



**CITY OF PACIFIC GROVE**  
**COMMUNITY DEVELOPMENT DEPARTMENT (CDD)**  
**SUBMITTAL CHECKLIST FOR PERMITTING UNDOCUMENTED**  
**DWELLING UNITS PER PGMC 23.64.360**

**Project Address:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**Please submit a complete application.**

The purpose of this checklist is to provide information to applicants regarding the submittal requirements that apply to the permitting of undocumented dwelling units per Pacific Grove Municipal Code (PGMC) Section 23.64.360. Complete and accurate project information enables the Community Development Department (CDD) to expedite the application review process. Applicants are encouraged to contact Staff at (831) 648-3183 for project-related information prior to submittal and for assistance with the application review process. We encourage you to visit [www.ci.pg.ca.us](http://www.ci.pg.ca.us) for the PGMC and [www.pgparcel.net](http://www.pgparcel.net) for property information.

**Application information:**

1.  Complete CDD permit application and payment of applicable fee and submit a site plan with approximate dimensions.
2.  One or more photos of unit.
3.  Provide documentation the dwelling unit(s), including kitchen facilities, existed prior to January 1, 1987, and include one or more of the following documents:
  - a. Tax records that show income from the unit(s) prior to that date.
  - b. Monterey County Assessor's property tax information recognizing the unit(s) prior to that date.
  - c. Utility bills prior to that date if there were separate meters.
  - d. Personal references from tenants or neighbors verifying occupancy of the unit(s) prior to that date.
  - e. Property sales information prior to that date that notes the separate unit(s).
  - f. Other substantial evidence that similarly documents the existence of the unit(s) prior to that date.
4.  For undocumented units created after March 1, 1985, verification from the Monterey Peninsula Water Management District of legal water fixture units through use of on-site water credits.
5.  Provide documentation accompanied by one or more of the documents required in item #3 above including kitchen facilities existed prior to the current owner purchasing the property, plus one of the following:
  - a. Recorded deed or "bill of sale" demonstrating the date of purchase by the current owner.
  - b. Other substantial evidence that similarly documents the date of purchase by the current owner.
6.  After completion of planning application and approval the Applicant requests a building inspection to verify the undocumented dwelling unit(s) is safe to occupy.

After successful completion of the above, the Unit will be documented with the proper  
Land Use and Building Permits.