CITY OF SAND CITY
PLANNING DEPARTMENT
Conditional Use Permit Application Form

For City Use

Permit No.: _____

Complete all fields that apply and save the PDF. Submit the application, plan sets, and all application materials digitally by e-mail to planning@sandcityca.org or through the Sand City Planning Portal. A conditional use permit is decided by the City Council after a public hearing (Sand City Municipal Code Chapter 18.74).

APPLICANT

Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

REPRESENTATIVE (IF ANY)

Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

PROPERTY OWNER

Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

PROJECT DESCRIPTION

1. Business and/or Project Name: _____
2. Street Address: _____ Assessor's Parcel Number(s): _____
3. Gross Property Area (sq. ft.): _____ Floor Area (sq. ft.): _____
4. Describe in detail the intended use of the property:

5. Describe the existing conditions and previous use of the subject property:

6. Is the parcel currently unimproved or vacant? ◯ Yes ◯ No

7. Are there native plants / habitat on the parcel? ◯ Yes ◯ No

If yes to question 7, briefly describe the plants or habitat and the approximate area. Staff may require a biological survey prepared by a qualified biologist, particularly in the coastal zone.

8. **Will the proposed project create any of the following effects?** Select Yes or No for each item.

Fire or explosion	◯ Yes	◯ No	Gases	◯ Yes	◯ No
Noise or vibration	◯ Yes	◯ No	Odors or fumes	◯ Yes	◯ No
Intense illumination	◯ Yes	◯ No	Extreme heat or cold	◯ Yes	◯ No
Particulate matter	◯ Yes	◯ No	Soot or grime	◯ Yes	◯ No
Air contaminants	◯ Yes	◯ No	Electrical emissions	◯ Yes	◯ No
Radioactive emissions	◯ Yes	◯ No	Noxious acids	◯ Yes	◯ No
Charred paper	◯ Yes	◯ No	Dust	◯ Yes	◯ No

9. How many employees (including owner/manager) will there be?

10. How many parking spaces are currently on the property? Striped? ◯ Yes ◯ No

11. Is there a loading area separate from the parking spaces identified above? ◯ Yes ◯ No

12. Will any business-related signs be installed? (If yes, a sign permit and architectural review are required before installation.) ◯ Yes ◯ No

13. Are adequate water and sewer utilities provided to the site? ◯ Yes ◯ No

14. Will there be any on-site construction to facilitate the proposed use? ◯ Yes ◯ No

If yes, describe the construction:

15. Will the project create or replace 2,500 square feet or more of impervious surface (roofs, paving, walkways, etc.)? (If yes, see Application Attachment Sheet 2, Stormwater Control Plan.) ◯ Yes ◯ No

If yes, approximate new + replaced impervious area (sq. ft.):

CONSENT AND CERTIFICATION

An application cannot be accepted without the signature of both the applicant and the 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 _____

Print Name: _____

Signature of Applicant _____ Date _____

Print Name: _____

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 requested.

Signature of Property Owner _____ Date _____

Print Name: _____

Signature of Property Owner _____ Date _____

Print Name: _____

Signatures may be handwritten or applied as a digital signature.

ADDITIONAL SUBMITTAL INFORMATION

DIGITAL SUBMITTAL. Submit the completed application, plan sets, and all application materials as PDF files by e-mail to planning@sandcityca.org or through the Sand City Planning Portal: https://sandcity_planningandzoning.portal.iworq.net/portalhome/sandcity_planningandzoning
Paper plan sets are not required at submittal. Staff may require printed plan sets for the public hearing or for circulation to reviewing agencies after the initial submittal.

Letter of Intent: A "letter of intent" shall be submitted with this application that describes, in the applicant's own words, the details of the proposed project. The description should include (at a minimum) the following items:

- Hours and days of proposed operation.
- Number of employees.
- Number of company vehicles.
- Schedule, frequency, and method of shipments and deliveries.
- List of materials, equipment, vehicles used and/or stored at the subject property.
- Any other relevant detailed information pertaining to the proposed use.

Site / Floor Plan: A site plan and floor plan, both drawn to scale, shall be submitted with the following information (see Application Attachment Sheet 1 for projects that involve construction):

- Dimensions of property lines.
- Dimensions of the building's exterior and interior rooms.
- Label all work areas, storage spaces, office areas, restrooms, etc.
- Show location and number of existing on-site paved and striped parking spaces.

