

**REPORT REQUIREMENTS FOR DISCRETIONARY PERMIT APPLICATION SUBMITTAL  
North County (Coastal) Land Use Plan and Implementation Plan**

<i>What is Required?</i>	<i>When is this Required?</i>	<i>How many copies?*</i>	<i>What does the applicant need to initiate the preparation of this document?</i>	<i>Typical Exemptions</i>
<b>Erosion Control Plan</b>	<p>All Discretionary Permits</p> <p>Title 16 (Environment) Sections 16.08.340 (p. 25) &amp; 16.12.060 (p. 37). See also Section 20.144.070.C.1</p> <p>Submittal is mandatory at the building permit stage. Typically requested earlier as part of the discretionary permit application submittal for project analysis, site suitability &amp; policy consistency determination &amp; environmental review.</p>	6 or may be included as notes on plot plan	<p>The ECP shall be prepared by a registered civil engineer or soils engineer. See Section 20.144.070.C.3</p> <p>For ECP requirements see Section 20.144.070.C.5.a-i.</p> <p>Title 16 (Environment) Sections 16.12.060 - 090 (pages 37-41)</p>	<p>Projects which do not propose any land disturbance.</p> <p>See Section 16.12.060.e &amp; 16.12.110.</p>
<b>Drainage Plan (Preliminary)</b>	Contact Water Resources Agency (WRA)	TBD by WRA	Contact WRA	Contact WRA
<b>Landscape Plan</b>	<p>All Discretionary Permits</p> <p>A landscape plan is required for a portion of North County pursuant to Title 18 (Buildings and Construction) Section 18.50.050 (p. 70).</p> <p>For the remainder of North County see Water Resources Agency Ordinance 3932 (not codified in the Monterey County Code)</p>	4	<p>See Landscape Guidelines for Title 18.</p> <p>See separate hand-out for WRA Ordinance No. 3932.</p> <p>See also Title 18 (Buildings and Construction) Section 18.50.050 (p. 70)</p>	

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<b>Biological Survey</b>	<ul style="list-style-type: none"> <li>• Development located within an ESH</li> <li>• Development potentially located within an ESH</li> <li>• Development may potentially be located within 100-feet of an ESH</li> <li>• Disagreement between staff &amp; the applicant in terms of whether any of the above criteria apply.</li> </ul> <p>See Section 20.144.040.A.1</p>	4	<ol style="list-style-type: none"> <li>1. County's list of Consulting Biologists</li> <li>2. See Section 20.144.040.A.4 of the Coastal Implementation Plan, Regulations for Development in the North County Coastal Land Use Plan Area.</li> <li>3. See also Section 20.144.040.C.2.b-d.</li> </ol>	A waiver may be granted for development of a single family dwelling on a vacant lot of record created through a subdivision or a lot line adjustment for which a biological survey was previously prepared according to the requirements of the North County CIP. See Section 20.144.040.A.5.
<b>Forester's Assessment &amp; Recommendation (a.k.a. a Forest Management Plan)</b>	<p>Removal of three or more trees requiring a Coastal Development Permit (CST). Trees requiring CST permit for removal are:</p> <ol style="list-style-type: none"> <li>1) Big Leaf Maple</li> <li>2) California Box Elder</li> <li>3) Buckeye</li> <li>4) Madrone</li> <li>5) Chinquapin</li> <li>6) Toyon</li> <li>7) Western Sycamore</li> <li>8) Fremont Cottonwood</li> <li>9) Black Cottonwood</li> <li>10) Coast Live Oak</li> <li>11) White or Valley Oak</li> <li>12) Willows</li> </ol> <p>Size:</p> <ol style="list-style-type: none"> <li>1) Oaks: 6 inches or more in</li> </ol>	4	<ol style="list-style-type: none"> <li>1. Qualified professional forester from the County's pre-approved list.</li> <li>2. See Section 20.144.050.B.4 of the Coastal Implementation Plan, Regulations for Development in the North County Coastal Land Use Plan Area</li> </ol>	<p>Emergencies  Diseased or hazardous trees  Prescribed burning  Thinning of small (less than 12" dbh) trees  Tree removal pursuant to a State approved Timber Harvest Plan  Non-native an/or planted trees</p> <p>See also 20.144.050.B.1</p>

