



CITY OF SAND CITY

PLANNING DEPARTMENT

Conditional Use 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. How many employees (including owner/manager) will there be? _____

8. How many parking spaces are currently on the property? _____ Are they Striped? Y / N

9. Is there a loading area separated from the parking spaces identified above? Y / N

10. Will there be any business related signs installed: Y / N (Note: If yes, sign requires architectural review before installation).

11. Are there adequate water and sewer utilities provided to the site? Y / N

12. Will there be any on-site construction to facilitate the proposed use? Y / N

If "yes" then describe. _____

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

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

ADDITIONAL SUBMITTAL INFORMATION:

Letter of Intent: A "letter of intent" shall be submitted with this application that shall describe 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 the proposed use.

Site / Floor Plan: A site plan and floor plan, both drawn to scale, shall be submitted with the following information:

- ☞ Dimensions of property line.
- ☞ 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 shall 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. 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).

Fees: Applicants shall make payment of 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".

STAFF USE ONLY:

Received by: _____

Assigned Permit #: _____

Date application submitted: _____

Date application deemed "complete": _____

Application Fees Paid: _____

Receipt Number: _____

Zoning Designation: _____

Notes: _____

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.

Executed AT:

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

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: _____

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

Assessor's Parcel #

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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

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

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 your 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.

Definitions

Bioretention: A Stormwater Control Measure designed to retain stormwater or installation of a building or other structure subject to the Permittee's soils engineered to collect, store, treat, and infiltrate runoff. Bioretention designs do not include underdrains.

Impervious Surface/Area: A hard surface area which impedes the natural infiltration of storm water and/or causes water to run off the surface in greater quantities or at an increased rate of flow from flow present under predevelopment conditions. Common impervious surfaces include: roof tops, walk-ways, patios, driveways, parking lots or storage areas, concrete or asphalt paving.

Low Impact Development (LID): A stormwater and land use management strategy that strives to mimic pre-disturbance 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 that are integrated into a project design.

Source Control Measures: Stormwater management measures integrated into project designs that emphasize protection of watershed processes through replication of pre-development runoff patterns (rate, volume, duration). Physical control measures include, but are not limited to, bioretention/rain gardens, permeable pavements, roof downspout controls, dispersion, soil quality and depth, minimal excavation foundations, vegetated roofs, and water use. Design control measures include, but are not limited to, conserving and protecting the function of existing natural areas, maintaining or creating riparian buffers, using onsite natural drainage features, directing runoff from impervious surfaces toward pervious areas, and distributing physical control measures to maximize infiltration, filtration, storage, evaporation, and transpiration of stormwater before it becomes runoff.

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

Stormwater Control Plan: A plan, developed by the Regulated Project applicant, detailing how the project will achieve the applicable Post-Construction Stormwater Management Requirements.

Redevelopment: On a site that has already been developed, construction or installation of a building or other structure subject to the Permittee's soils engineered to collect, store, treat, and infiltrate runoff. Bioretention designs do not include underdrains.

Additional Resources

Environmental Protection Agency's (EPA) Low Impact Development (LID) web page

<http://water.epa.gov/polwaste/green/>

Regional Water Quality Control Board
Post-Construction Stormwater Requirements

http://www.swrcb.ca.gov/rwqcb3/water_issues/programs/stormwater/docs/lid/lid_hydomod_charete_index.shtml

Regional Water Quality Control Board
Low Impact Development web page

http://www.swrcb.ca.gov/centralcoast/water_issues/programs/stormwater/low_impact.shtml

California Stormwater Quality Association (CASQA)
California LID Portal

<https://www.casqa.org/resources/california-lid-portal>

Central Coast Low Impact Development Initiative
Technical Guidance web page

http://www.centralcoastlidi.org/Central_Coast_LIDI/Technical_Guidance.html

The Stormwater Technical Guide, Supporting Documents, and Tools can be found on the Monterey Regional Stormwater Management Program (MRSWMP) web site

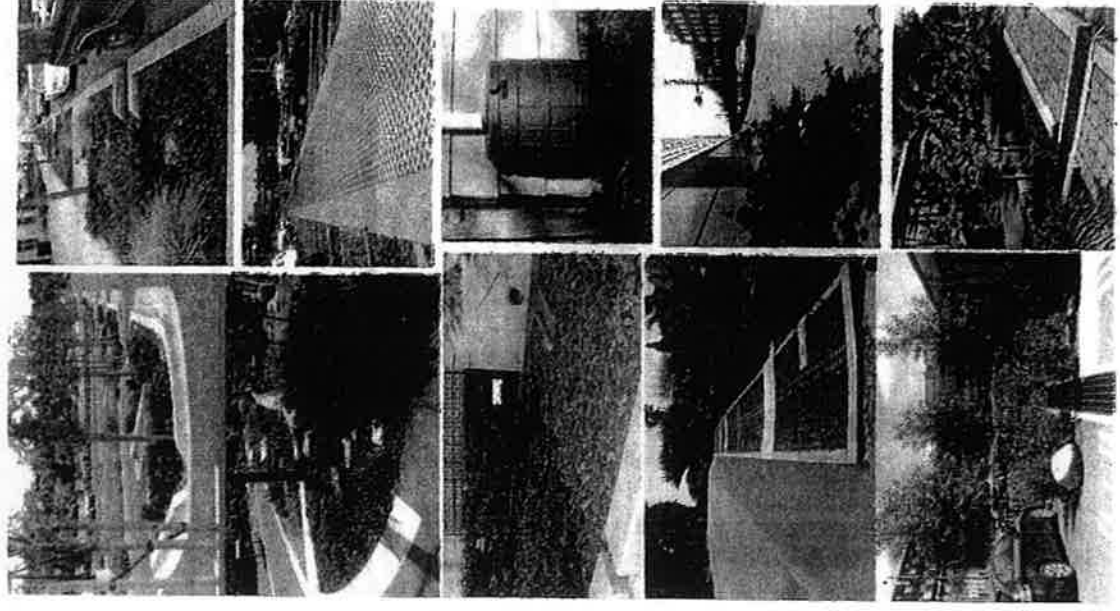
<http://www.montereySLA.org>

Agencies Utilizing These Requirements:

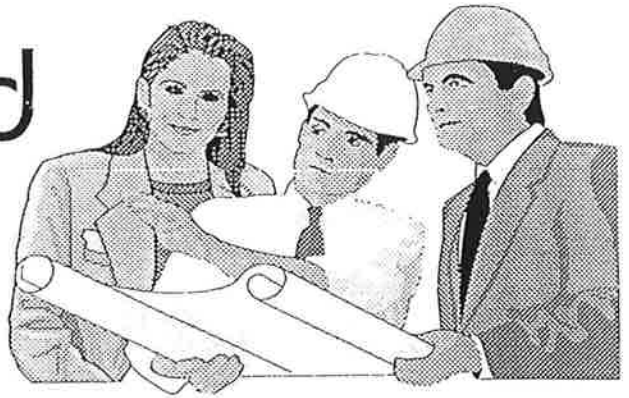


Monterey Regional

Post-Construction Stormwater Requirements Program



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
serving Monterey, San Benito, and Santa Cruz counties

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