



CITY OF PACIFIC GROVE COMMUNITY DEVELOPMENT DEPARTMENT

SUBMITTAL REQUIREMENTS CHECKLIST FOR DISCRETIONARY COMMUNITY DEVELOPMENT PERMITS

Project Address: _____ Date Submitted: _____

Applications that are incomplete will not be processed until all required information is received. Discrepancies from the approved plans may result in a stop work order and may require additional discretionary permits or approvals.

The purpose of this checklist is to provide information to applicants regarding submittal requirements. Complete and accurate project information enables the Community Development Department (CDD) to expedite the application review process. Applicants are encouraged to contact the CDD at (831) 648-3190 for project-related information prior to submittal and for assistance with the application review process. Applicants are also encouraged to contact adjacent property owners and discuss the proposed project with them prior to application submittal. The items on the checklist are in addition to complete applications, appropriate environmental review forms and application fees. Incomplete project information will delay the application review process. All information shown on the approved plans will be verified by the building inspector during the construction phase of the project. Building Code information may be obtained by contacting the Building Division at (831) 648-3183 or (831) 646-3890. Please visit the City's websites at www.ci.pg.ca.us for municipal code information and at www.pgparcel.net for property information.

SECTION I

Projects submitted with missing, inaccurate or incomplete information will result in a Notice of Incomplete Application and a delay in the processing of the project. Please thoroughly review the Submittal Requirements Checklist and contact the Community Development Department with any questions.

The following eight items must be submitted as a part of every project submittal. If one or more of these items are not included with the submittal, please provide a letter explaining the reason that the materials are not necessary for the project.





APPLICATION INFORMATION

1. Complete discretionary permit applications that apply to the project (consult staff).
2. Complete narrative of the proposed project. Include a summary of the full scope of the project and all proposed work. Provide a summary of all proposed demolition (the number of exterior linear feet and the percentage of area involved in the demolition). If the project site is listed on the City's Historic Resource Inventory (HRI), please review Pacific Grove Municipal Code (PGMC) §23.76.020(c) for information regarding demolition definitions.
3. Complete the Submittal Requirements Checklist.
4. Complete the attached Project Data Sheet.

5. Full-size plan sets, including site plan, floor plan and exterior elevations, drawn to scale. Drawings should include both existing and proposed site conditions. The applicant is responsible for ensuring that all plans are internally consistent.
 - Single-family residential projects: 2 full-size sets required.
 - Multi-family residential and all non-residential projects: 4 full-size sets required.
6. One 8.5" x 11" set of plan reductions.
7. Complete the Monterey Peninsula Water Management District (MPWMD) Water Release Form/Water Permit Application (residential or commercial) and the request for placement on the City's water waiting list (if applicable). Please include information regarding the availability of water for the proposed project. The MPWMD Water Form/Water Permit Application is required if the proposed project includes any new water fixtures, change-out of water fixtures, relocation of water fixtures, or removal of water fixtures. Please consult a Planner with any questions regarding this requirement.
8. Photographs of the project site and of all building elevations.

THE FOLLOWING ITEMS ARE REQUIRED IN THE PLAN SETS

THE FOLLOWING LEGEND MUST BE USED FOR ALL PLANS. PLANS THAT DO NOT USE THIS LEGEND WILL BE CONSIDERED INCOMPLETE AND WILL BE RETURNED FOR CORRECTION. PLEASE LABEL ALL LINES.

-  **solid dark or filled-in line** = new walls where no walls currently exist
-  **single or open line** = existing walls that are to remain unchanged
-  **dashed line** = walls that are to be removed and will not be replaced.
-  **cross-hatch line** = walls that are to be demolished and rebuilt (demolition includes any alteration and/or repair to existing walls).

SITE PLAN

9. Applicant's name, address, and daytime telephone number.
10. Architect's/designer's/engineer's name, stamp, address, and phone number.
11. Project address, legal description (lot, block, tract, and assessor's parcel number).
12. North arrow and scale of plan (a scale should be included on each sheet of the plan set).
13. Property lines (dimension each side) and label all streets abutting the site.
14. Brief statement of how property lines were determined, i.e., existing fence lines, survey markers.
15. Existing and proposed floor plans indicating use of each room in the building. Floor plans should include all levels in the structure. Show all closets, chimneys, plumbing fixtures, windows, exterior entrances, etc.
16. Existing and proposed roof plans for projects that include a proposed addition or a change in roof pitch.
17. Required setback envelope within the property boundary; indicate with a light dash line.
18. Provide the following calculations:
 - a) Building coverage
 - b) Paving coverage
 - c) Floor area