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	<p>diameter when measured 2 feet above the ground</p> <p>2) Madrones: 6 inches or more in diameter measured @ breast height.</p> <p>3) All other native trees: 12 inches or more in diameter measured @ breast height (dbh).</p> <p>See Section 20.144.050.B</p>			
<b>Geologic Report</b>	Refer to seismic zone list in Section 20.144.100.A	4	<p>Report shall be prepared by a registered geologist or registered engineering geologist. See also County's list of qualified consultants.</p> <p>Report shall be consistent with the "Guidelines for Geologic/Seismic Reports" of the California Division of Mines &amp; Geology. See also section 20.144.100.A.1.i for report requirements.</p>	See Section 20.144.100.A.e
<b>Geotechnical Report</b>	<ul style="list-style-type: none"> <li>• All habitable structures</li> <li>• Habitable additions over 500 sq. feet in footprint area</li> <li>• Additions less than 500 sq. feet may require a report as determined by pre-site inspection</li> <li>• Non-habitable buildings may</li> </ul>	4	<p>See handout.</p> <p>Report preparer is not specified. (See Title 16: Section 16.08.110 (p. 18))</p>	<p>As determined by a grading inspector during a pre-site inspection (see handout)</p> <p>May be exempt if the project meets the requirements of conventional construction (see handout)</p>

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	<p>require a report as determined by pre-site inspection.</p> <p>In certain cases, submittal of a geotechnical report in lieu of a geological report is appropriate.</p> <p>Submittal is mandatory at the building permit stage. Typically requested earlier as part of the discretionary permit application submittal for project analysis, site suitability &amp; policy consistency determination &amp; environmental review.</p>		List of report requirements (See Title 16: Section 16.08.110 (p. 18))	May be waived by the Building Official if Building Official determines information of record is available showing such data is not necessary. (See Title 16: Section 16.08.110 (p. 18))
<b>Flagging &amp; Staking</b>	<p>All discretionary permits</p> <p>Board Adopted Policy</p>	N/A	Staking and Flagging Criteria & staff determination regarding which criteria apply to the project.	<p>Change in “use” only. No new construction proposed.</p> <p>Staff’s evaluation that flagging &amp; staking is not required.</p>
<b>Archaeological Survey</b>	<ul style="list-style-type: none"> <li>• Development in a High Archeological Sensitivity Zone.</li> <li>• Development in a Low or Moderate Archeological Sensitivity Zone if the project requires an environmental assessment per CEQA.</li> <li>• Development within 750</li> </ul>	4	<ol style="list-style-type: none"> <li>1. List of qualified consultants to prepare the report</li> <li>2. List of report requirements and policies</li> </ol> <p>Section 20.144.110.B.3</p>	<ul style="list-style-type: none"> <li>• Previous report was prepared for site by a qualified archaeologist which includes the proposed development site within its scope of its survey</li> <li>• Proposed development does not involve land</li> </ul>

