



# CITY OF SAND CITY PLANNING DEPARTMENT

## Coastal Development Permit Application Form

(New construction projects must also submit  
a Development Permit Application Form)

### APPLICANT:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Phone Number: ( ) \_\_\_\_\_ Fax Number (if any): ( ) \_\_\_\_\_

E-mail (if any): \_\_\_\_\_

Representative Name (if any): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Phone Number: ( ) \_\_\_\_\_ Fax Number (if any): ( ) \_\_\_\_\_

E-mail (if any): \_\_\_\_\_

### PROPERTY OWNER:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Phone Number: ( ) \_\_\_\_\_ Fax Number (if any): ( ) \_\_\_\_\_

E-mail (if any): \_\_\_\_\_

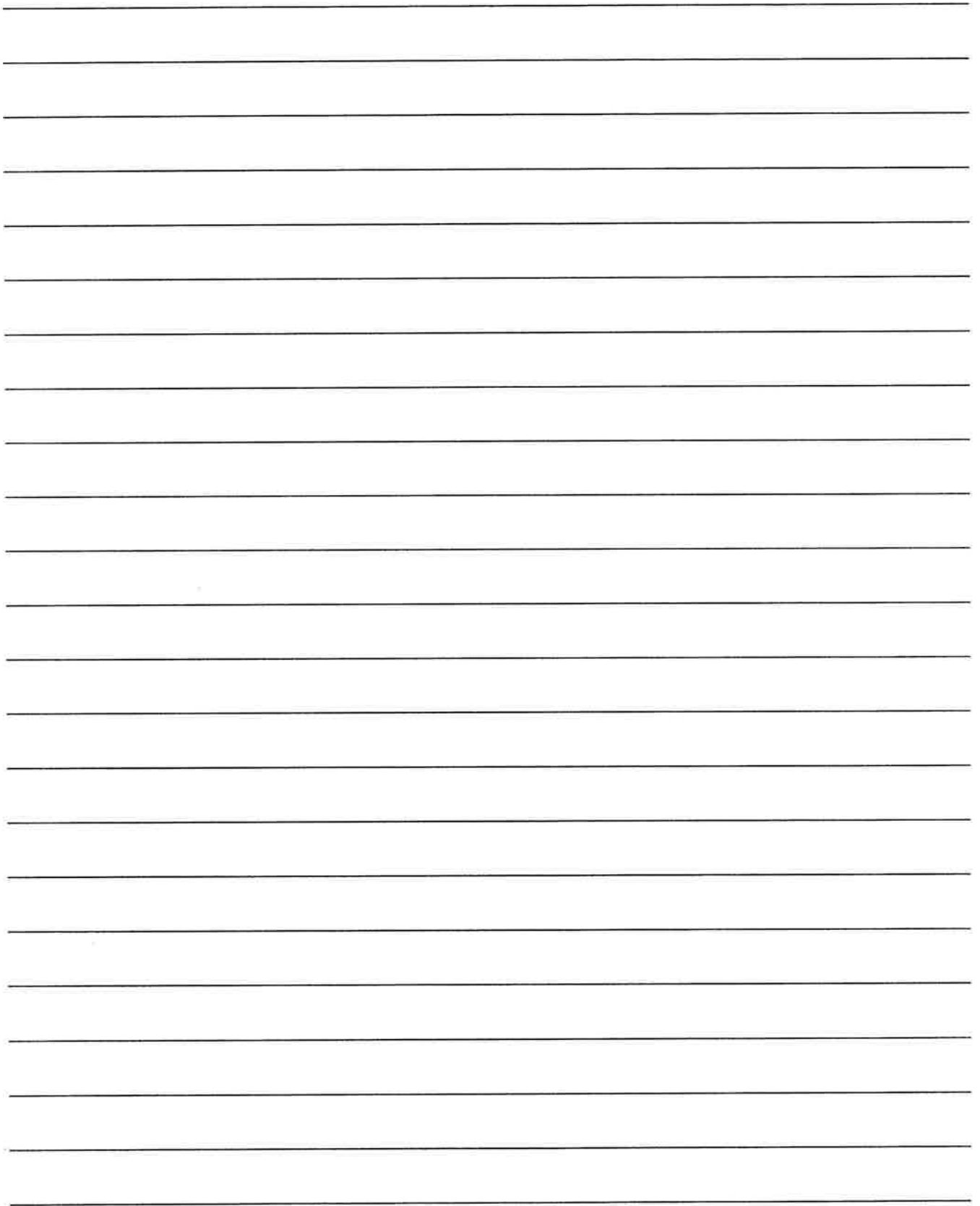
### PROJECT DESCRIPTION:

1. Business and/or Project Name: \_\_\_\_\_

2. Street Address: \_\_\_\_\_ Assessor's Parcel Number: \_\_\_\_\_

3. Gross Property Area: \_\_\_\_\_ Floor Area Square Footage: \_\_\_\_\_

4. Describe in detail the intended use of the property: \_\_\_\_\_



5 Describe the existing conditions, and previous use of the subject property: \_\_\_\_\_

Use back of this sheet or attach additional paper if necessary.

