



File Number: _____

City of Seaside

Resource Management Services | Planning Division

Application for Planned Development Permit

Fees per current adopted fee schedule

General Information

Project Address or Location: _____

Assessor's Parcel Number(s): _____

Zoning District: _____ General Plan Designation: _____

Project Description: _____

Applicant Information: (Tenant or Property Owner must be the Applicant)

Name: _____

Mailing Address: _____

Phone Contact: _____ Signature: _____

Plan Designer Information:

Name: _____

Mailing Address: _____

Phone Contact: _____ Signature: _____

Please provide your City of Seaside Business License Number (unless you are the plan designer for your own residence): _____

Property Owner Information:

Name: _____

Mailing Address: _____

Phone Contact: _____ Signature: _____

Property Owner's Statement: "By my signature, I hereby state that I am the legal owner of record of the property identified in this application and that all data, information, plans and evidence submitted as part of this application is true and correct to the best of my knowledge."

Signature and Date: _____

If there is more than one owner of the land to be subdivided, all owners must provide their names, addresses and signature below.

Name: _____

Mailing Address: _____

Phone Contact: _____ Signature: _____

*Staff will mail out a copy of the staff report and agenda to the Applicant and the Owner. If you would like to have any additional people receive that information, please provide their name and address on an attached page.

Project Information

1) Provide detailed description of the proposed project. Be specific about the type and nature of the development: _____

2) Check those items, listed below, which you are requesting as part of your application

Changes to the minimum Property Development Standards; and/or

An increase in the Allowable Residential Density; and/or

Both of the above

3) If you are requesting changes to the Minimum Property Development Standards, identify the types of changes and the code section.

4) If you are requesting an increase in the Allowable Residential Density, describe the amount and the type of the density increase.

5) List the reasons, such as design amenities, which justify the granting of changes to the development standards and/or density increase:

Declaration of Campaign Contributions

California Government Code Section 84308 prohibits a Commissioner/Board Member from voting on a project if he or she has received campaign contributions in excess of \$250.00 within the past year from project proponents or opponents, their agents, employees, family, or any person with a financial interest in the project.

In the event of such contributions, a Commissioner/Board Member must disqualify him or herself from voting on the project. Failure to do so may lead to revocation of the permit.

Each applicant or authorized agent must declare below whether any such contributions have been made to any of the Commissioners/Board Members listed below.

Check one of the following:

- The applicant(s), their agents, employees, family, and/or any person with a financial interest in the project HAVE NOT CONTRIBUTED over \$250.00 to any Commissioner/Board Member(s) within the past year.
- The applicant(s), their agents, employees, family, and/or any person with a financial interest in the project HAVE CONTRIBUTED over \$250.00 to any Commissioner/Board Member(s) within the past year.

Please list any Commissioners/Board Members that the monies have been donated to:

Applicant or Authorized Agent:

Name: _____
(Please Print)

Signature: _____

Current Planning Commissioners:

John Owens
Michael Spalletta
Keith Dodson
Denise Ross
Arlington La Mica
Dave Evans

**Current Members of the Board of
Architectural Review:**

Kathleen Ventimiglia
Bani Khalsa
Mitsugu Mori
Keith Mitchell
LisAnne Sawhney

Plan Requirements

Important: Project plans are the single most important part of your application. Please take extra care to be sure that your plans are complete and accurate. Incomplete plans will be returned for correction.

A. General Requirements:

- All plans must be legible and at an adequate scale to show sufficient detail to properly evaluate the design.
- All plans must include owner's name, and applicant's name if applicant is not the owner.
- All plans must include the property's address and/or assessor's parcel number.
- Floor and elevation plans are to be prepared at the same scale.
- Four (4) sets of full-size plans are required for all initial application submittals. Once the plans are deemed complete by the Planning Division, eight (8) sets of full-size plans and one (1) 11" x 17" reduced copy are required.
- All plans must include the scale, a north arrow, legend, and the name and phone number of the person who prepared the plans.
- All plans must include a project summary designating: 1) type of project, 2) Zoning District, 3) lot area, 4) existing square footage (broken down by garage, first floor, and second floor), 5) proposed square footage (broken down by garage, first floor, and second floor), 6) total square footage (broken down by garage, first floor, and second floor), 7) lot coverage (includes building, driveways and parking areas), 8) landscaping, 9) number of parking spaces required, and 10) number of parking spaces provided.

