

# COUNTY OF MONTEREY

## HOUSING AND COMMUNITY DEVELOPMENT



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

### APPLICATION REQUEST FORM

Upon submittal of this Application Request Form, a planner will contact you to discuss your proposed application. In order to assist the planner in preparing for the appointment, please submit the information listed below and a check **payable to the County of Monterey** in the amount listed on our [Current Land Use Fees matrix](#). This fee will be credited to your application if submitted within six (6) months. If the Application is not submitted within six (6) months, the application will be voided.

**1. Owner(s)**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Representative(s)/Applicant(s)**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**3. Property Address/Location:** \_\_\_\_\_

**4. Assessor's Parcel Number(s):** \_\_\_\_\_

**5. Describe Proposal:** See "Scope of Work"

**6. Submit a Conceptual Plot Plan indicating:**

- Parcel Size, Dimension, & Access
- Existing and/or Proposed Buildings
- Existing and/or Proposed Setbacks
- Proposed Height of Structures
- Contours (if applicable)
- Photographs of site
- Existing and/or Proposed Use of Buildings
- Existing and/or Proposed Wells & Septic Systems
- Proposed Tree Removal (Size and Type)
- Proposed Grading Estimate (cut & fill)
- Other: \_\_\_\_\_

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

<i>Department Use Only</i>	
File #:	Planner Assigned:
Zoning:	Date Submitted:
Area Plan:	Submitted To:
Planning Team:	Given Out By:
Permits Reqd:	Comments:

**MONTEREY COUNTY HOUSING AND COMMUNITY DEVELOPMENT -  
PLANNING SCOPE OF WORK STATEMENT**

(Please check "Yes" or "No" for each item as it relates to your proposed project)

	Yes	No	
1.	<input type="checkbox"/>	<input type="checkbox"/>	Project is for residential use.
2.	<input type="checkbox"/>	<input type="checkbox"/>	Project is for commercial use.
3.	<input type="checkbox"/>	<input type="checkbox"/>	Project is for agricultural use.
4.	<input type="checkbox"/>	<input type="checkbox"/>	Project is for industrial use.
5.	<input type="checkbox"/>	<input type="checkbox"/>	Project is public or quasi/public.
6.	<input type="checkbox"/>	<input type="checkbox"/>	Project includes a subdivision/lot line adjustment.
7.	<input type="checkbox"/>	<input type="checkbox"/>	Project is for a cell site, telecom (digital) communication facility/site.
8.	<input type="checkbox"/>	<input type="checkbox"/>	Project includes construction of a new structure.
9.	<input type="checkbox"/>	<input type="checkbox"/>	Project includes enlarging, altering, repairing, moving, or removing an existing structure. If "yes", describe.
10.	<input type="checkbox"/>	<input type="checkbox"/>	Project includes demolition work. If "yes" describe:
11.	<input type="checkbox"/>	<input type="checkbox"/>	Project includes replacement and/or repair of fifty percent (50%) or more of the exterior walls of a structure.
12.	<input type="checkbox"/>	<input type="checkbox"/>	Project includes a 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 OR <input type="checkbox"/> Park installation (name of park: _____ )
15.	<input type="checkbox"/>	<input type="checkbox"/>	Project includes retaining walls, sea wall, riprap.
16.	<input type="checkbox"/>	<input type="checkbox"/>	Project includes constructing, enlarging, altering, repairing, moving, improving or removing a septic tank/system.
17.	<input type="checkbox"/>	<input type="checkbox"/>	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: Name of system: _____ # of Connections: _____
19.	<input type="checkbox"/>	<input type="checkbox"/>	Project includes removal of trees: Number: _____ & Type: _____
20.	<input type="checkbox"/>	<input type="checkbox"/>	Project includes removal or placement of vegetation. If "yes," Type: _____ Size: _____ & Number: _____
21.	<input type="checkbox"/>	<input type="checkbox"/>	Project includes grading, dirt importation, dirt removal and/or drainage changes.
22.	<input type="checkbox"/>	<input type="checkbox"/>	Project is visible from a public area. (public road, park, slough, beach, trail)
23.	<input type="checkbox"/>	<input type="checkbox"/>	Project is located on a slope/hillside. (30 percent for most of county; 25 percent for the North County coastal zone)
24.	<input type="checkbox"/>	<input type="checkbox"/>	Project is located within 50 feet of a bluff.
25.	<input type="checkbox"/>	<input type="checkbox"/>	Project is located within 100 feet of a seasonal or permanent drainage, lake, marsh, ocean, pond, slough, stream, wetlands. If "yes," describe: _____
26.	<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:
27.	<input type="checkbox"/>	<input type="checkbox"/>	Project is a change or modification to an approved application.
28.	<input type="checkbox"/>	<input type="checkbox"/>	Project involves or includes an existing or proposed trail or easement.
29.	<input type="checkbox"/>	<input type="checkbox"/>	Project involves new, change, or modifications to existing utilities and/or power lines.

**Please Completely and fully Describe the Proposed Project. Include Information on all Questions Answered with a "Yes":**

---



---

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date