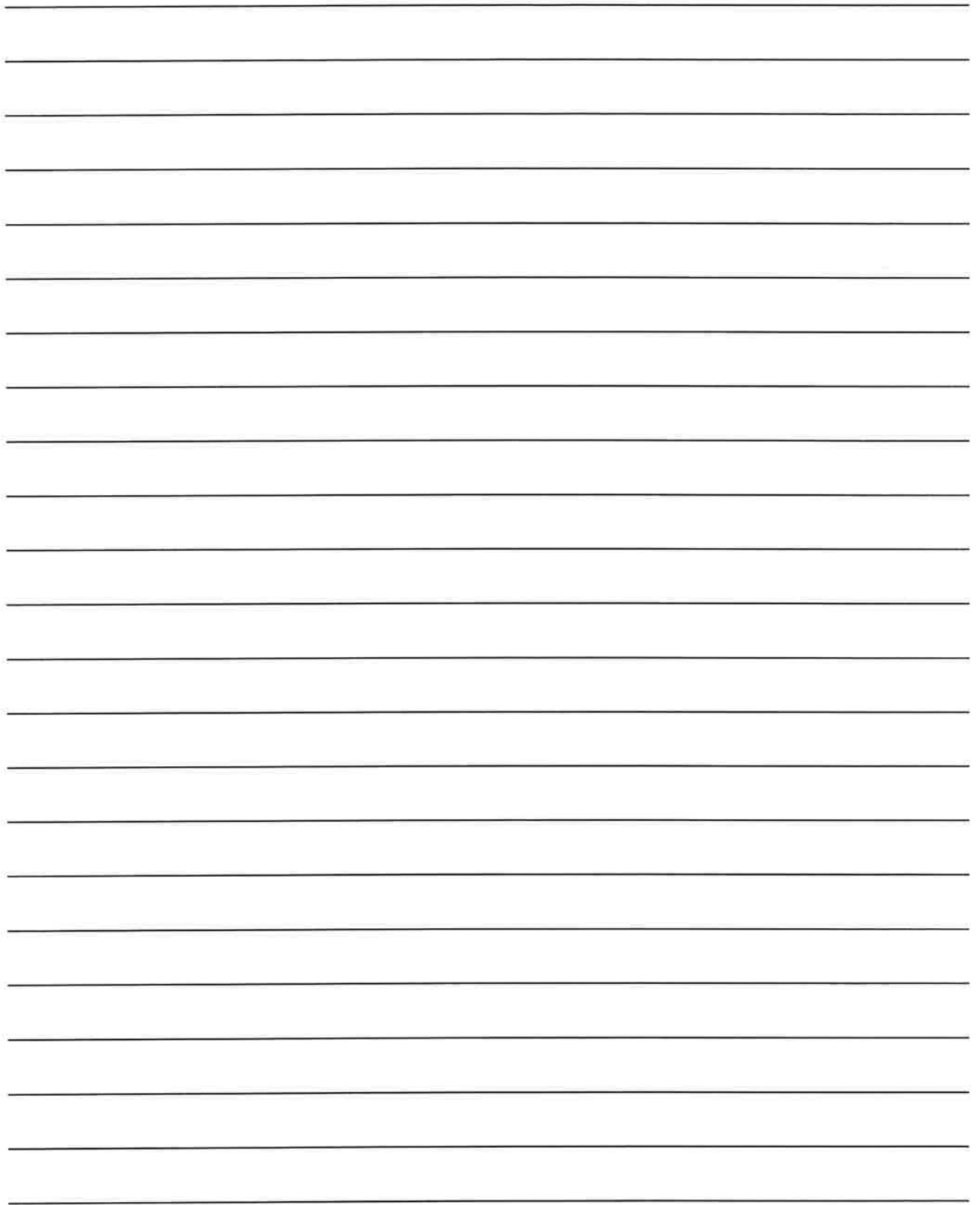
6. Respond Yes (Y) or No (N) to the following items:

Will the proposed project create any of the following effects (circle all that apply):

fire or explosion	Y / N	gases	Y / N
noise or vibration	Y / N	odors or fumes	Y / N
intense illumination	Y / N	extreme heat or cold	Y / N
particulate matter	Y / N	soot or grime	Y / N
air contaminates	Y / N	electrical emissions	Y / N
radioactive emissions	Y / N	noxious acids	Y / N
charred paper	Y / N	dust	Y / N

7. Indicate either "Yes", "Maybe", or "No" for the following items applicable to the project or its effects. Explain those items either checked "Yes" or "Maybe". (Use the back of this form or attach additional sheets as needed).