B. Site Plan Requirements:

- Show the location and dimensions of all property lines. The preferred scale is 1 inch = 10 feet.
- Show the location and dimensions of all existing structures and identify them as "existing building". If existing structures are to be removed, show the portion to be removed with a dashed (----) line and identify them as "existing building to be removed".
- Show the location and dimensions of all proposed structures and identify them as "proposed building". If there are to be additions to existing structures, show these with hatched markings (////) and identify them as "addition to existing building".
- Show the dimensions of the front, rear, and side yard setbacks (property line to the building frontage).
- Provide the setback distances from each side of all existing and proposed driveway aisles, parking spaces and parking areas.
- Show the location and dimensions of all existing and proposed driveway aisles, parking spaces and parking areas.
- Show the location and dimensions of all existing and proposed structures to the nearest property line.

- Show the size and location of all existing and proposed landscape areas and planter boxes. Include the location, size and species of all trees greater than 4 inches in diameter as measured 2 feet from the ground.
- Show the location, height and material of all fencing and walls.
- Show the location and dimensions of existing or proposed trash enclosures.
- Identify all streets and alleys abutting the property.
- Show the location of all existing and proposed easements.
- Show the location of all existing curb, gutter, and sidewalks.
- Show the location and width of all existing and proposed driveway approaches from the street.
- Show the location of utility connections.

C. Floor Plan:

- The preferred scale is $\frac{1}{4}'' = 1$ foot. All plans must be to scale.
- Show the location, dimensions and use of all existing rooms. [If any existing rooms are going to be removed, show these with a dashed (---) line.]
- Show the location, dimensions and use of each proposed room.
- Show the location, size and type of all interior doorways and exterior windows and doors.
- When necessary, City Staff may require that you show the location of all existing and proposed electrical, plumbing, gas, sewer and water connections.

D. Building Elevations:

- All four elevations must be shown and identified.
- Identify the building height as measured from the average grade. The scaled height must match the indicated dimension.
- Identify all construction materials.
- Identify the size, type and locations for all doors, windows, corners and other trim.
- Show all rain gutters, downspouts, foundation vents and roof vents.
- Elevations must show and identify all architectural details such as fascia boards, chimneys, roof overhangs, siding types and textures, greenhouse windows, exterior light fixtures, covered entries, etc.
- Identify the roof pitches.
- Identify trash enclosures (include construction materials).
- Provide an $8\frac{1}{2}'' \times 11''$ sample material board [e.g. cardboard, foam board] to include:
 - A fair representation of the major exterior materials, colors, and stains to be used on the project.

- Small samples or photographs of the materials. [Color samples should be accompanied with manufacturers name and identification number.]
- Front elevation photos of buildings adjacent to the site.

Note: Perspective drawings may not substitute for building elevations.

E. Roof Plan:

- Provide roof plan [including the dimensions of eaves].

F. Building Cross-Section:

- Provide cross-section to scale of the front building elevation.

G. Topographic Map:

- Provide a topographic map for properties with grade differences greater than 5 feet as measured between the highest and lowest points.

H. Landscape Plans for New Construction:

- Provide a landscape plan for the front yard of the property.

I. Notice Requirements for all Conditional Use Permits, Variances, and Second-Story Additions:

- A list of the names, addresses and Assessor’s parcel numbers of all property owners within 300 feet of the property, including the owner of the subject property for which this application is filed. The list shall be taken from the most recent records of the Monterey County Assessor.
- A copy of the Assessor’s parcel book page showing the property on which development is proposed and parcels within 300 feet of the subject property. Please indicate on the map which parcels were included on the list, as requested in the above item.
- Set(s) of pre-addressed stamped envelopes to be sent (no return address) to all persons listed on the previous item within 300 feet of the subject property, including the applicant, owner and representative.
- Photocopy of address label sheets prior to application or a second set of labels.

J. Staking and Flagging:

- If staking and flagging is required per the Planning Division’s direction, it must be constructed according to the given criteria and up at least twenty (20) days prior to the public hearing and remain up until the duration of the appeal period.

Administrative Use Only

Fee Amount: _____ Date of Submittal: _____

Taken By: _____ Receipt Number: _____