19. Features in the right-of-way adjacent to the project site at the edge of street paving (curb cuts, curb, gutter, sidewalk, driveway approaches, utility poles, fire hydrants, water meters, etc.).
20. Locate, label, and dimension all existing and proposed structures, including any accessory buildings on the site. Please indicate the number of stories of each structure. The objective is to show how the building and/or site appears prior to, and after the project.
21. Dimension distance from the exterior wall to the property line on each side for all structures.
22. Dimension distance between buildings.
23. Dimension of the eave projection from building and state the distance between the property line and the eave.
24. Show and dimension any other projections such as stairways, porches, decks, bay windows, etc.
25. Show the boundary of all driveways, parking pads, and back-up areas and dimension each. Indicate the type of surface and whether or not parking spaces are garage spaces, carport spaces, or uncovered parking pad spaces. If project involves a multi-family development or commercial project number all spaces and circle the last (highest) number.
26. Indicate the location, type and diameter of all trees greater than 4" in diameter when measured at a point 4' above the ground, and oak trees greater than 2" in diameter when measured at a point 2' above the ground. Please consult staff regarding building staking and height pole requirements that may be necessary to evaluate potential tree impacts on the site. Please label all trees that are proposed for removal and/or trimming.
27. Locate and label all walkways, patios, trash enclosures and other similar features (indicate height of enclosures and type of building materials). Please include the boundary areas of all patios and walkways and indicate the type of surface.
28. Locate and label all major site features such as rock outcroppings, dunes, and swales.
29. Spot elevations at each property corner.
30. Location and height of fences.

ELEVATIONS AND SECTIONS

31. Existing and proposed elevation of each side of the building. Please depict both the existing and proposed elevation for each side of the structure on a single sheet (i.e. existing north elevation and proposed north elevation on a single page). Indicate building materials including: siding, roof materials, door and window details, porch and deck details, etc. Exterior walls proposed for demolition (includes alterations and/or repairs) are also required to be shown on elevations using the legend required on page 3 of the Submittal Requirements Checklist. **Note: Refer to Section III for additional requirements of Architectural Permits.**
32. Indicate distance between finished floor and finished ceiling directly above.
33. Indicate distance between the underlying natural grade to the highest point of the roof.
34. Indicate distance between the underlying natural grade to the highest point of any chimney.
35. Sections of the proposal along 'x' and 'y' axes with structure's height called out from existing and finished grade to the highest point of the structure. (*Refer to the definitions in PGMC §23.08.140 Height and §23.08.181 Grade*)

DEMOLITION PLAN

36. Include a separate demolition plan if the proposed project includes demolition of any interior and/or exterior walls. All areas to be demolished and/or rebuilt are required to be shown (demolition includes any alteration and/or repair to existing walls ranging from moving a window to complete removal of a wall). Include all demolition calculations on this sheet, including total lateral wall length and total square footage of wall area to be demolished.

SECTION II

The following items may be required in addition to the information required in Section I above. Please check with a Planner to discuss the additional items required for your specific project.

37. A survey of the site (required for all new construction and in other cases where precise location of the property line is critical). The survey is required to be prepared by a currently licensed California land surveyor. The survey is required to contain the following information unless otherwise indicated by staff:
- Set corner(s) of the property;
 - a legend of all symbols and abbreviations used;
 - land area;
 - contours set at 2 foot intervals;
 - all improvements, including square footage (structures, accessory buildings, etc.);
 - location of all trees larger than 6 inches in diameter and 2 feet in height;
 - locate access to a public right-of-way (curb cuts, driveway approaches);
 - location of all utilities including but not limited to: catch basins, underdrains, utility vaults or other indications of subterranean uses; wires, cables (including their function) on the subject property and utility poles within ten feet of the subject property; all utility company installations on the subject property; other significant observations;
 - locate and label any known easements;
 - the survey must be signed, stamped, and dated by a currently licensed California surveyor.
38. Landscape plan including planting specifications and irrigation plan
39. Drainage plan for onsite stormwater retention including illustration of roof gutter drainage locations, if within the Area of Special Biological Significance watershed area
40. Extend area shown by site plan to include adjacent properties; label the building type and dimension setback to property line
41. Scale model indicating massing, circulation, spatial relationships of the buildings to each other and to the natural features of the site
42. Photomontage projecting the proposal into the existing site to accurate scale and showing surrounding properties
43. Grading plan showing all cut and fill (including calculations), existing and proposed contours, gradients of driveways, walkways, sidewalks, drainage, and all finished pad elevations.

