



CITY OF SAND CITY PLANNING DEPARTMENT

**Development Permit Application Form
for Site Plan and/or Architectural Review**
(Projects in Coastal Zone also requires a Coastal Development Permit)

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. 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: _____

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

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

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

6. 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?	_____	_____	_____

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

8. How many on-site parking spaces are proposed? _____covered _____open

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

10. 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.)

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. Is there on-site water credit available to facilitate the proposed project?.....Y / N
If "Yes", then what is the credit amount? _____Acre-Feet.

14. Has the amount of water credit noted above been verified in writing.....Y / N
by the MPWMD staff?

If "Yes", then provide copy of written verification with this application.
(Note: This application may be deemed "incomplete" without said written verification from the MPWMD.)

15. Will your project require an allocation of water?.....Y / N

If yes, provide a written statement from the Monterey Peninsula Water Management District as to how much water they estimate the project will need. (Note: This application may be deemed "incomplete" without said written statement from the MPWMD.)

16. Describe the source of water for the project (i.e. Cal-Am., on-site well, etc.) _____

17. Estimate water consumption for the proposed project, and explain. _____

18. Will there be any on-site demolition to facilitate the project?.....Y / N

If "yes" then describe. _____

19. What is the proposed Lot Coverage? _____% Floor Area Ratio (FAR)? _____
20. Describe proposed setbacks? Front: _____ Rear: _____ Sides: _____
21. What is the maximum height of the project, as measured from final grade? _____
22. How many floors does the project propose? _____
23. How many units does the project propose? Residential: _____
Commercial/Retail: _____
Hotel Units: _____
Vacation Ownership: _____
Other: _____
24. If the entire project is not to be constructed at one time, then describe the project phases, and identify time of final completion. _____

25. Describe access to the property and development. Include on-site traffic circulation. _____

26. Will the proposed project displace any residents and/or businesses. Y / N Explain: _____

27. 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. _____

28. Explain erosion control measures to be implemented. _____

29. 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. _____

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

31. 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. _____

32. Describe measures to protect any identified archaeological resources (if any). _____
33. Describe project design features that will impede, provide, or enhance public views. _____
34. What areas of the property are proposed (if any) for public use, or vertical / lateral, and/or bluff top access ways? Explain. _____
35. Is a tentative sub-division map attached with this application for review and approval?.....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

ADDITIONAL SUBMISSION 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 submission. Failure to pay fees will qualify an application as "incomplete".

Plans & Elevations: Applicant shall provide the information and materials outlined on Application Attachment Sheet 1 at the time of application. Failure to submit this material 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: _____

Coastal Zone: _____Appealable
_____Non-Appealable

LCP Designation: _____

Notes: _____

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.

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

Stormwater Control Plan: A plan, development or redevelopment takes place and is subject to these Post-Construction Stormwater Management Requirements.

Redevelopment: On a site that has already been developed, construction 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.

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/cvqcb3/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