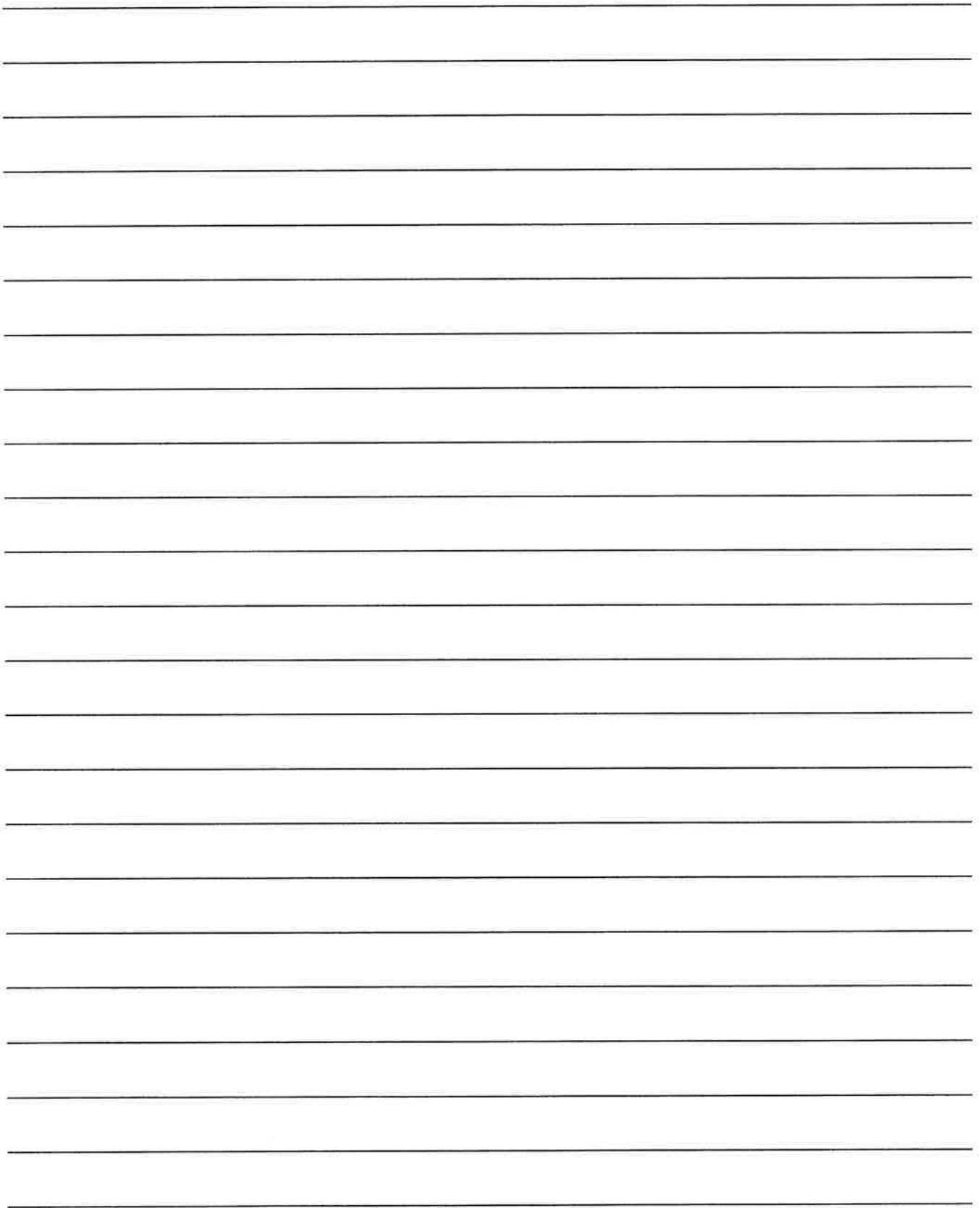
	YES	MAYBE	NO
a. Change in existing features of any bay, beach hill, or substantial alteration of ground surface.	_____	_____	_____
b. Change in scenic views or vistas from existing areas or public lands or roads.	_____	_____	_____
c. Change in pattern, scale, or character of general area of the project.	_____	_____	_____
d. Significant amount of solid waste or litter.	_____	_____	_____
e. Change in dust, ash, smoke, fumes or odors in the vicinity.	_____	_____	_____
f. Change in ocean or ground water quality or quantity, or alteration of existing surface drainage patterns.	_____	_____	_____
g. Substantial change in existing noise and/or vibration levels in the vicinity.	_____	_____	_____
h. Site on filled land or slope of 10 percent or more.	_____	_____	_____
i. Use or disposal of potentially hazardous or toxic materials, such as flammable or explosives.	_____	_____	_____
j. Substantial change in demand for public services (i.e. Police, Fire, Water, Sewer, Schools, etc.)	_____	_____	_____
k. Is this related to a larger or series of projects?	_____	_____	_____