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	<p>ft of known archaeological resources.</p> <ul style="list-style-type: none"> <li>In an area of suspected archaeological resources based on the planner's site visit.</li> </ul> <p>Section 20.144.110.B.1</p>			<p>clearing or land disturbance</p> <p>See Section 20.144.110.B.5</p>
<b>Hydrological Report</b>	<p>Any development that proposes intensification of water use</p> <p>See Section 20.144.070.D.1</p>	To be determined by Environmental Health (EH)	<p>Registered Civil Engineer or hydrologist. Contact EH. See Section 20.144.070.D.3.</p> <p>See Section 20.144.070.D.5 (Regulations for Development in the North County Area LUP). Also contact EH.</p>	<ul style="list-style-type: none"> <li>Development of an SFD on a vacant on an undeveloped parcel</li> <li>Development of an accessory structure including a guesthouse</li> </ul>
<b>Historical Report</b>	<p>Even though a property is not listed on a "register," a preliminary historical analysis may be required. An initial analysis is typically required for additions, modifications and/or alterations to existing structures which are 50 years old or older. Assessment is not limited to 50 years – may also apply if the structure is of cultural, social, architectural or engineering significance or if it is associated with a particular person or event of significance.</p>	4	<ol style="list-style-type: none"> <li>See County's list of State-approved historical consultants</li> <li>Initial analysis needs to specify whether the structure is of any historical significance. If the assessment is positive additional requirements apply (see planner).</li> </ol>	<p>No exterior changes, additions or demolition proposed.</p> <p>Based on preliminary info submitted by applicant such as photos, building permits and/or construction records it can be determined by staff that the structure is of no historical significance.</p>

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	CEQA Guidelines Section 21084.1 and 15300.2.f.			
<b>Traffic Study</b>	<ul style="list-style-type: none"> <li>• Development proposals which have the potential to significantly impact the LOS or traffic safety on Hwy 1</li> <li>• Traffic impacts are unknown or are in dispute as determined by the PW Dept.</li> <li>• New or expanded industrial, commercial, recreational and/or visitor-serving uses.</li> <li>• Development which involves expansion of or improvements to Hwy 1 or have the potential to adversely impact State highways or major County Roads.</li> </ul> <p align="center">See Section 20.144.120.A.1</p> <p align="center">Also TBD by project planner &amp; Public Works</p>	TBD by project planner & Public Works	Professional Engineer registered by the State of California. Also, TBD by project planner & Public Works.  See Section 20.144.120.A.2.	TBD by project planner & Public Works
<b>Inclusionary Housing Information &amp; Compliance Form</b>	<p>Second (or more) units (with the exception of Caretaker &amp; Senior Citizen Units) and all Subdivisions.</p> <p>Title 18: Section 18.40.050 (pages 45-52)</p>	Copy of form & handout.	Instructions on form. For more info, contact Housing and Redevelopment at 755-5065.	See Title 18: Section 18.40.050 (pages 45-52)

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<p><b>Agricultural Viability Report</b></p>	<ul style="list-style-type: none"> <li>• Subdivision of parcels in a “CAP” or “AC” Zoning District or for any parcel under Williamson Act.</li> <li>• TBD based on whether a development proposal may bring the ongoing agricultural viability of the parcel into question.</li> </ul> <p>See Section. 20.144.080.B. 1</p>	4	<ol style="list-style-type: none"> <li>1. Agricultural viability consultant from the County’s approved consultant list. Report must be reviewed &amp; approved by the Ag. Commissioner (AC) prior to deeming an application complete. Contact AC. See Section 20.144.080.B.3</li> <li>2. See Section 20.142.140 for report requirements &amp; Section 20.144.080.A-D for standards.</li> </ol>	
<p><b>Land Disturbance Target Form</b></p>	<p>All development See Section 20.144.070.B.</p>	1	Form & Handout	No land disturbance

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**OTHER:**

- **Monterey County Local Coastal Program & Amendments**
  - North County (Coastal) Land Use Plan**
  - Part 1 (Title 20/Zoning) Coastal Implementation Plan**
  - Part 2 (Chapter 20.144) Coastal Implementation Plan/Regulations for Development in the North County Land Use Plan**
  - Part 6 of the Coastal Implementation Plan (Appendices & Applicable Local Ordinances)**
  
- **Monterey County Code**
  - Title 16 (Environment)**
  - Title 18 (Buildings & Construction)**
  
- \* **NOTE: Additional copies of each report may be required in the event the project is referred to another Federal, State or local agency during the initial 30 day review period. As an example, these agencies may include Caltrans, State Fish & Game, State Parks & the US Fish & Wildlife Service. Additional copies of reports may also be required for referral to the Monterey County Historic Resources Review Board or Airport Land Use Commission.**