Public Notices: Applicants shall provide the information and materials listed below regarding public hearing notices. State law requires that all property owners within a 300-foot radius of a project site's parcel boundary receive a notice of public hearing.

- A radius map identifying those parcels within a 300-foot radius of the project site's parcel boundary.
- A list of names, mailing addresses, and assessor's parcel numbers for all property owners within a 300-foot radius of the project site's parcel boundary (use the attached Worksheet or an equivalent typed list). This information must be typed or printed neatly.
- One pre-addressed stamped envelope, with no return address, for each property owner identified as owning property within a 300-foot radius of the project site. (No post-dated stamps.) Envelopes must be delivered to the Planning Department in person or by mail.
- **Need the 300-foot radius mailing list?** Contact the Planning Department at planning@sandcityca.org for the property owner names and mailing addresses within the 300-foot radius. **The applicant is still responsible for providing the addressed envelopes with postage stamps affixed.**

Hazardous Materials Questionnaire: Complete and sign the attached Monterey County Health Department Hazardous Material Questionnaire.

Air District: Review the attached "When do I need to check with the Air District?" sheet. If the proposed use includes listed equipment or operations, contact the Monterey Bay Air Resources District (MBARD) before installing equipment.

Fees: Applicants shall pay all applicable fees to the City of Sand City at the time of application submittal. Failure to pay fees will qualify an application as "incomplete." See the current City fee schedule at sandcity.org/city-forms.

STAFF USE ONLY

Received by:	Assigned Permit #:	Zoning designation:
Date submitted:	Date deemed "complete":	Coastal zone?
Application fees paid:	Receipt number:	Envelopes received?

Notes:

Monterey County Health Department
Environmental Health Bureau
1270 Natividad Road
Salinas, CA 93906
(831) 755-4511

Jurisdiction Name: City of Sand City
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:

Property Owner Name: Phone:

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
Environmental Health Bureau
1270 Natividad Road, Salinas, CA 93906
(831) 755-4511

Executed at (City, State): Date:

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 within ¼ mile of this site location? ○ Yes ○ No

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Health Department Clearance
Signature: Date:
Print Name and Title:

Air District (MBARD) Clearance
Signature: Date:
Print Name and Title:

WORKSHEET

Names and Mailing Addresses of Property Owners

within a radius of 300 feet of the project's parcel boundary • type or print clearly

	Assessor's Parcel #	Owner Name & Mailing Address
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

Attach additional sheets or a typed mailing list if needed.

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. Applicants may use the check boxes to track their submittal.

DIGITAL SUBMITTAL. Submit the completed application, plan sets, and all application materials as PDF files by e-mail to planning@sandcityca.org or through the Sand City Planning Portal: https://sandcity_planningandzoning.portal.iworq.net/portalhome/sandcity_planningandzoning
Paper plan sets are not required at submittal. Staff may require printed plan sets for the public hearing or for circulation to reviewing agencies after the initial submittal.

One digital (PDF) set 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: Staff may require printed plan sets for the public hearing or to circulate after the initial submittal.)

a. Site Plan, indicating:

- ☐ Dimensions of parcel, structures (existing & proposed) and setbacks (existing & proposed).
- ☐ Location of and distance to 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, EV charging, 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's 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 (with quantities).
- ☐ Erosion control measures.
- ☐ Cross sections.
- ☐ 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

- ☐ Required for projects that create or replace 2,500 sq. ft. or more of impervious surface. See Application Attachment Sheet 2.

g. Materials / Color Sheet (PDF):

- ☐ Digital sheet showing photographs or manufacturer images of the proposed exterior materials.
- ☐ Manufacturer’s color name and identification number for each proposed color.
- ☐ Staff may request physical material samples or color chips for the public hearing.

Plan Set Preparation:

- ☐ Submit plans as a single combined PDF, with uniform sheet sizes no greater than 24" x 36" (or as approved by the City Planner).
- ☐ Plans must print to scale; include a graphic (bar) scale on each sheet.
- ☐ Name files clearly (for example, "123 Main St - Plan Set - 2026-10-21.pdf"). Large files may be uploaded to the Planning Portal.
- ☐ All plans shall be clear, legible, and drawn accurately to architect and/or engineering scales.