8. How many employees (including owner/manager) will there be? \_\_\_\_\_
9. How many parking spaces are currently on the property? \_\_\_\_\_ Are they Striped? Y / N
10. Is there a loading area separated from the parking spaces identified above? Y / N
11. Will there be any business related signs installed: Y / N (Note: If yes, sign requires architectural review before installation).
12. Are there adequate water and sewer utilities provided to the site? Y / N
13. Are there on-site water credits available to facilitate the proposed project? Y / N  
If "Yes", then what is the amount? \_\_\_\_\_ Acre-Feet.
14. Describe the source of water for the project (i.e. Cal-Am., on-site well, etc.) \_\_\_\_\_  
\_\_\_\_\_
15. Estimate water consumption of proposed project, and explain. \_\_\_\_\_  
\_\_\_\_\_
16. Will there be any on-site construction/demolition to facilitate the proposed use? Y / N  
If "yes" then describe. \_\_\_\_\_  
\_\_\_\_\_

**New Construction/Development (Must also submit Development Permit Application):**

17. What is the proposed Lot Coverage? \_\_\_\_\_% Floor Area Ratio (FAR)? \_\_\_\_\_
18. Describe proposed set backs? Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Sides: \_\_\_\_\_
19. What is the maximum height of the project, as measured from final grade? \_\_\_\_\_
20. How many floors does the project propose? \_\_\_\_\_
21. How many units does the project propose? Residential: \_\_\_\_\_  
Commercial/Retail: \_\_\_\_\_  
Hotel Units: \_\_\_\_\_
22. If the entire project is not to be constructed at one time, describe the project phases, and identify time of final completion. \_\_\_\_\_  
\_\_\_\_\_
23. Describe access to the property and development. Include on-site traffic circulation. \_\_\_\_\_  
\_\_\_\_\_



24. Will the proposed project displace any residents and/or businesses. Y / N Explain: \_\_\_\_\_

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25. Will there be any grading or drainage improvements to the property? Y / N  
If so, explain and provide a grading and drainage plan with application submission. \_\_\_\_\_

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26. Stormwater Management:
- a) How much pervious area does the project site currently have? \_\_\_\_\_ square feet
  - b) How much impervious area does the project currently have? \_\_\_\_\_ square feet
  - c) How much new and/or additional impervious surface area (if any) will be created by the project? \_\_\_\_\_ square feet
  - d) Does the project site include (circle all that apply): Impermeable soil, near-surface bedrock, high groundwater, groundwater pollution or contaminated soils, steep slopes, geotechnical instability (i.e. coastal bluffs), high-intensity land use, heavy pedestrian or vehicle traffic, endangered species habitat, protected vegetation, archeological resources or safety concerns?

You are required to submit a Stormwater Control Plan with this application submission to demonstrate project compliance with Post-Construction Stormwater Management Requirements. See additional information under "Application Attachment Sheet 2". (Note: This application will be deemed "incomplete" without submission of a Stormwater Control Plan concurrently. Said Plan shall be subject to City Engineer review and approval during the processing of a project's land use entitlement permits.)

27. Are there any existing sensitive biological species and/or habitat areas within the project boundaries that may be impacted by this project? If so, explain. \_\_\_\_\_

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28. Describe any proposed measures to protect sensitive biological species and/or habitat areas.

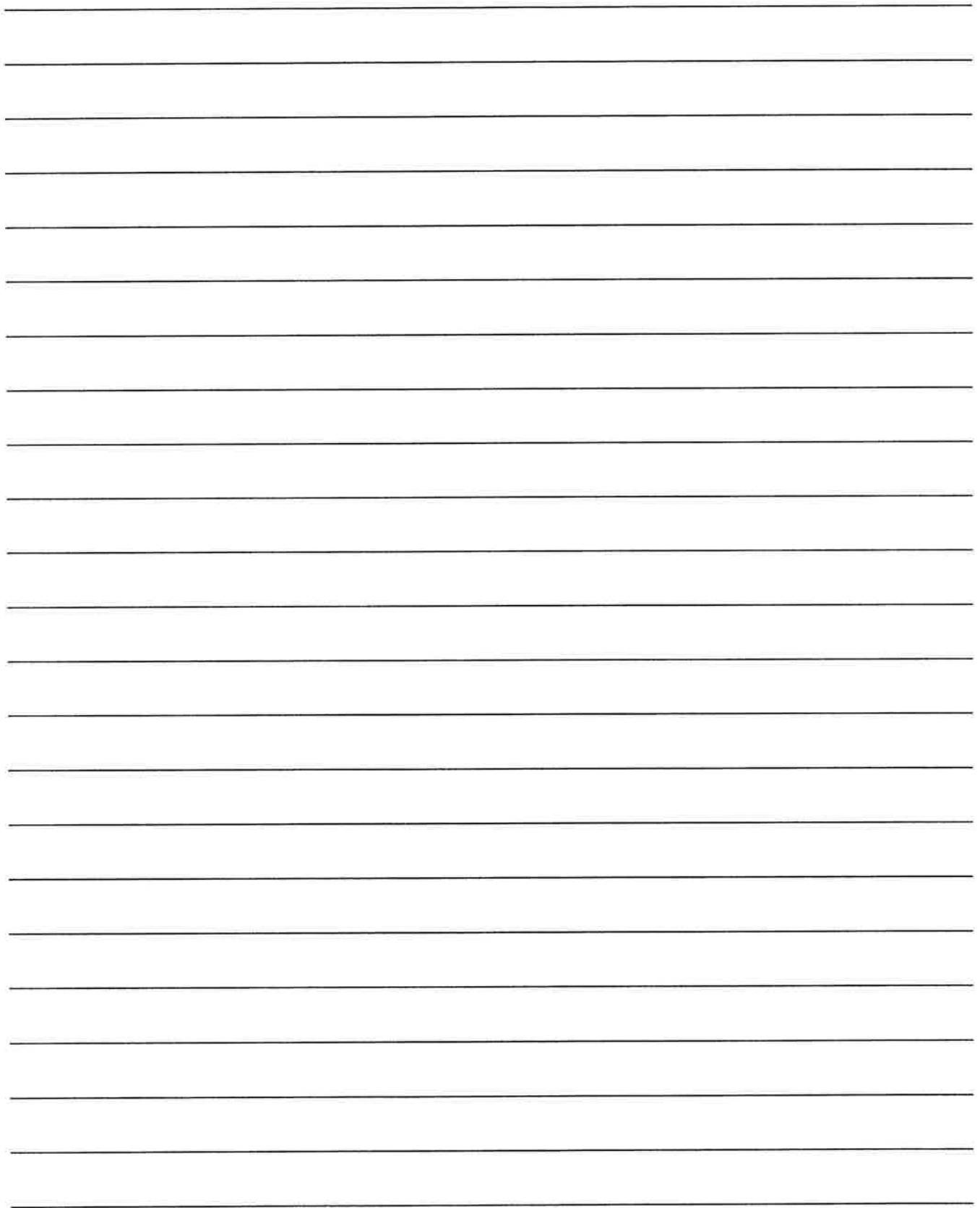
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29. Is any portion of the project site to be reserved or dedicated for environmental preservation purposes? Y / N If "Yes", then identify locations on site plan submitted and explain.

