



CITY OF PACIFIC GROVE COMMUNITY DEVELOPMENT DEPARTMENT SUBMITTAL CHECKLIST

Applicants are encouraged to contact the Community Development Department at (831) 648-3183 for project consultation prior to submittal. Applicants are also encouraged to contact adjacent property owners and discuss the proposed project with them prior to application submittal. **Incomplete applications will not be accepted.**

Project Address: _____ **Application Number(s):** _____

SECTION I

The following items must be submitted as a part of every application

- Completed application form.
- Completed Submittal Checklist and Plan Set.
- Project Data Sheet (attached), to be included on the first sheet of plan sets and on a separate 8.5" x 11" sheet.
- Completed Monterey Peninsula Water Management District Water Release Form/Water Permit Application.
- Applicable Fees.

SECTION II –PLAN SET

- Single-family residential projects: 2 full-size sets (24" x 36") or (30"x42")
- Multi-family residential & non-residential projects: 4 full-size sets (24" x 36") or (30"x42") * Submit 1 additional full-size set for each box checked below.
 - Fire
 - Building
 - Public Works
 - Forestry
- 1 reduction (11" x 17") set
- 1 electronic set-Electronic/E-mail submittal to (_____)

Site Plan

The following legend must be used for all plans. Please label all lines.

———— solid dark or filled-in line = new walls where no walls currently exist

===== single or open line = existing walls that are to remain unchanged

----- dashed line = walls that are to be removed and will not be replaced.

▨ cross-hatch line = walls that are to be demolished and rebuilt (demolition includes any alteration and/or repair to existing walls).

- Project address, legal description (lot, block, tract, and assessor's parcel number).
- North arrow and scale of plan (a scale should be included on each sheet of the plan set).
- Property lines (dimension each side) and label all streets abutting the site.
- Required setback envelope within the property boundary indicated with a light dashed line.
- Features in the right-of-way adjacent to the project site at the edge of street paving (curb cuts, curb, gutter, sidewalk, driveway approaches, utility poles, fire hydrants, water meters, etc.).
- Label and dimension all existing and proposed structures, including any accessory buildings on the site. Please indicate the number of stories of each structure.
- Dimension distance from the exterior wall to the property line on each side for all structures.
- Dimension distance between buildings.
- Dimension of the eave projection from building and state the distance between the property line and the eave.
- Dimension any other projections including, but not limited to, stairways, porches, decks and bay windows.

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- Show the boundary of all driveways, parking pads, and back-up areas and dimension each. Indicate the type of surface and whether or not parking spaces are garage spaces, carport spaces, or uncovered parking pad spaces. If project involves a multi-family development or commercial project number all spaces and circle the last (highest) number.
- Label all walkways, patios, trash enclosures, water features, garden structures and other similar features (indicate height of features and type of building materials). Please include the boundary areas of all patios and walkways and indicate the type of surface.
- Label all areas to remain unpaved, e.g., garden/planted areas, grass areas, etc.
- Label all major site features such as rock outcroppings, dunes, swales and drainage patterns, and provide photo documentation of these features.
- Show spot elevations at each property corner and contours set at 1 foot intervals.
- Label location and height of fences.
- Provide a diagram to clearly represent each area and date of construction of the project: Original construction, subsequent additions and modifications, and proposed demolitions, modifications and additions.
- If project has 2nd story or 2nd story deck, include adjacent properties and label the building type, note number of stories, dimension setback to property line, and note estimate of any windows or adjacent views possibly impacted.


Grading Plan

- Depict all cut and fill (including calculations), existing and proposed contours and grade changes, gradients of driveways, walkways, sidewalks, drainage, and all finished pad elevations.

Elevations and Details

- Depict both the existing and proposed elevations for each side of the structure on a single sheet (i.e. existing north elevation and proposed north elevation on a single page).
- Indicate existing areas to remain, areas to be modified/alterd and areas of new construction.
- Indicate exterior walls proposed for demolition (includes alterations and/or repairs).
- Locate and dimension all floor levels, and the distance between finished floor.
- Indicate distance between the underlying grade to the highest point of the roof.
- Indicate distance between the underlying grade to the highest point of any chimney and the distance between the adjacent roof line to the highest point of any chimney.
- Indicate all exterior finish materials including: siding, roof materials, door and window details, porch and deck details, exterior lighting, walls, colors.
- Photos and specifications of windows, doors, and exterior lighting.