- 44. Sun angle analysis for summer and winter solstice showing shadows cast by the project
- 45. Arborist report prepared by a qualified arborist.
- 46. Archeological assessment prepared by a qualified archeologist.
- 47. Biological assessment prepared by a qualified botanist.
- 48. Initial Historic Screening Request if the existing structure is over 50 years old and not currently listed on the Historic Resources Inventory. (Applicant may choose to instead submit a Phase 1 Historic Assessment – see #49 below).
- 49. Phase 1 Historic Assessment prepared by a qualified historian (if structure is over 50 years old and not currently listed on the Historic Resources Inventory).
- 50. Phase 2 Historic Assessment prepared by a qualified historian (if structure is currently listed on the Historic Resources Inventory).
- 51. Hazardous materials questionnaire (required only for commercial/industrial projects). Please contact the Monterey County Department of Environmental Health for the required questionnaire and submit a completed copy to the CDD.

Other submittal materials required:

- Sprinklers: Refer to handout prepared by the Monterey Fire Department regarding project-related sprinkler requirements
- Other _____

SECTION III

The following items are required for Architectural Permits in addition items required in Sections I and II. Applicants are encouraged to submit all required items for Concept and Final approval at the beginning of the permit process. Concept and Final approval may be granted at a single public meeting. Separate submittals for Concept and Final approval will result in the applicant having to attend multiple public meetings.

CONCEPT APPROVAL:

- 52. Indicate all exterior materials on elevations including but not limited to walls, railings, chimneys, etc.
- 53. Windows and doors: Provide information about size, material and type
- 54. Roof: materials
- 55. Roof mechanical equipment and any provisions for screening
- 56. Masonry: Chimney, walls, steps, planters
- 57. Proposed location, size, and materials of signs
- 58. Photomontages, model(s), perspective photos, etc., that will clearly illustrate the proposed project and its relationship to the surrounding environment.

FINAL APPROVAL:

The following items should be submitted in addition to those required for “Concept Approval” in order to obtain “Final Approval.”

A. Elevations

- 59. Exterior details: Eaves, fascia, window and roof trim, railings, gutters, downspouts, etc. Include information about materials as well as dimensions. Photos and/or manufacturers information should be provided as appropriate.
- 60. Exterior lighting: Location and fixture details (pictures/information from catalogs), including wattage and splay.

B. Colors (Properties located in the R-1 zone districts are exempt from review of color.)

- 61. Color chips or samples or proposed colors
- 62. Location of colors

C. Landscape Plan (For projects where a landscape plan is required only.)

- 63. List of all plant material including botanical name, common name, number, and size of container
- 64. Location of all plant material
- 65. Location of all nonplant materials, such as decorative bark, to be noted by generally recognized terms, including color
- 66. Irrigation plan including meter and pipe sizes and types of sprinklers or hose bibs
- 67. Planting specifications, including staking
- 68. Any proposed grade changes

D. Signs

- 69. An elevation, perspective or photograph, to scale, showing the proposed sign as it will appear on the project and showing its relationship to its surroundings
- 70. In the case of a freestanding sign, a site plan showing the location of the proposed freestanding sign
- 71. A drawing or illustration, to scale, of the sign depicting the style of lettering and showing the complete lettering
- 72. Sign materials: Background and lettering
- 73. Color samples and locations
- 74. Sufficient technical data of all proposed illumination systems to allow evaluation of proposed light levels
- 75. All lighting fixtures, types, locations, mounting and wattages on elevations and plans, and catalog cut sheets
- 76. Samples of sign materials related to light transmission or reflection, depicting finishes of proposed components
- 77. Construction information, including method of attachment to building, and support base when freestanding
- 78. The extent to which, if any, the sign is proposed to project into or over public property

E. Conditions and Changes Imposed

- 79. Conditions and changes previously imposed by the Architectural Review Board, Planning Commission or the City Council shall be included on all submittal sets.

PROJECT DATA SHEET

Project Address: _____

Applicant(s): _____

Plan Submittal Date: _____

Project Description: _____

	REQUIRED/ Permitted	Existing Condition	Proposed Condition	Notes
Zone District				
Site Area				
Density (multi-family projects only)				
Building Coverage				
Paving Coverage				
Total Site Coverage				
Floor Area				
Total Exterior Lateral Wall Length to be demolished	_____			
Total Exterior Lateral Wall Length to be built	_____			
Building Height				
Number of stories				
Front Setback				
_____ Side Setback (specify side)				
_____ Side Setback (specify side)				
Rear Setback				
Garage Door Setback				
Covered Parking Spaces				
Uncovered Parking Spaces				
Parking Space Size (Interior measurement)	9' x 20'			
Number of Driveways	1			
Driveway Width(s)				
Back-up Distance				
Eave Projection (Into Setback)	3' maximum			
Distances Between Eaves And Property Lines	3' minimum			
Open Porch/Deck Projections				
Architectural Feature Projections				
Number of Accessory Buildings				
Accessory Building Setbacks				
Accessory Building Height				
Fence Heights				