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30. Describe measures to protect any identified archaeological resources (if any) \_\_\_\_\_

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31. Describe project design features that will impede, provide, or enhance public views. \_\_\_\_\_  
 \_\_\_\_\_
32. What areas of the property are proposed (if any) for public use, or vertical / lateral, and/or bluff top access ways? Explain. \_\_\_\_\_
33. Is a tentative sub-division map attached with this application? Y / N
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**APPLICATION CONSENT AND CERTIFICATION:**

An application cannot be accepted without the signature of both the applicant and property owner. Failure to provide both signatures (at a minimum) may qualify this application as “incomplete”.

**Applicant’s Attestation:** I/We state that as the applicant(s) here described, I/we have read and completed this application and know the contents herein. I/We declare that the information contained in this application, the project plans, and other supporting material submitted herewith are true and correct to the best of my/our knowledge.

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

\_\_\_\_\_  
 Date

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

\_\_\_\_\_  
 Date

**Consent of Property Owner:** I/We declare that I/we am/are the current owner(s) of the herein described property, and that I/we have familiarized myself/ourselves with this completed application, and give consent to the action request.

\_\_\_\_\_  
 Signature of Property Owner

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Property Owner

\_\_\_\_\_  
 Date







Monterey County Health Department  
1270 Natividad Road, Room B301  
Salinas, CA 93906  
(831) 755-4511  
Fax (831) 755-8954

Jurisdiction Name \_\_\_\_\_  
Use Permit # \_\_\_\_\_  
Or \_\_\_\_\_  
Building Permit # \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Phone # \_\_\_\_\_

## HAZARDOUS MATERIAL QUESTIONNAIRE

Business Name \_\_\_\_\_ Type of Business \_\_\_\_\_  
Site Location \_\_\_\_\_ City \_\_\_\_\_ APN: \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Business Contact \_\_\_\_\_  
*Name Phone Number*  
Property Owner \_\_\_\_\_  
*Name Phone Number*

1. Will your business/proposed project be using any hazardous materials such as oil, fuels, solvents, compressed gases, acids, corrosives, pesticides, fertilizers, paints or other chemicals?  
 Yes  No
2. Will your business/proposed project be using hazardous materials in quantities of 55 gallons and above for liquids, 500 lbs. and above for solids and/or 200 cubic feet and above for compressed gases?  
 Yes  No
3. Will your business/proposed project be using any quantities of acutely hazardous materials such as ammonia, chlorine, sulfuric acid, formaldehyde, hydrogen peroxide, methyl bromide or other restricted pesticides?  
 Yes  No
4. Will your business/proposed project be using underground storage tanks to store hazardous materials?  
 Yes  No
5. Will your business/proposed project be generating any quantities of hazardous waste such as waste oil, waste solvents, etc?  
 Yes  No
6. Will your business/proposed project be emitting any hazardous air emissions?  
 Yes  No

CERTIFICATION:

I declare under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct to the best of my knowledge and belief.