Floor Plans

- Existing and proposed, indicating use of each room in the building and all levels in the structure.
- Indicate closets, chimneys, plumbing fixtures, windows, exterior entrances, etc.
- Indicate levels beyond one story with a dashed line, with full floor plans of those levels on a separate sheet.
- All areas not counted towards gross floor area should be clearly indicated with hatching, and the square footage should be noted on the plan with an arrow 

Roof Plan

- Indicate existing and proposed, for projects that include a proposed addition or a change in roof pitch.

Demolition Plan

- Indicate all areas to be demolished and/or rebuilt. Demolition includes any alteration and/or repair to existing walls ranging from moving a window to complete removal of a wall.

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- Include all demolition calculations, including total lateral wall length and total square footage of wall area to be demolished.

Trees:

- Indicate the trunk locations, types, diameters, [Critical Root Zones](#), and Canopy Extents of all [Trees](#), or groups of Trees greater than 6" in diameter when measured at a point 54" above the ground.
- Label all trees that are proposed for removal and/or trimming.
- Show and label all trees proposed for replanting in conformance with [PGMC Title 12](#).
- Tree Resource Assessment**, to be performed during the development process by a [Qualified Professional](#), if deemed necessary by the city arborist, in accordance with the [Urban Forestry Standards](#).
- Construction Impact Analysis**, requiring evaluation of construction impacts, recommending alternative construction methods and preconstruction treatments.
- Minimum Tree Protection Standards during Construction**, to be reflected on plans for all trees to be preserved within the Development area.

Landscape Plan – for Multi-Family Residential and Non-Residential Applications:

- All areas to be landscaped.
- Location, size and identification of each tree, shrub, ground cover and other landscape feature.
- All items on the Tree Plan requirements listed above.
- All property lines and street names.
- Location of existing and proposed walks, driveways, fences, pools, ponds, water features, retaining walls.
- Standards for class of irrigation pipe, depth of pipe and backflow preventers.
- Typical details of spray, ground cover, shrub, and tree irrigation installations.

SECTION III – ADDITIONAL ITEMS

The following items may be required in addition to the items required above. Please check with a Planner to discuss the additional items required for your project.

Historic Properties

Please see Guidelines for Historic Assessments for details.

- Initial Historic Screening Request** for buildings 50 years of age or older with an undetermined historic status.
- Phase 1 Historic Assessment** prepared by a qualified historian for buildings 50 years of age or older with an undetermined historic status.
- Phase 2 Historic Assessment** prepared by a qualified historian for buildings on the HRI.
- Documentation of the existing condition of the structure.

Stormwater Treatment

Landscape Plan

For detached single family residence projects that create and/or replace 2,500-15,000 square feet or more of impervious surface.

- Incorporate at least one low impact site design measure listed below.
 - Direct roof runoff onto vegetated areas safely away from building foundations.
 - Direct runoff from sidewalks, walkways, patios, onto vegetated areas safely away from building foundations.
 - Direct runoff from driveways and/or uncovered parking lots onto vegetated areas safely away from building foundations.

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- Construct driveways, patios, walkways, uncovered parking lots, sidewalks, and bike lanes with permeable surfaces.
- Direct roof runoff into cisterns or rain barrels for reuse
- List of all plants including botanical name, common name, number, and size of container.
- Location of all plant materials and nonplant materials, such as decorative bark, to be noted by generally recognized terms, including color.
- Irrigation plan including meter and pipe sizes and types of sprinklers or hose bibs.
- Planting specifications, including staking, and an image of each plant at maturity.

Drainage and Stormwater Treatment and Control Plan

For all projects that create and/or replace 5,000 square feet or greater of impervious surface and single-family detached residences that create greater than 15,000 square feet of impervious surface.

- In Watershed Management Zones 1 and 4: Retain the 95th percentile rainfall event.
- In Watershed Management Zones 8 and 9: Retain the 85th percentile rainfall event.
- All existing natural hydrologic features (depressions, names of watercourses, etc.) and significant natural resources.
- Specify soil type(s) and depth to impervious layer such as bedrock.
- Specify depth to groundwater.
- 100 year flood elevation.
- All existing and proposed topographic contours with drainage areas and sub areas delineated and arrows showing flow direction.
- Separate drainage areas depending on complexity of drainage network.
- For each drainage area, specify types of impervious area (roof, plaza, sidewalk, streets, parking, etc) and area of each.
- Location, size, and identification (including description) of types of source control measures, water quality treatment control measures such as swales, detention basins, infiltration trenches, etc.
- Details of all proposed water quality treatment control measures.
- Location, size, and identification of proposed landscaping/plant material.
- Supplemental Report:
 - a. Calculations illustrating water quality treatment control measures meet numerical standards set forth in NPDES permit.
 - b. Name and location of receiving water body.
 - c. Identify pollutants and pollutant source areas, including loading docks, food service areas, refuse areas, outdoor processes and storage, vehicle cleaning, repair or maintenance, fuel dispensing.
 - d. Water quality Treatment Control Measure maintenance requirements.
 - e. Licensed certification that the specified Treatment Control Measures meet the requirements in the NPDES permit.