APPLICATION ATTACHMENT SHEET 2

Stormwater Control Plan

Compliance with Post-Construction Stormwater Requirements for the Monterey Regional Stormwater Management Program (MRSWMP)

This sheet summarizes the *Stormwater Technical Guide for Low Impact Development* (3rd Edition, May 2020). The Guide, Stormwater Control Plan templates, sizing calculator, and other resources are posted at montereysea.org/post-construction-requirements. Chapter references below are to the Guide.

THE POST-CONSTRUCTION REQUIREMENTS

In July 2013 the Central Coast Regional Water Quality Control Board adopted Resolution R3-2013-0032, establishing Post-Construction Requirements (PCRs). Projects that receive their first discretionary approval after March 6, 2014 (or, if no discretionary approval is required, 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 surface. Sand City implements the PCRs under Municipal Code Chapter 13.05 (Stormwater Management). The Guide covers Carmel-by-the-Sea, Del Rey Oaks, Monterey, Pacific Grove, Sand City, Seaside, and the County of Monterey.

Performance requirements by tier (Guide Table 1-1). Each tier includes the requirements of the tiers below it. The project's Watershed Management Zone (WMZ) determines whether Tier 3 and Tier 4 apply and which design storm is used; City staff will confirm the WMZ at the pre-application meeting.

Tier	Applies to	Requirement
1 Site Design & Runoff Reduction	Projects (including single-family homes not part of a larger plan of development) that create or replace 2,500 sq. ft. or more of impervious surface	Use LID site design: limit disturbance of natural drainage features; limit clearing, grading, and soil compaction; minimize impervious surfaces; disperse runoff or use permeable pavement; capture runoff in cisterns or rain barrels
2 Water Quality Treatment	Projects, other than single-family homes, that create or replace 5,000 sq. ft. or more of *net* impervious surface	Treat runoff with an approved, appropriately sized LID treatment system before it leaves the site
3 Runoff Retention	Projects that create or replace 15,000 sq. ft. or more of impervious surface (single-family homes: 15,000 sq. ft. or more of net impervious surface)	Prevent off-site discharge from events up to the 85th or 95th percentile rainfall event (depending on WMZ) using Stormwater Control Measures
4 Peak Management	Projects that create or replace 22,500 sq. ft. or more of impervious surface	Control peak flows so they do not exceed pre-project flows for the 2-year through 10-year events (applies in certain WMZs)

Net impervious surface = new plus replaced impervious area, minus any reduction in total impervious area from pre-project to post-project conditions.

THE PATH TO STORMWATER COMPLIANCE (CHAPTER 2)

- **Plan for LID from the start.** LID features must be integrated into the planning, design, construction, and maintenance of the project. Once lot lines, buildings, and parking have been laid out, LID design may already be constrained, often unnecessarily.
- **Request a pre-application meeting.** Staff will help identify the WMZ, the applicable tier, and when each submittal is due.
- **Tier 1 projects** may use the abbreviated *Stormwater Control Plan Template for Tier 1 Projects*.
- **Tier 2–4 projects** submit a **Preliminary Stormwater Control Plan** with the planning application (including this Conditional Use Permit) and a **Final Stormwater Control Plan** with the grading and/or building permit application. A draft Operation and Maintenance (O&M) Plan may be required at building permit submittal or earlier.
- **Construction.** Facilities are inspected during construction using the Bioretention Construction Inspection Checklist (Guide Appendix B), and a licensed engineer must certify that facilities were built as designed.
- **Plan for long-term maintenance.** Decide early who will maintain the facilities in perpetuity.

DOCUMENTING YOUR LID DESIGN (CHAPTER 4)