ANY QUESTIONS REGARDING THIS FORM CAN BE DIRECTED TO:

Monterey County Health Department  
Division of Environmental Health  
1270 Natividad Road, Room B301  
Salinas, CA 93906  
(831) 755-4511

Executed AT:

\_\_\_\_\_  
City, State

Print Name of Owner/Operator: \_\_\_\_\_

Signature of Owner/Operator: \_\_\_\_\_

**For Local Jurisdiction Use Only:**

1. Is there a known or proposed school, hospital, day care, or long term care facility within 1,000 feet of this site location?  
 Yes  No
2. Is there a known or proposed school, hospital, day care, or long term care facility ¼ mile of this site location?  
 Yes  No

Health Department Clearance

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Air Pollution District Clearance

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_



# WORKSHEET

**Names and Mailing Addresses of Property Owners  
within a radius of 300 feet of project's parcel boundary**

<b>Assessor's Parcel #</b>	<b>Type or print clearly Owner &amp; Address</b>

I certify that the above information was obtained from the most recent County of Monterey tax assessment rolls.

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Signature of Applicant:

# **APPLICATION ATTACHMENT SHEET 1**

## **Development Proposal Plan Set & Document Requirements**

The following items are submission requirements for all new developments, building additions, or other projects that involve construction.

15 sets of Plans and Elevations for the project, at scale (minimum scales of 1/8" = 1' architect or 1" = 20' engineer), including, at a minimum, the following: (Note: Additional plan sets may be required depending upon the number of public hearings a project requires).

**a. Site Plan**, indicating:

- Dimensions of parcel, structures (existing & proposed) and setbacks (existing & proposed).
- Identify location and distance of structures on adjacent parcels.
- Lot coverage (% building, % landscaping, % parking, etc.)
- Location of Exterior Building Equipment (i.e. transformers, light poles, etc.)
- On-site parking spaces with dimensions
- On-site pedestrian and vehicular traffic circulation.
- Location of sidewalks, crosswalks, stairways, planters, etc.
- Location of bike racks, payphones, or other public amenities (if any).
- Location of loading/unloading areas and dimensions.
- Names of all adjacent public streets and rights-of-way.
- Name, address, phone number of applicant, project representative, architect and/or engineer.
- Plan scale and north arrow.
- Project phasing (if any).
- Assessor parcel number and/or legal description of parcel.

**b. Floor Plan**, indicating:

- Uses of each room or area such as offices, storage areas, manufacturing areas, kitchens, bedrooms, utility rooms, etc.
- Number of seats for food, entertainment, auditorium or similar types of facilities.
- Doorways, windows, loading areas, stairways, emergency exits, etc.

**c. Building Elevations** for all sides of proposed structures, indicating:

- Dimensions of building widths and heights.
- Materials, textures, design styles, etc.
- Location of exterior equipment, including utility meters.
- Rooftop mechanical equipment screening.
- Architectural detailing elements (i.e. cornices, corbels, quoins, etc.).
- Name, address, phone number of applicant, project representative, architect and/or engineer.

**d. Landscape Plan**, indicating:

- Plant legend identifying plant varieties (botanical and common names), sizes, quantities, and spacing.
- Location of all plant material, trees, shrubs, vines, and ground covers.
- Location of all buildings, paved surfaces, fences/walls, transformers and other utility connection boxes.
- Planting details.
- Plan and section of berms (plan to use contour lines).

- Plan scale and north arrow.
  - Name, address, phone number of applicant, project representative, architect and/or engineer.
- e. Conceptual Grading Plan** for new construction projects, prepared by a Licensed Civil Engineer, indicating:
- Contour grading (existing & proposed) with elevation notations.
  - Drainage and flood control facilities.
  - Easements, property lines, rights-of-way.
  - Proposed grading, structures, curbs, pavement, walks, swales, berms, slopes, open space, trails, etc.
  - Cut and fill areas.
  - Erosion control measures.
  - Cross section.
  - Legend, scale, north arrow, and vicinity map.
  - Name, address, phone number of applicant, project representative, architect and/or engineer.
  - Assessor's Parcel Number and/or legal description of parcel.
- f. Stormwater Control Plan:** (see Application Attachment Sheet 2.)
- g. Material / Color Board:**
- Board(s) of a rigid material (cardboard or foam board, no wood) no larger than 11" x 17".
  - Small examples or photographs of materials proposed.
  - Manufacturer's color swatch with identification number (No pencil or ink approximations).

**Plan Set Preparation:**

- All plans shall be drawn on uniform sheets no greater than 24" x 36" (or as approved by City Planner).
- One 11"x17" hard copy of plan set and one digital copy (PDF format).
- All plans shall be stapled along the left margin into a single set.
- All plans shall be clear, legible, and drawn accurately to architect and/or engineering scales.

# **APPLICATION ATTACHMENT SHEET 2**

**Application Packet Submission Requirements**

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## **STORMWATER CONTROL PLAN**

**In Compliance with Stormwater Post-Construction Requirements  
for the Monterey Regional Stormwater Management Program**

**SUMMARY**  
**STORMWATER TECHNICAL GUIDE FOR LOW IMPACT DEVELOPMENT**  
*Compliance with Stormwater Post-Construction Requirements for the  
Monterey Regional Stormwater Management Program (MRSWMP)*

The Stormwater Technical Guide, Stormwater Control Plan Template, and related resources may be found at the MRWSMP Post-Construction Requirements - Developers Resources page, at:

[http://www.montereysea.org/resources\\_developers.php](http://www.montereysea.org/resources_developers.php)

Items discussed within this summary have page number references to the complete Technical Guide.

