



CITY OF GREENFIELD  
COMMUNITY DEVELOPMENT DEPARTMENT  
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Office: (831) 304-0333 Fax: (831) 674-3149

**INSTRUCTIONS AND FILING PROCEDURES  
FOR LAND USE AND DEVELOPMENT APPLICATIONS**

Date: \_\_\_\_\_

Project File: \_\_\_\_\_

Project Name: \_\_\_\_\_

The Planning Department is the lead agency to coordinate the processing of development applications in the City of Greenfield. The following is a checklist of materials, data and reports required for submittal of your development application. Please contact Desiree Gomez, or Mic Steinmann at 831-304-0333 regarding questions you may have about your application.

**PLEASE MAKE AN APPOINTMENT WITH YOUR ASSIGNED PLANNER TO  
SUBMIT APPLICATION MATERIALS.**

Your application will not be accepted for review unless all the items checked below (Plans, materials, data, and reports, etc.), including fees, are included in the submittal package.

**PERMITS:**

The following permit(s)/ entitlements have been determined to be required for your project based on the description of your project submitted with the Application Request Form and associated materials:

Type of Permit(s): \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: This checklist may be subject to change based upon review of the application.

The following filing fees have been calculated based on the entitlements required, and may be subject to change based upon final review of the application. See attached "Estimate of Planning Permit Application Fees." Certain applications are subject to a deposit based on an estimated hourly fee. For those applications, the amount of payment due is determined by the Community Development Director or his/her designee with additional charges per hour for actual time spent on that application. Application fees are due and payable with submission of the application materials. These costs are associated with your land use entitlement and do not include Building Services Department plan check or construction permit fees. In addition, costs may be applied as necessary to comply with regulations and fees of other county agencies, conditions of approval, mitigation measures, and necessary agreements. In addition, applications not exempt from the California Environmental Quality Act will require payment of a Fish and Game fee \$1,275.00 (\$875.00 if an EIR was prepared) as a condition of approval.

## **REQUIREMENTS FOR APPLICATION PACKETS:**

The items checked below are required for submission of the project application and must be collated and assembled into packets of information. All documents shall also be provided in an electronic format (.pdf). Plans shall be in a font so that they may be reproduced at 11 x 17 inches or greater.

### **APPLICATION FORMS:**

The following forms must be completed and signed by all interested parties. Copies shall be attached to your plans as part of your application.

1. \_\_\_\_\_ Development Project Application
2. \_\_\_\_\_ Copies of site plan drawn to scale illustrating the Following information:
  - A. Location of project (vicinity map)
  - B. Project Data Table listing the following items:
    1. Lot size
    2. Lot coverage
    3. Grading information (Cubic yards of cut and fill)
    4. Amount of impervious coverage
    5. Entire lot and dimensions
    6. Locations of all streets, rights-of-ways and easements
    7. Location of all buildings and structures on the property including fences
    8. Setbacks from property lines to proposed structures and between all existing and proposed structures
    9. North arrow and scale
    10. Location of proposed grading and fill.
    11. Location of all parking and access areas.
    12. Interior roadways and circulation
    13. Location of water and sewer connections
    14. Existing vegetation
    15. Proposed landscaping
3. \_\_\_\_\_ Copies of floor plans showing the following information:
  - A. Floor plans of all proposed buildings on the subject property showing room sizes, uses, entrances/exits, stairways and ramps
  - B. Floor plans of existing buildings on the subject property showing room sizes, uses, entrances/exits, stairways and ramps. If remodeling is involved, walls to be removed and/or to remain shall be clearly indicated.
4. \_\_\_\_\_ Copies of exterior elevations showing the following:
  - A. All exterior elevations of proposed structures. If additions are proposed to an existing structure, existing and proposed portions of the structures shall be noted.

- B. Types of materials and colors to be used
- C. Roof app urtenances
- D. Height of structures from existing grade shall be dimensioned on elevations
- E. Elevations and finished floor elevations shall be identified
- F. Copies of the Assessor's page with the subject parcel highlighted.

**OTHER REQUIRED INFORMATION**

The following information is required for the application:

- 5. \_\_\_\_\_ One set of plans, reduced to 8 1/2 by 11 inches. Reductions must be clearly legible.
- 6. \_\_\_\_\_ A list of the names, addresses and Assessor's parcel numbers of all property owners within 500 feet of the property, including the owner of the subject property and representative for which this application is filed. The list shall be taken from the Monterey County Assessor.
- 7. \_\_\_\_\_ A set of pre-addressed stamped business envelopes for each property owner on the list compiled from #6 above must be typed with no return address. If one person own multiple parcels, that person only needs one envelope. Type the project name on the lower left hand corner of envelope
- 8. \_\_\_\_\_ A copy of the Assessor's parcel book page showing the parcel on which development is proposed and parcels within 500 feet of the subject property. Please make a notation or highlight all the parcels on the map within 500 feet of the subject property.
- 9. \_\_\_\_\_ Legal description of subject property. Description must be typed on 8 1/2 by 11" paper.

**ADDITIONAL REQUIRED INFORMATION:**

Information checked below is required because of the type of application and policies affecting the subject property and/or project.

- 10. \_\_\_\_\_ Copies of a geological report prepared in conformance with California Division of Mines and Geology standards, that addresses seismic hazards, faulting, liquefaction potential and other geological hazards and which contains measures recommended by the geologist for any geologic hazards that are shown as a result of the report. The report shall be prepared by a California registered geologist.
- 11. \_\_\_\_\_ Geotechnical report which addresses foundation design prepared by a registered civil engineer or geological engineer.
- 12. \_\_\_\_\_ Copies of an archaeological report prepared by a recognized archaeologist Society of Professional Archaeologists (SOPA" or Society of California Archaeologists "SCA".
- 13. \_\_\_\_\_ Copies of a biotic survey prepared by a qualified biologist to determine presence of any rare and endangered species of habitat.
- 14. \_\_\_\_\_ Copies of an erosion control plan

15. \_\_\_\_\_Copies of a Traffic Report prepared by a qualified consultant

16. \_\_\_\_\_A letter of justification for a variance is required

17. \_\_\_\_\_Other

<b>Checklist given out by:</b>	<b>Date:</b>
<b>Checklist received by:</b>	<b>Date:</b>