



**MONTEREY COUNTY  
RMA – PLANNING**

168 West Alisal, 2nd Floor, Salinas, CA 93901  
Telephone: 831.755.5025 Fax: 831.757.9516

**APPLICATION CHECKLIST  
FOR LAND USE AND DEVELOPMENT APPLICATIONS**

Project Name: **Yanks Air Museum Subdivision**

File Number: **PLN150424** Project Planner: **Luis Osorio**

Planner E mail: **osoriol@co.monterey.ca.us** Phone: **831-755-5177**

The Planning Department is the lead agency to coordinate the processing of development applications through Monterey County land use agencies. The following is a checklist of materials, data and reports required for submittal of your development application. Please feel free to contact your assigned project planner at any point in the development process regarding questions you may have about your application.

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

**YOUR DEVELOPMENT PROJECT APPLICATION WILL NOT BE ACCEPTED FOR REVIEW UNLESS ALL THE ITEMS CHECKED BELOW (PLANS, MATERIALS, DATA, AND REPORTS, ETC.) ARE INCLUDED IN THE SUBMITTAL PACKAGE.**

**PERMITS:**

The following 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:

<b>Type of Permit(s):</b>	<b>Standard Subdivision Tentative Map</b>
<b>Project Description:</b>	Division of the 134.7-acre parcel of the approved Yanks Air Museum into ten parcels ranging in size from 1.85 to 68.79 acres and a lettered private street parcel for the approved and partially constructed project; and associated subdivision road and utility improvements.

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

**FILING FEES:**

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 types of applications are subject to an hourly fee. Each Department has a set hourly rate that is charged for projects that are subject to hourly fees. For those applications, the amount of payment due with the application is a deposit 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.

**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 format so that they may be reproduced at 11x17 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.

X	Development Project Application
	Coastal Development Permit supplemental application form. ( <i>Coastal Zone Only</i> )
	Design Approval Request form with required materials.
<b>PLANS</b>	
<p>The following plans must be completed in full size (24" x 36") and folded into a size not to exceed 8½ by 14 inches. Each type of plan includes a list of the typical type of information required to be included on that plan. Those items that are checked must be included on the requested plan. The number of plans required to be submitted with the application is indicated in the left hand column. Initial sets of plans are needed for distribution to the land use agencies. Additional sets may be requested through the hearing process. If the items checked are not included, the application will be deemed incomplete and revised plans will be required.</p>	
10	<b>Subdivision Map</b> – Plan illustrating the initial design and improvement for the division of land (Monterey County Code sections 19.03.010, 19.04.010, and 19.05.035). The Subdivision Map shall include the following:
X	Location of project (vicinity map).
	North arrow.
	Date of preparation/revision of the map.
	Names and addresses of subdivider and record owner in the lower right hand corner.
	Name and address of the person who prepared map in lower right hand corner.
X	<p>Tentative Map consistent with the provisions of Chapter 19.03.010:</p> <ul style="list-style-type: none"> <li>• All buildable parcels shall be illustrated using numbers.</li> <li>• All non-buildable parcels (e.g. roads, open space, etc) shall be illustrated using letter designations.</li> <li>• If the map is to be filed in phases, highlight the area (lots) of each phase.</li> <li>• Placement and location of all existing public streets, easements, rights-of-way on the land proposed to be subdivided, and those abutting said land.</li> <li>• Approximate alignment of the proposed streets within the subdivision and their connections with existing streets or methods of terminating proposed streets. Streets shall be illustrated with letter designations.</li> <li>• Proposed uses of all portions of the subdivision, including but not limited to building areas, open space, streets, etc.</li> <li>• Existing agricultural buffer easement areas.</li> <li>• Any proposed and required easements.</li> <li>• All existing structures.</li> <li>• Method of water supply for the subdivision.</li> <li>• Method of wastewater/sewage disposal for the subdivision.</li> <li>• Street improvements, existing and proposed.</li> <li>• Drainage, existing and proposed.</li> <li>• Utilities, existing and proposed.</li> </ul>
X	<p>Summary table, including:</p> <ul style="list-style-type: none"> <li>• Total land area proposed to be subdivided.</li> <li>• Number of buildable parcels.</li> <li>• Number of non-buildable parcels.</li> <li>• Size of parcels, calculated in acreage and square footage.</li> <li>• County and City land use designations</li> <li>• Area of any proposed open space in the subdivision, calculated in acres to the nearest one-half acre.</li> </ul>
X	Aerial photo with an overlay of the proposed subdivision layout.
X	Slope Density Analysis Map - Sufficient contours to indicate the elevations and the fall of the land adjacent to the surrounding area.
X	Description of prior development activity on the site such as the removal of any vegetation, grading, etc., which may affect proposed subdivision.
	Any land fills within 2,000 feet of the proposed subdivision.
X	Two (2) copies of the preliminary title report showing the legal owners at the time of submittal of the tentative map or vesting tentative map application.
10	<b>Slope Map</b> – proposed subdivision map illustrating existing topographic contours. The Grading/Slope Map shall include the following:
	<p>Highlighted or shaded areas with slopes equal to or greater than 25%.  <i>At a minimum, a Slope Map is required for all subdivision projects. The Map shall be the</i></p>