**The Post-Construction Requirements:**

In July 2013, the Central Coast Water Board adopted Order R3-2013-0032, with new, more stringent Post-Construction Requirements (PCRs). Projects that receive their first discretionary approval after March 6, 2014, or receive their first ministerial permit after that date, are subject to the PCRs, if they create or replace 2,500 square feet or more of impervious area.

The Stormwater Technical Guide details requirements for the following jurisdictions:

*Cities of Carmel-by-the-Sea, Del Rey Oaks, Monterey, Pacific Grove, Sand City, Seaside,  
& the County of Monterey*

The Guide is designed to ensure compliance with the PCRs, facilitate review of applications, and promote integrated Low Impact Development (LID) design. (Page 1-1) LID design aims to mimic pre-development site hydrology as well as protect water quality. Runoff from roofs and paved areas is dispersed to landscaped areas or routed to LID facilities. (Page 1-2)

**The Path to Stormwater Compliance:**

LID features and facilities must be integrated into the planning, design, construction, operation, and maintenance of your development project. (Page 2-1) Your LID strategy should be an integral part of the earliest decisions about how the site will be developed. Once subdivision lot lines have been sketched, or buildings and parking have been arranged, the LID design may already be constrained-often unnecessarily. (Page 2-1) At this earliest stage, also consider who will be responsible to maintaining bioretention facilities in perpetuity.

The PCRs require the local municipality to maintain a database of LID facilities and ensure the facilities are operating as designed. (Page 2-1) In most cases, the municipality will require the property owner, by agreement, to regularly inspect the facilities and allow access for municipal inspections. (Page 2-1) Municipalities may require the builder provide an extended maintenance and warranty period for the facilities before turning them over to an HOA or other entity for maintenance in perpetuity. (Page 2-1)

A complete and detailed list of maintenance and inspection requirements, including inspection frequencies, is required to be included in your Stormwater Facilities Operation and Maintenance Plan (O&M Plan). (Page 3-7) For this stage, include in your Stormwater Control Plan a summary of the general maintenance requirements for your bioretention facilities. (Page 3-7) Include in your Stormwater Control Plan a Construction Checklist following the format in Table 3-2. (Page 3-7) Include the following statement by a California licensed civil engineer, architect, or landscape architect (Page 3-7):

*“The preliminary design of stormwater treatment facilities and other stormwater pollution control measures in this plan are in accordance with the current edition of the Monterey Regional Stormwater Management Program’s Stormwater Technical Guide.”*

### **Documenting Your LID Design:**

**Each Drainage Management Area (DMA) must contain only one type of surface** (e.g., landscaped, impervious, or pervious pavement). (Page 4-2)

**Self treating areas** are natural or landscaped areas that do not drain to bioretention facilities, but rather drain directly off site or to the storm drain system. (Page 4-2)

**Green roofs and pervious pavements**, when constructed according to the design criteria in the Guide, are considered self-retaining areas. (Page 4-2) Runoff from impervious areas, such as roofs, can be managed by routing it to self-retaining pervious areas. The maximum ratio is 2 parts impervious area for every 1 part pervious area. (Page 4-2) Where possible, design site drainage so only impervious roofs and pavement (not landscaped areas) drain to LID facilities. (Page 4-3)

**Signage.** Each bioretention facility must include a sign meeting current MRSWMP standards. Signs must be visible to site users and to maintenance personnel. (Page 4-8) Facilities are represented in architectural and landscape renderings. (Page 4-8) Bioretention facilities are shown in landscape plans, and a suitable plant palette has been chosen. (Page 4-8)

### **Preparing you Bioretention Facilities Operation and Maintenance Plan:**

Applicants must verify that provisions have been made for maintenance of LID facilities in perpetuity. (Page 5-1) This verification is accomplished by executing and recording an agreement that “runs with the land.” This agreement provides the municipality a right of access for inspections and requires the owner to certify annually that facilities have been recently inspected and are functioning as intended. This agreement is binding on all future owners of the entire property or any subdivided portion thereof that property. A model agreement is available at the MRSWMP website. (Page 5-1) A model agreement is available on the MRSWMP website (Page 5-1) The O&M Plan is used to plan, direct, and record maintenance of the SCMs. (Page 5-1)