- **Drainage Management Areas (DMAs).** Divide the entire site into DMAs. Each DMA contains only one type of surface (for example roof, paving, landscape, or pervious pavement).
- **Self-treating areas** are undisturbed areas, or areas planted with native, drought-tolerant, or LID-appropriate vegetation, that do not receive runoff from other areas.
- **Self-retaining areas** retain the design storm and can also accept runoff from adjoining areas. Green roofs and pervious pavement built to the Guide's criteria can be self-retaining.
- **Routing impervious runoff.** Runoff from roofs and paving can be routed to self-retaining pervious areas at a maximum ratio of 2 parts impervious area to 1 part pervious area. Where possible, design site drainage so that only impervious roofs and pavement (not landscaped areas) drain to LID facilities.
- **Sizing.** For Tier 2, bioretention facilities are sized using a sizing factor of 0.04 (4% of the tributary impervious area, adjusted by runoff factors). Use the MRSWMP sizing calculator for Tier 3 and 4.
- **Soils and setbacks.** Support infiltration assumptions with boring logs, a geotechnical report, or soil survey data. Consult a geotechnical engineer on setbacks (rule of thumb: at least 10 feet from foundations).
- **Signage.** Signs are recommended at each bioretention facility so site users and maintenance staff know the area is a stormwater facility. Show facilities on landscape plans with a suitable plant palette.

BIORETENTION FACILITIES OPERATION & MAINTENANCE (CHAPTER 5)

Applicants must show that LID facilities will be maintained in perpetuity. This is done by executing and recording a maintenance agreement that "runs with the land" and binds all future owners. The agreement gives the City a right of access for inspections and requires the owner to certify annually that the facilities have been inspected and are functioning as intended. If maintenance is not performed, the City may perform it and bill the owner. The O&M Plan is kept on site (with a copy at City offices), is reviewed annually, and is updated when the property is sold or maintenance responsibility changes. MRSWMP O&M fact sheets are posted at montereysea.org.

REQUIRED CERTIFICATION

The Stormwater Control Plan must include the following statement, signed by a California licensed civil engineer, architect, or landscape architect (modify to reflect the requirements that apply to the project):

> *"The stormwater control facilities described in this Stormwater Control Plan have been designed to meet the Site Design and Runoff Reduction, Water Quality Treatment, Runoff Retention and Peak Management measures in accordance with Central Coast Regional Water Quality Control Board Resolution No. R3-2013-0032, Attachment 1, Post-Construction Stormwater Management Requirements for Development Projects in the Central Coast Region."*

STORMWATER CONTROL PLAN CHECKLIST

Application Attachment Sheet 2

Based on Stormwater Technical Guide Table 3-1 (3rd Edition, May 2020)

PROJECT DATA

Project name / application no.: _____

Project site area (sq. ft.): _____ Project type: _____

Pre-project impervious (sq. ft.): _____ Post-project impervious (sq. ft.): _____

New impervious (sq. ft.): _____ Replaced impervious (sq. ft.): _____

Net impervious (sq. ft.): _____ Watershed Management Zone: _____

Applicable tier: ☐ Tier 1 ☐ Tier 2 ☐ Tier 3 ☐ Tier 4 Design storm: _____

CONTENTS OF EXISTING CONDITIONS EXHIBIT

- ☐ Topographic information, property lines, and easements.
- ☐ Natural hydrologic features (depressions, watercourses, relatively undisturbed areas) and significant natural resources.
- ☐ Improvements (buildings, paving, utilities, etc.) both above and below grade.
- ☐ Drainage network, including connections to drainage off-site.
- ☐ Entire site divided into existing drainage subareas (if applicable).

CONTENTS OF PROPOSED CONDITIONS EXHIBIT

- ☐ Existing and proposed topography, limits of grading, and property lines.
- ☐ Proposed buildings and other impervious surfaces, along with existing buildings and impervious surfaces to remain.
- ☐ Proposed site drainage network, including 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 design features and surface treatments used to minimize imperviousness and reduce runoff.
- ☐ Proposed locations and footprints of Stormwater Control Measures (SCMs), with setback dimensions to adjacent structures, utilities, property lines, slopes, water wells, etc. (as applicable).
- ☐ All proposed underground utilities and existing underground utilities to remain.
- ☐ 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 Guide 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; 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 Guide 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 and maintenance of facilities.
- ☐ Certification by a California licensed civil engineer, architect, or landscape architect (see Attachment Sheet 2 summary).

Tier 1 projects may instead use the MRSWMP *Stormwater Control Plan Template for Tier 1 Projects*. Final Stormwater Control Plans also require a Bioretention Construction Inspection Checklist (Guide Appendix B) during construction.

POST-CONSTRUCTION STORMWATER DEFINITIONS & RESOURCES

Monterey Regional Post-Construction Stormwater Requirements Program

Definitions adapted from Central Coast Water Board Resolution R3-2013-0032, Attachment C

Bioretention: A Stormwater Control Measure designed to retain stormwater runoff using vegetated depressions and engineered soil media to collect, store, treat, and infiltrate runoff. Bioretention designs do not include underdrains.

