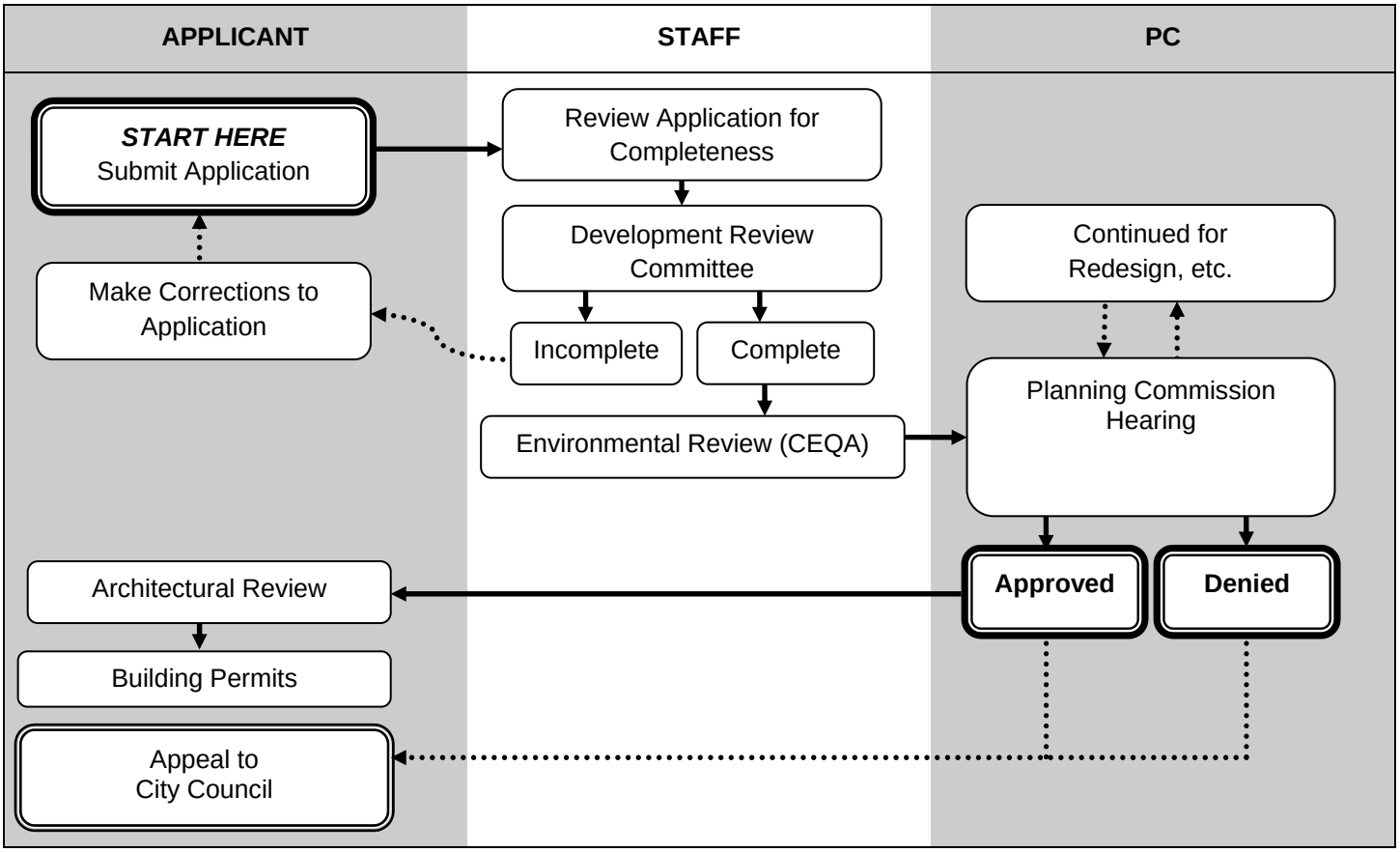
Other/Misc.

Division of Planning, Engineering, and Environmental Compliance
City of Monterey

Introduction
The Monterey Municipal Code calls for Planning Commission Review of certain development actions or land use. These include development in the D (Design and Development Control) Overlay Districts, structural modifications to buildings in the VAF (Visitor Accommodation Facility) Zoning District, development on 25% slopes, and as specified in the Zoning Ordinance or General Plan. These standardized submittal requirements are intended to serve for these and any other instance not specifically tied to a defined permit.

Process
An application must be determined to be complete by City staff prior to consideration by the Zoning Administrator or Planning Commission - Incomplete applications will not be scheduled for a hearing. Once complete, the application is generally scheduled for hearing within 30 days on a first-come, first-served basis. At the hearing, the Zoning Administrator or Planning Commission may choose to approve the project, approve it with conditions, deny the project, or continue it for redesign. If the project is denied by the Zoning Administrator, it may be appealed to the Planning Commission. If denied by the Planning Commission, it may be appealed to the City Council. There is a nominal fee to appeal an application. If it is continued for redesign, the resubmittal will be reviewed by staff for completeness prior to being rescheduled for a future hearing. If not appealed, all decisions are final 10 days after the hearing.

TYPICAL REVIEW PROCESS



SUBMITTAL CHECKLIST

Every application must include both Application Forms and Plans.
The specific requirements are described below[1].

