

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