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.
☐ 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:

| Amount of cut: ___ cubic yards (cy) | Max. height of cut slope: ___ ft. |
| Amount of fill: ___ cy              | Max. Height of fill slope: ___ ft. |
| Amount of import or export: ___ cy | Location of borrow or disposal: ___ ft. |

(circle which one)

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

☐ If the project is multi-family residential, indicate:

<table>
<thead>
<tr>
<th>Number of Units</th>
<th>Total # of bedrooms per unit (existing and proposed)</th>
<th>Type of ownership proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing # of Units</td>
<td>Proposed # of Units</td>
<td>Net # of units upon completion</td>
</tr>
</tbody>
</table>

☐ Estimated cost of the proposed development (not including the cost of land) $__________

☐ Parking and Utilities

<table>
<thead>
<tr>
<th>Number of parking spaces required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing spaces</td>
</tr>
</tbody>
</table>

☐ 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:

<table>
<thead>
<tr>
<th>Number of Lots</th>
<th>Size of lots to be created (indicate gross and net lots size)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing # of Lots</td>
<td>Proposed # of Lots</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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.