposed Water & Wastewater ◆ Proposed Tree Removal (Trunk diameter, type and number) ◆ Easements ◆ Photographs of site ◆ Any proposed inclusionary housing

Please answer the following questions:	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Would development be visible from a public road, designated vista point, or public park? If yes, is development located on a slope or near the top of a hill? Yes <input type="checkbox"/> No <input type="checkbox"/>
Yes <input type="checkbox"/> No <input type="checkbox"/>	Does the project include cultivation of land that is currently not cultivated?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Does the project propose non-agricultural uses adjacent to agricultural uses?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Does the project propose removal of native vegetation?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Would development occur within 100 feet of a seasonal or non-seasonal creek, lake, river, natural drainage, marsh, ocean, pond, slough, or stream?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Does the project propose tree removal?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Does the project include grading, soil importation, soil removal, and/or drainage modifications?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Would the project be connected to an existing well or private water system?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Would development be located 50 feet from a bluff?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Does the project propose development on slopes over 25% (Carmel, Big Sur and Santa Lucia Preserve areas over 30%)?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Would development include construction, enlargement, alteration, repair, improvement or removal of a septic tank/system?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Would development include construction, enlargement, alteration, repair, improvements or removal of a well?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Would the project include connection to a new or existing wastewater treatment system?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Would the project be associated with a new or improvements to a water system?