Stormwater Runoff Retention Plan

A Stormwater Runoff Retention Plan is required for all projects that create or replace 22,500 square feet of impervious surface area in Watershed Management Zones 1 and 3:

- Submit a Stormwater Runoff Retention report demonstrating that post-project runoff shall not exceed estimated pre-project runoff rates and durations for the 2-10 year storm event. Sizing of runoff retention controls shall comply with the current NPDES permit.
- Provide the location, size, and identification (including description) of types of runoff retention controls such as detention basins, bio-detention unit(s) etc.
- Include inspection and maintenance information for the runoff retention controls on the plan(s).

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Miscellaneous

Survey of the site (required for all new construction and in other cases where precise location of the property line is critical). The survey is required to be prepared by a licensed California land surveyor. The survey is required to contain the following information unless otherwise indicated by staff:

- a. set property corners;
- b. legend of all symbols and abbreviations;
- c. land area;
- d. topographical contours set at 1 foot intervals;
- e. all improvements, including square footage (structures, accessory buildings, etc.);
- f. location of all trees larger than 6 inches in diameter and 2 feet in height;
- g. access to a public right-of-way (curb cuts, driveway approaches);
- h. locate and label any known easements;
- i. the survey must be signed, stamped, and dated by a licensed California surveyor; and
- j. utilities, and related features, including but not limited to: overhead lines, catch basins, underdrains, utility vaults or other indications of subterranean uses; wires, cables (including their function) on the subject property and utility poles within ten feet of the subject property; all utility company installations on the subject property; other significant observations.

Sections of the proposal along 'x' and 'y' axes with structure's height called out from existing and finished grade to the highest point of the structure.

Photomontage projecting the proposal into the existing site to accurate scale and showing surrounding properties.

Archeological Assessment prepared by a qualified archeologist.

Biological Assessment prepared by a qualified biologist.

Hazardous materials questionnaire for commercial/industrial projects only. Contact the [Monterey County Department of Environmental Health](#) for the required questionnaire.

Noise Study prepared by a qualified noise consultant.

Traffic Study prepared by a qualified traffic consultant.

Conditions and changes previously imposed by the Architectural Review Board, Planning Commission or the City Council shall be included on all submittal sets.

Other _____

****For any other discretionary permits not reflected herein, please speak to a Planner for other submittal items.****

PROJECT DATA SHEET

Project Address: _____

Submittal Date: _____

Applicant(s): _____

Permit Type(s) & No(s): _____

| | REQUIRED/ Permitted | Existing Condition | Proposed Condition | Notes |
|--|--------------------------------|-------------------------------|-------------------------------|--------------|
| Zone District | | | | |
| Building Site Area | | | | |
| Density (multi-family projects only) | | | | |
| Building Coverage | | | | |
| Site Coverage | | | | |
| Gross Floor Area | | | | |
| Square Footage not counted towards Gross Floor Area | | | | |
| Impervious Surface Area Created and/or Replaced | | | | |
| Exterior Lateral Wall Length to be demolished in feet & % of total* | _____ | _____ | ___ft/___% | |
| Exterior Lateral Wall Length to be built | _____ | _____ | | |
| Building Height | | | | |
| Number of stories | | | | |
| Front Setback | | | | |
| _____ Side Setback (specify side) | | | | |
| _____ Side Setback (specify side) | | | | |
| Rear Setback | | | | |
| Garage Door Setback | | | | |
| Covered Parking Spaces | | | | |
| Uncovered Parking Spaces | | | | |
| Parking Space Size (Interior measurement) | 9' x 20' | | | |
| Number of Driveways | 1 | | | |
| Driveway Width(s) | | | | |
| Back-up Distance | | | | |
| Eave Projection (Into Setback) | 3' maximum | | | |
| Distances Between Eaves & Property Lines | 3' minimum | | | |
| Open Porch/Deck Projections | | | | |
| Architectural Feature Projections | | | | |
| Number & Category of Accessory Buildings | | | | |
| Accessory Building Setbacks | | | | |
| Distance between Buildings | | | | |
| Accessory Building Heights | | | | |
| Fence Heights | | | | |

**If project proposes demolition to an HRI structure, also indicate % of proposed demolition of the surface of all exterior walls facing a public street or streets, if applicable.*