Discretionary Approval: A project approval that requires the City to exercise judgment or deliberation in deciding whether to approve an activity, as opposed to checking conformity with fixed standards. A Conditional Use Permit is a discretionary approval.

Drainage Management Area (DMA): An individual drainage area within a project, typically following grade breaks and roof ridgelines. Each DMA contains only one type of surface, and Stormwater Control Measures are designed for each DMA.

Impervious Surface: A hard, non-vegetated surface that prevents or significantly limits the entry of water into the soil, causing water to run off in greater quantities or at a faster rate than under natural conditions. Examples include rooftops, walkways, patios, driveways, parking lots, storage areas, and concrete or asphalt paving.

Low Impact Development (LID): A stormwater and land use management strategy that strives to mimic pre-development hydrologic processes of infiltration, filtration, storage, evaporation, and transpiration by emphasizing conservation, use of on-site natural features, site planning, and distributed stormwater management practices.

Ministerial Approval: A project approval that involves little or no personal judgment by the City and is based on fixed standards or objective measurements (for example, many building permits).

Net Impervious Area: The sum of new and replaced post-project impervious areas, minus any reduction in total impervious area from pre-project to post-project conditions.

New Development: Land-disturbing activities that include the construction or installation of buildings, roads, driveways, and other impervious surfaces. Projects on sites with pre-existing impervious surfaces are not New Development (see Redevelopment).

Permeable or Pervious Surface: A surface that allows varying amounts of stormwater to infiltrate into the ground. Examples include pasture, native vegetation areas, landscaped areas, and permeable pavements designed to infiltrate.

Project Site: The area defined by the legal boundaries of the parcel or parcels within which the new development or redevelopment takes place and is subject to the Post-Construction Requirements.

Redevelopment: On a site that has already been developed, construction or installation of a building or other structure, including the creation or addition of impervious surfaces, expansion of a building footprint, or replacement of a structure. Routine road maintenance and emergency work are excluded.

Replaced Impervious Surface: Removal of existing impervious surface down to bare soil or base course and replacement with new impervious surface. Replacement during routine road maintenance is not counted.

Self-Retaining Area: An area designed to retain the design storm, which may also retain runoff from adjoining impervious areas (up to 2 parts impervious to 1 part pervious).

Self-Treating Area: An undisturbed area, or an area planted with native, drought-tolerant, or LID-appropriate vegetation, that does not receive runoff from other areas.

Single-Family Home: Construction of one new single-family home, or the addition or replacement of impervious surface for one existing single-family home, that is not part of a larger plan of development.

Stormwater Control Measure (SCM): Stormwater management measures integrated into project designs that protect watershed processes by replicating pre-development runoff patterns. Examples include bioretention, rain gardens, permeable pavement, downspout dispersion, rainwater harvesting, and vegetated roofs.

Stormwater Control Plan: A plan prepared by the applicant detailing how the project will meet the applicable Post-Construction Requirements, including on-site and off-site stormwater control systems.

Watershed Management Zone (WMZ): One of ten zones defined by the Central Coast Water Board based on common watershed processes and receiving water type. The WMZ determines which retention and peak management requirements apply to a project.

PROJECTS NOT SUBJECT TO THE POST-CONSTRUCTION REQUIREMENTS

Examples (see Resolution R3-2013-0032, Section B.1.b): routine road and parking lot maintenance that keeps the original line, grade, and footprint; sidewalks, bicycle lanes, trails, and pathways that create no other impervious surface and drain to adjacent vegetated areas; underground utility work that restores the surface in kind; second-story additions that do not expand the building footprint; raised decks, stairs, or walkways with drainage gaps; temporary structures in place less than six months; and photovoltaic panels over existing impervious or well-maintained vegetated surfaces. Confirm exemptions with City staff.

