



CITY OF PACIFIC GROVE COASTAL DEVELOPMENT PERMIT APPLICATION & SUBMITTAL CHECKLIST

Instructions

Please submit a complete application packet including this form with all of the items checked below. If one or more of the items is not applicable to your project, please mark with “not applicable” or “n/a”. All exhibits must be clear, legible, and to scale where appropriate.

Incomplete applications will not be accepted for filing.

Checklist

This checklist is provided for the convenience of applicants in gathering necessary application materials. Additional material may be required prior to issuance of a Coastal Development Permit (CDP). For example, preliminary title reports, land surveys, biological/archaeological/botanical reports, restoration plans, and other reports or plans may be required based on the scope of the project.

- A completed standard City of Pacific Grove Community Development **Planning Permit Application** including the **Indemnification Form** signed by the applicant and property owner
- The **Plan Set** shall include: a **Site Plan** meeting the requirements of the **Submittal Checklist Form**; **Architectural Elevations** of all sides of the structure and including accessory buildings; (1) oblique street-view architectural rendering if the site is flat or a minimum of (2) views if the site is located in the Asilomar Dunes Residential Area (ADRA), including at least (1) view from Sunset Dr.; and a completed **Project Data Sheet**. *Note that the installation of story poles and netting will be required during the public notice period.*
- One (1) full-size (24” x 36”) scaled plan set, two (2) 11” x 17” scaled sets, and a digital set of plans (thumb drive, disc, or email). Please include digital versions of ALL of the application materials as part of your **Electronic Submittal**. Include a **Vicinity Map** on the site plan. Additional copies may be needed for hearings.
- Required **Technical Reports** (biological/archaeological/botanical reports, geotechnical reports, grading plan, etc.)
- Filing Fee**
- Project Description:** (Describe the project in detail including secondary improvements such as grading, removal or alteration of septic tanks, roads, driveways, tree removal and/or pruning, accessory buildings, fences, etc. Attach additional pages as necessary)

Project Location: _____ **Assessor Parcel No:** _____
(street address)

Present Use of the property:

Are there existing buildings? Yes No If yes, please describe: _____

Will any existing buildings be **removed** or **demolished**? Yes No If yes, please describe:

Is the proposed development governed by a **Development Agreement**? Yes No
 Has any application for development on this site been made in the past to the CA Coastal Commission or the CA Coastal Zone Conservation Commission? Yes No

If yes, please list application #s: _____

Coastal Access: Is the proposed development within the first public road and the sea or Monterey Bay? Yes No If yes, is there currently public access to the shoreline on or near the site? Please describe:

Waters: Does the project involve diking, filling, draining, dredging or placing structures in open coastal or Monterey Bay waters, wetlands, or estuaries? Yes No

If yes, state the amount of fill in cubic yards (cy) _____. What is the location of the fill receiving site? _____

Is an **Army Corps** (USACE) permit required? Yes No

Will the project effect **Public Access** to and along the shoreline, either directly or indirectly (i.e., removing parking used for access to the beach)? Yes No

If yes, describe the impact: _____

Please check the following **Utilities** that will need to be extended to the proposed development:

Water Sewer Electrical Natural Gas Telephone

Is the proposed development in or near the **Asilomar Dunes Residential Area** (ADRA)? Yes No If yes, additional technical reports will be required.

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- Is the development within an **Environmentally Sensitive Habitat Area (ESHA)** including areas with state or federally listed **rare, threatened, or endangered species**, or candidate species?
 - Yes No If yes, additional technical reports will be required.
 - If the development is proposed to: a) alter a spring or stream in any way; or b) effect an existing well (either onsite or offsite), contact the Planning Department for additional requirements.
 - Will the proposed development be **visible from Sunset Drive** or other mapped **scenic resource areas**? Yes No
 - Include any **Tree Removal** or **Pruning** required (a separate permit may be required). Note the number, size, species of tree (s), and whether heavy equipment will be necessary for tree project (refer to the Tree Permit requirements on City's [Public Works website](#))
 - Is the development in or near a park or other recreation area? Yes No
 - Is this a City **Public Works** project or a project being undertaken by another public agency? Yes No If yes, please contact the Planning Division for additional requirements relating to grading, dredging, fill, use of heavy equipment, additional non-City permit requirements, etc.
 - Will the development extend onto or adjoin any beach, tidelands, submerged lands, or public trust lands? Yes No If yes, please consult with Planning staff for additional requirements.
 - If the site contains any of the following resources, attach an explanation:
 - Buildings on the City's Historic Resources Inventory (HRI) or more than 50 years old;
 - Archaeological resources; and/or
 - Paleontological resources
 - Does the project include the development of new **Lodging** or the alteration of existing **Low-Cost Visitor Accommodations and/or Recreation Facilities**? Yes No
If yes, describe how the project complies with the requirements of PGMC Sec. 23.90.220 _____

 - Will the development provide public or private recreational opportunities?
 - Yes No

Is any Grading proposed? Yes No If yes, complete the following table:

a) Amount of cut: ___ cubic yards (cy)	d) Max. height of cut slope: ___ ft.
b) Amount of fill: ___ cy	e) Max. Height of fill slope: ___ ft.
c) Amount of import or export : ___ cy (circle which one)	f) Location of borrow or disposal: ___ ft.

Note: grading, stormwater, and erosion control plans must be attached when applicable

If the project is multi-family residential, indicate:

<i>Number of Units</i>			<i>Total # of bedrooms per unit (existing and proposed)</i>	<i>Type of ownership proposed</i>
Existing # of Units	Proposed # of Units	Net # of units upon completion		<input type="checkbox"/> Rental <input type="checkbox"/> Condo <input type="checkbox"/> Stock Coop <input type="checkbox"/> Timeshare <input type="checkbox"/> Other

Estimated cost of the proposed development (not including the cost of land) \$ _____

Parking and Utilities

<i>Number of parking spaces required</i>		
Existing spaces	Proposed new spaces	Net # of spaces on completion of project

Project Height: (Max. height of structure as defined in the IP: *the vertical distance measured between the legally established existing grade and the top-most portion of development above existing grade, unless otherwise specified*)

- a. Above existing (natural) grade _____ ft.
- b. Above finished grade _____ ft.
- c. As measured from centerline of frontage road _____ ft.

Total # of floors in structure, including subterranean floors, lofts, and mezzanines _____

Gross Floor Area (GFA) in sq. ft. (includes garages and accessory buildings) _____ sq. ft.

Lot Area _____ sq. ft.

If the project includes **Subdivision** or a **Lot Line Adjustment**, indicate:

<i>Number of Lots</i>			<i>Size of lots to be created (indicate gross <u>and</u> net lots size)</i>	
Existing # of Lots	Proposed # of Lots	Net # of lots upon completion	Existing	Proposed

If the project is a **Lot Line Adjustment** or a request for **Certificates of Subdivision Compliance**, please provide the following:

1. “Creation documents” for all affected properties. These documents would include grant deeds or certain maps recorded prior to the effective date of the Coastal Act (Jan. 1, 1976) that include a legal description describing the property as it exists today;
2. A prelim. title report less than six (6) months old; and
3. Current grant deeds for each affected property.