CITY OF PACIFIC GROVE COMMUNITY DEVELOPMENT DEPARTMENT

APPLICANT REQUIREMENTS FOR PROJECT STAKING AND STORY POLES & IDENTIFICATION OF TREES OR BRANCHES PROPOSED FOR REMOVAL

Story poles and netting are required for all projects involving building additions or modification of massing or height. They shall be installed and maintained by the applicant as follows:

- A. The proposed ridgelines and exterior wall lines of such projects shall be delineated with international orange netting supported by poles or other appropriate materials. Netting shall be a minimum of one foot in width.
- B. The netting and supports shall accurately reflect the extent of the proposed project as well as its position on the site. A pole and flag shall indicate the chimney height. New or modified architectural details such as windows, doors, or small gables need not be indicated by netting. Changes to exterior materials also are exempt.
- C. Story Poles and netting shall be in place at the time the public notice or notices are posted for architectural approval. Netting shall remain in place until all appeal and call-up periods have ended.
- D. Netting and its supports shall be kept in an accurate, well-maintained, and safe condition until the end of the appeal period, or as long as they remain in place.
- E. If trees or branches are proposed for removal as part of a project, they shall have fluorescent pink or red flagging ribbon, with a minimum width of 1", tied around their most visible portion. This ribbon shall be in place by the time the notice or notices are posted and shall remain in place until the end of the appeal period.
- F. It is the applicant/property owner's responsibility to ensure the accuracy of the staking and flagging of the proposed project. If staking and netting is found to be inaccurate in the field, the project may be continued to a future meeting date.
- G. In rare cases where the size or position of a proposed project renders these story pole and netting procedures infeasible, applicants may seek relief and directions for effective alternatives from the CDD Director. These alternatives may include broader mailings of public notices, a newspaper ad, photomontages, flagging, or a combination of the above or other methods.
- H. EXCEPTIONS: Proposed netting procedures will not apply to projects deemed eligible for administrative approval by the CDD Director or to projects that are exempt from discretionary review. Refer to Section 23.73.042 of the Pacific Grove Municipal Code for these exceptions.

Approved by City Council on July 15, 2009

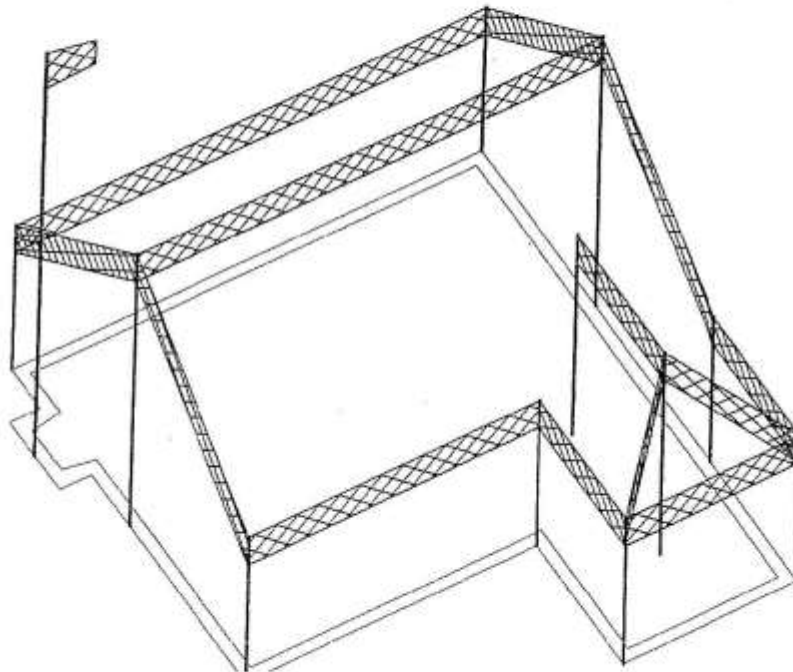
DUE DATES FOR NETTING AND SUBMITTAL OF SITE PLAN

PLANNING COMMISSION MEETINGS

| | | | | |
|-----------------------------------|---------|-----------|--------------------------------|--------|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| NETTING & PLAN DUE | | | | |
| Monday | Tuesday | Wednesday | Thursday MEETING DAY | Friday |

ARCHITECTURAL REVIEW BOARD MEETINGS

| | | | | |
|--|-------------------------------|-----------|----------|---|
| Monday | Tuesday | Wednesday | Thursday | Friday Netting and Plan Due for Historic Preservation Permit Projects |
| Monday Netting and Plan Due for Architectural Approval Projects | Tuesday | Wednesday | Thursday | Friday |
| Monday | Tuesday MEETING DAY | Wednesday | Thursday | Friday |



NETTING SAMPLE