# Other/Misc.



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

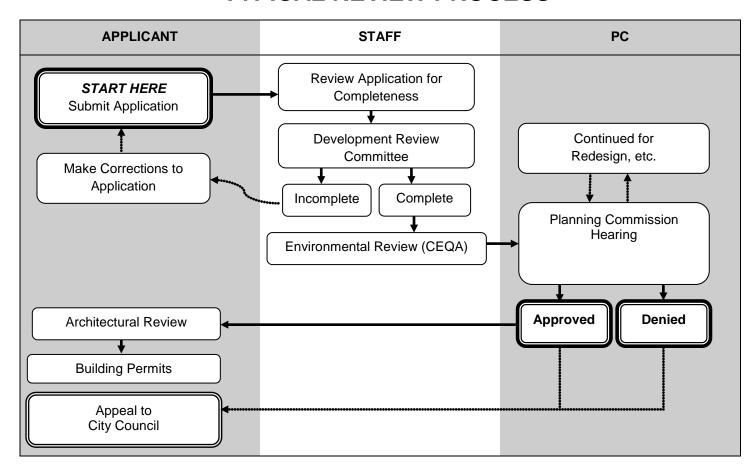
#### Introduction

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



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# SUBMITTAL CHECKLIST

Every application must include both <u>Application Forms</u> and <u>Plans</u>. The specific requirements are described below <sup>1</sup>.

### **APPLICATION FORMS**

1.	Project Application Form —  ☐ The wet signature of the owner is required. ☐ This form is two-sided. ☐ Also available at <a href="http://www.monterey.org/">http://www.monterey.org/</a>	
2.	Green Building Program Schedule - Please contact the Permits and Inspection you have any questions.	Services Division at (831) 646-3891
	ANS – PART I ANGE OF USE	
3.	Description of Use - Describe the following:	ONLY PART I IS
	<ul> <li>Type of land use (retail, restaurant, service station, etc.),</li> <li>Products offered (provide menus for restaurant or bar uses),</li> <li>Hours of operation,</li> </ul>	REQUIRED FOR
	<ul><li>☐ Number of employees on a typical shift,</li><li>☐ Any provisions for security,</li></ul>	APPLICATIONS
	<ul><li>Number of restaurant or theater seats,</li><li>Describe the typical operation of the business.</li></ul>	THAT ONLY
	☐ Employee Parking Plan – describe where employees will park.	INCLUDE A
4.	Floor Plan - <i>Identify the following:</i> 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").	CHANGE IN USE
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. ☐ 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 describ	e the use.

<sup>&</sup>lt;sup>1</sup> 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**

7.	General					
		Two full-sized sets (24" x 36"); One reduced-size set (11"x1" Title Block with Applicant's Name, Owner's Name, Contact I	,	mation, and	PART I <u>AND</u>	
		Accurate Date Project Summary – Provide Existing and Proposed  Lot Area and Lot Coverage			PART II ARE	
		<ul> <li>Lot Area and Lot Coverage</li> <li>Floor Area Ratio (FAR) – Measure to outside of exterior stairs twice.</li> </ul>	or wa	alls, count	REQUIRED FOR	
		<ul><li>Tree Removal</li><li>Grading Schedule</li></ul>			APPLICATIONS	
		Include a North Arrow on Each Plan Sheet, Use a Minimum 1/8" = 1' scale for Site Plans and 1/4" = 1' so others.	cale	for all	THAT INCLUDE	
8.	Site	e Plans – <i>Provide Existing and Proposed</i>		\\	NEW	
		Property lines & required yard setbacks, Show the following site features and indicate their status (to removed, relocated, or unchanged).			CONSTRUCTION	
		<ul> <li>All existing structures (house, garage, shed, gazebo, house, trellis, etc.),</li> <li>Impervious surfaces (driveways, parking areas, walkwork Adjacent off-site improvements (sidewalk, curb, gutter, All landscape areas, fences, retaining walls, and manuored On-site trees and large shrubs (over 6" in diameter as status (to be preserved, removed, or relocated). If propressured 4.5' above the ground;</li> <li>Existing and/or proposed floor elevation of the first floor</li> </ul>	ays, or sufact mea perty	or patios), street trees), ured slopes, asured 4.5' above the v is vacant, show all to		
		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. Sharareas of slope greater than 25%.				
9.		or 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 Show finish floor ele change.	outline on first story. evations at each floor level	
10.	Roo	of Plan	_			
		Show roof slope and overhangs.	Ц	Identify roof materia	ıl.	
11.	□ □ □	vations – Existing and Proposed Show all Exterior Finish Materials Identify Roof Slopes Show the Following Spot Elevations:		Doors and Wind size	dows – show operation and	
	0 0	Base of Foundation at each corner, Finish Floor of First and Second Floor, Plate Height of First and Second Floor,	0	Fascia, Ridge of Roof		
12.	Oth	ner Information – May be required		to o .d .d i ti o o		

- - 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.