# PREPARING A STORMWATER CONTROL PLAN

## Stormwater Control Plan Checklist

### Contents of Exhibit

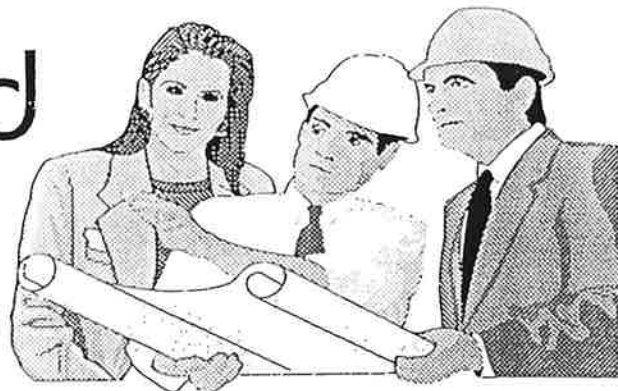
- Existing natural hydrologic features (depressions, watercourses, relatively undisturbed areas) and significant natural resources.
- Proposed design features and surface treatments used to minimize imperviousness and reduce runoff.
- Existing and proposed site drainage network and connections to drainage off-site.
- Entire site divided into separate Drainage Management Areas (DMAs). Each DMA has a unique identifier and is characterized as self-retaining (zero-discharge), self-treating, or draining to a LID facility.
- Proposed locations and footprints of LID facilities.
- Potential pollutant source areas, including loading docks, food service areas, refuse areas, outdoor processes and storage, vehicle cleaning, repair or maintenance, fuel dispensing, equipment washing, etc. listed in Appendix A.

### Contents of Report

- Project information including project name; application number; location; parcel numbers; applicant contact information; land use information; site area; existing, new, and replaced impervious area, and applicable PCR requirements and exceptions.
- Narrative analysis or description of site features and conditions, and opportunities and constraints for stormwater control.
- Narrative description of site design characteristics that protect natural resources including endangered species habitat, protected vegetation, and archaeological resources, and preserve natural drainage features, minimize imperviousness, and disperse runoff from impervious areas.
- Tabulation of proposed pervious and impervious DMAs, showing self-treating areas, self-retaining areas, areas draining to self-retaining areas, and areas tributary to each LID facility.
- Proposed sizes, including supporting calculations, for each LID facility.
- Narrative description of each DMA and explanation of how runoff is routed from each impervious DMA to a self-retaining DMA or LID facility.
- Description of site activities and potential sources of pollutants.
- Table of pollutant sources identified from the list in Appendix A and for each source, the source control measure(s) used to reduce pollutants to the maximum extent practicable.
- Description of signage for bioretention facilities.
- General maintenance requirements for bioretention facilities and site design features.
- Means by which facility maintenance will be financed and implemented in perpetuity.
- Statement accepting responsibility for interim operation & maintenance of facilities.
- Stormwater Construction Checklist.



# When do I need to check with the Air District?



State law requires any facility which has the potential to emit air contaminants to apply for a permit from the Air District. This list is provided to help you determine whether your project is covered by the Air District's permit requirements.

- Abrasive Blasting Equipment
- Asphalt Batch Plant
- Boilers
- Bulk Material Transfer & Storage Equipment
- Chrome Plating
- Circuit Board Manufacturing
- Coating Equipment (>5 gal/yr)
- Coffee Roaster
- Cogeneration Facilities
- Concrete Batch Plant
- Cooling Towers
- Crematories
- Crushing & Screening Equipment
- Curing & Burnoff Ovens
- Degreasing Operations
- Dredges
- Dry Cleaning Equipment
- Dryers
- Dust Collectors
- Emission Control Equipment
- ETO Sterilizers
- Fiberglass Fabrication Operations
- Flares
- Fume Hoods
- Fumigation Chambers
- Furnaces
- Furniture Stripping Operations
- Gasoline Dispensing Equipment
- Gasoline Storage Equipment
- Graphic Arts Printing (>10 lbs/day emissions)
- Incinerators
- Internal Combustion Engines (>50 hp)
- Kilns
- Laboratory Hoods
- Oil Production & Process Equipment
- Oil Water Separators
- Organic Liquid Storage Tanks
- Paint Manufacturing
- Paint Spray Booths (>5 gal/yr)
- Paint Spray Equipment (>5 gal/yr)
- Pile Drivers
- Printed Circuit Board Manufacturing
- Printing (>10 lbs/day emissions)
- Product Dryers
- Quarry Operations
- Resource Recovery Facilities
- Sand & Gravel Operations
- Semiconductor Wafer Fabrication Equipment
- Soil & Water Cleanup
- Truck Loading & Receiving Equipment/Bulk Materials
- Waste Water Treatment Plants (WWTP) & Pump Stations with Odor Control
- Wave Solder/Solder Reflow Machines
- Wet Scrubbers
- Wood Chippers/Tub Grinders
- Wood Working Facilities  
(if aggregate horsepower of stationary equipment exceeds 50 hp)

This list is not exhaustive. If you have any doubts or questions about whether you need a permit, please call the Air District at (408) 647-9411, and an engineer will be happy to answer your questions.



**MONTEREY BAY**  
**Unified Air Pollution Control District**

*servicing Monterey, San Benito, and Santa Cruz counties*

24580 Silver Cloud Court  
Monterey, CA 93940  
Voice (408) 647-9411  
Fax (408) 647-8501