APPLICATION FORMS

1. Project Application Form –
   - ❑ The wet signature of the owner is required.
   - ❑ This form is two-sided.
   - ❑ Also available at http://www.monterey.org/commdevelop/planning/projectapplic.pdf

2. Draft Green Building Program Schedule - Please contact the Permits and Inspection Services Division at (831) 646-3891 if you have any questions.
   - ❑ Available at http://www.monterey.org/building/greenbuilding/

PLANS – PART I
CHANGE OF USE

ONLY PART I IS REQUIRED FOR APPLICATIONS THAT ONLY INCLUDE A CHANGE IN USE

3. Description of Use - *Describe the following:*
   - ❑ Type of land use (retail, restaurant, service station, etc.),
   - ❑ Products offered (provide menus for restaurant or bar uses),
   - ❑ Hours of operation,
   - ❑ Number of employees on a typical shift,
   - ❑ Any provisions for security,
   - ❑ Number of restaurant or theater seats,
   - ❑ Describe the typical operation of the business.
   - ❑ Employee Parking Plan – describe where employees will park.

4. Floor Plan - *Identify the following:*
   - ❑ The various rooms (restroom, kitchen, retail area, seating area, etc.),
   - ❑ Table, equipment or other furniture layout,
   - ❑ Windows and doors with sizes and operation,
   - ❑ Patio areas and storage areas, if applicable,
   - ❑ Adjacent land uses (retail, residential, etc.),
   - ❑ Include two full-sized sets (24" x 36"); One reduced-size set (11" x 17").

5. Site Plan
   - ❑ Include parking lot with dimensioned spaces and driveway aisles,
   - ❑ Show landscaped areas, walkways, patios, etc.,
   - ❑ Show trash enclosure, sheds, fences, walls, and other structures. For the City's trash enclosure standard, please contact Angela Brantley, Solid Waste Program Manager, at 646-5662.
   - ❑ Include two full-sized sets (24" x 36"); One reduced-size set (11" x 17").

6. Other Information: *Please provide any other information that would help describe the use.*

[1] At the discretion of the Chief of Planning, Engineering and Environmental Compliance, submittal of any submittal items may be waived if the project can be sufficiently described and considered without such information. Please inquire prior to submittal of an application.

PLANS – PART II
NEW CONSTRUCTION

PART I AND PART II ARE REQUIRED FOR APPLICATIONS THAT INCLUDE NEW CONSTRUCTION

7. General
   - ❑ Two full-sized sets (24" x 36"); One reduced-size set (11"x17").
   - ❑ Title Block with Applicant's Name, Owner's Name, Contact Information, and Accurate Date
   - ❑ Project Summary – *Provide Existing and Proposed*
     - o Lot Area and Lot Coverage
     - o Floor Area Ratio (FAR) – Measure to outside of exterior walls, count stairs twice.
     - o Tree Removal
     - o Grading Schedule
   - ❑ Include a North Arrow on Each Plan Sheet,
   - ❑ Use a Minimum 1/8" = 1' scale for Site Plans and 1/4" = 1' scale for all others.
8. Site Plans – *Provide Existing and Proposed*
   - ❑ Property lines & required yard setbacks,
   - ❑ Show the following site features and indicate their status (to be added, removed, relocated, or unchanged).
     - o All existing structures (house, garage, shed, gazebo, hot tub, patio cover, trellis, etc.),
     - o Impervious surfaces (driveways, parking areas, walkways, or patios),
     - o Adjacent off-site improvements (sidewalk, curb, gutter, or street trees),
     - o All landscape areas, fences, retaining walls, and manufactured slopes,
     - o On-site trees and large shrubs (over 6" in diameter as measured 4.5' above the ground) and indicate their status (to be preserved, removed, or relocated). If property is vacant, show all trees over 2" in diameter as measured 4.5' above the ground;
     - o Existing and/or proposed floor elevation of the first floor and garage.
   - ❑ A Topographic Survey prepared by a licensed surveyor is required for all projects that involve new work within 3' of a required front, rear, or side yard setback, or within 3' of the maximum height. Include spot elevations at property corners, at building corners, and at driveway corners and include slope contours, as appropriate. Shade areas of slope greater than 25%.
9. Floor Plans – *Existing and Proposed*
   - ❑ Rooms - label and identify each room.
   - ❑ Doors and Windows – show operation and size.
   - ❑ Fixtures - all plumbing fixtures, appliances, ranges, water heaters, etc.
   - ❑ Show second-story outline on first story.
   - ❑ Show finish floor elevations at each floor level change.
10. Roof Plan
    - ❑ Show roof slope and overhangs.
    - ❑ Identify roof material.
11. Elevations – *Existing and Proposed*
    - ❑ Show all Exterior Finish Materials
    - ❑ Identify Roof Slopes
    - ❑ Show the Following Spot Elevations:
    - o Base of Foundation at each corner,
    - o Finish Floor of First and Second Floor,
    - o Plate Height of First and Second Floor,
    - ❑ Doors and Windows – show operation and size
    - o Fascia,
    - o Ridge of Roof
12. Other Information – *May be required*
    a. Building Sections – a minimum of two are required for two-story additions.
    b. For large commercial projects, include the general location of adjacent structures.
    c. Engineer Verification Letter: If the project includes a new second-story over an existing one-story building and the plan does not include demolition of the existing building, a signed letter from a licensed Civil or Structural Engineer that clearly states that the existing building is structurally sound enough to support the second story without demolition is required.

If you have any questions regarding the above submittal requirements or the Use Permit process, please contact the Planning, Engineering, and Environmental Compliance Division (PEEC) at (831) 646-3885.