ADDITIONAL RESOURCES

- Monterey Regional Stormwater Management Program (Monterey SEA) - Post-Construction Requirements, Stormwater Technical Guide, SCP templates, and sizing calculator
  https://montereysea.org/post-construction-requirements/
- Monterey SEA - Low Impact Development resources
  https://montereysea.org/low-impact-development/
- City of Sand City - Construction Sites & Stormwater Management
  https://sandcity.org/construction-sites-stormwater-management/
- Central Coast Regional Water Quality Control Board - Post-Construction Stormwater Requirements
  https://www.waterboards.ca.gov/rwqcb3/water_issues/programs/stormwater/docs/lid/lid_hydromod_charette_index.html
- Central Coast Low Impact Development Initiative (LIDI)
  https://www.centralcoastlidi.org/
- California Stormwater Quality Association (CASQA) - California LID Portal
  https://www.casqa.org/resources/california-lid-gi
- U.S. Environmental Protection Agency - Green Infrastructure
  https://www.epa.gov/green-infrastructure

Agencies using these requirements: Cities of Carmel-by-the-Sea, Del Rey Oaks, Monterey, Pacific Grove, Sand City, Seaside, and the County of Monterey.

When do I need to check with the Air District?

Monterey Bay Air Resources District (MBARD)

Serving Monterey, San Benito, and Santa Cruz Counties

State law and MBARD Rule 200 require any facility that installs or operates equipment or processes with the potential to emit or control air contaminants to obtain an **Authority to Construct** and a **Permit to Operate** from the Air District. This list is provided to help you determine whether your project is covered by the Air District's permit requirements. Contact MBARD **before purchasing or installing** new equipment so any required design changes can be made early in the planning stage.

EQUIPMENT & OPERATIONS THAT GENERALLY NEED A PERMIT

- Abrasive Blasting Equipment
- Aggregate Crushing & Screening Equipment
- Asphalt Batch Plant
- Boilers (>2 million BTU/hr)
- Bulk Material Transfer & Storage Equipment
- Cannabis Operations
- Chrome Plating
- Circuit Board Manufacturing
- Coating Equipment
- Coffee Roaster
- Cogeneration Facilities
- Concrete Batch Plant
- Cooling Towers
- Crematories
- Curing & Burnoff Ovens
- Degreasing Operations
- Dredges
- Dry Cleaning Equipment
- Dust Collectors
- Emission Control Equipment
- ETO Sterilizers
- Fiberglass Fabrication Operations
- 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
- Kilns
- Laboratory Hoods
- Oil Production & Process Equipment
- Oil Water Separators
- Organic Liquid Storage Tanks
- Paint Manufacturing
- Paint Spray Booths
- Painting, Non-Spray (>5 gal/yr)
- Pile Drivers
- Printed Circuit Board Manufacturing
- Product Dryers
- Resource Recovery Facilities
- Sand & Gravel Crushing & Screening
- Semiconductor Wafer Fabrication Equipment
- Soil & Water Cleanup
- Truck Loading & Receiving Equipment / Bulk Materials
- Waste Gas Flares
- Wastewater Treatment Plants & Pump Stations with Odor Control
- Wave Solder / Solder Reflow Machines
- Wet Scrubbers
- Wineries
- Wood Chippers / Tub Grinders
- Wood Working Facilities (stationary equipment >50 hp aggregate)

PROJECTS & EQUIPMENT GENERALLY EXEMPT FROM AN AIR DISTRICT PERMIT

- Residential
- Food preparation at restaurants and for personal consumption
- Agricultural operations for growing crops or raising animals (engines 50 hp and greater must be registered)
- Refrigeration equipment and small cooling towers
- Small internal combustion engines
- Portable engines registered by the State
- Space heaters and small natural gas-fired boilers (under 2 million BTU/hr)
- Sheet-fed printing presses
- Small crucible furnaces
- Portable power tools (used in woodworking)
- Some natural gas ceramic kilns
- Some metal forging operations & die casting machines
- Some photographic development & printing equipment
- Welding & soldering equipment
- Diesel storage tanks
- Gasoline storage tanks (less than 250 gallons)

These lists are not exhaustive. If you have any doubt about whether you need a permit, call the Air District and an engineer will be happy to answer your questions.

Monterey Bay Air Resources District
24580 Silver Cloud Court, Monterey, CA 93940
Phone: (831) 647-9411

Permit information and application forms:
mbard.org/authority-to-construct-permit-to-operate

Source: MBARD permit guidance (NeedPTO, 2017) and Authority to Construct / Permit to Operate web page, reviewed October 2026.