	<i>same scale as the preliminary subdivision map.</i>
X	Slope/Density Calculation stating the maximum density allowed based on acreage of each of the following cross slopes of the subject parcel(s): <ul style="list-style-type: none"> <li>• 0-19.9% - 1 building site per 1 acre</li> <li>• 20-29.9% - 1 building site per 2 acres</li> <li>• 30+% - 0 building sites</li> </ul>
X	The areas of uncultivated land proposed for conversion to cultivated land on slopes greater than 25%.
10	<b>Drainage Plan</b> – When required by the Water Resources Agency, a drainage plan shall be submitted illustrating measures necessary to mitigate the impact of impervious surface stormwater runoff. The drainage plan shall include the following:
X	Contour lines showing existing and proposed slopes. Identify all slopes that are 25 percent or greater.
X	Indicate any known/identified environmentally sensitive habitat, archaeological resources, historical sites and any identified flood hazards and geologic hazards.
X	Location of all existing and proposed well(s) and septic system(s).
X	If stormwater retention or detention facilities are required, the drainage plan shall identify the location and size of the proposed facilities. Supporting calculations shall be included with the drainage plan.
10	<b>General Development Plan</b> – Long range plan combining illustrations (site plan) and narrative (description of allowed uses) The General Development Plan shall include the following:
X	<b>Uses:</b> list of all proposed uses within each parcel of the proposed subdivision (per the approved Use Permit) to be allowed without further review
X	Any proposed reciprocal parking agreements.
X	Conceptual location for each building on each proposed parcel.
X	Site Development Standards: proposed building set backs and parking
X	Proposed Landscaping areas ( <b>Conceptual</b> ) consistent with the requirements of the Zoning Ordinance (10% of the size of each parcel).
10	<b>Grading Plan</b>
X	Erosion Control Plan. Type and duration of methods or materials used to retain sediment and/or debris within the development area. Identify development and design techniques for erosion control, slope stabilization, visual mitigation, drainage and construction techniques.
X	Illustration of location(s) of all proposed cut and fill including areas requiring over-excavation due to soil conditions.
X	Section Views illustrating the maximum height of excavation and embankment.
X	The amount (square feet) of land proposed for development where the slope is equal to or greater than 25%.
X	Best Management Practices (BMP). Identification of all BMPs that will apply to the proposed project.
10	<b>Assessor's Parcel Map.</b> Attach to each set of plans one copy of the appropriate Assessor's Parcel Map page(s), with the subject parcel(s) highlighted.
X	<b>Reduced Set of Plans.</b> One set of plans reduced to 8½ x 11 or 11 x 17 inches so that reductions are clearly legible.
<b>ADDITIONAL REQUIRED INFORMATION</b>	
Information checked below is required because of the type of application and policies affecting the subject property and/or project.	
X	A copy of the Assessor's Parcel Map page(s) showing the parcel(s) on which development is proposed and parcels within 300 feet of the subject property. Please make a notation or highlight all the parcels on the map within 300 feet of the subject property.
X	A copy of the recorded Grant Deed that includes the legal description of subject property.
<b>TECHNICAL REPORTS</b> – <u>Provide one electronic version of each technical report checked below.</u> Reports prepared by persons without proper certification or those not on our consultant list may not be accepted. <i>Consultant lists are attached</i>	
4	<b>Geological Report</b> – As required by the Water Resources Agency. A report prepared in conformance with California Division of Mines and Geology standards

	that addresses seismic hazards, faulting, slope stability, liquefaction potential and other geologic hazards and 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. The geological report shall include the following:
X	<b>Adequate Water Supply System Assessment</b> Information that addresses the conditions of the proposed water supply (e.g., quantity, quality, water rights, etc.). List of all applicable policies and regulations
X	Information/Statement demonstrating how the proposed project is consistent with the applicable policies and regulations: <ul style="list-style-type: none"> <li>General Plan Policy PS-3.1, PS-3.2, and PS-3.9</li> </ul>
X	Statement from water provider that they will provide water for the subdivision If you wish to discuss water supply requirements for the proposed project you may do so by contacting the Environmental Health Bureau
X	As required by General Plan Policy PS-3.2, proof shall be submitted which demonstrates that the proposed development has a Long-Term Sustainable Water Supply and an Adequate Water Supply System.
<b>OTHER ITEMS - The following is a checklist of items required to/that provide added detail or justification for part of your request.</b> <i>Additional information about these items is attached.</i>	
	Supplemental application for 30% slope exception (25% in the Inland Areas and the North County Coastal Zone) <i>See Slope Map</i>
	Proof of Access – Verification shall be submitted documenting right of access and/or improvement to a private road from the subject property to a public road. Required for all subdivision applications.
X	Development Evaluation System.
	Variance Justification Letter for three required findings.
	Land Disturbance Target (LDT) for North County Hydrogeological area.
	Other:
<b>OTHER LAND USE DEPARTMENTS &amp; CONSULTING AGENCIES</b> The following is a checklist of items required from other County Land Use Departments and consulting agencies:	
X	<b>Fire protection agency serving this project: Greenfield Fire Protection District</b> <b>Contact Name: Rich Foster, Fire Chief</b> Address: 380 Oak Avenue Greenfield, Ca. 93927 Phone: 831-674-5484 Work 831-682-2735 Cell
X	<b>The subdivision will be submitted for review by the Fire District to ensure that it meets the applicable standards of the Fire District for the proposed subdivision. The Tentative Map shall include the items below as required by the Fire District:</b> <ul style="list-style-type: none"> <li>All roads shall be no less than 20' in clear width and properly marked as "FIRE LANE – NO PARKING".</li> <li>All roads shall be designed to support the imposed load of fire apparatus at 20 tons.</li> <li>The water system for the project is under consideration of how best to provide adequate water for fire suppression. The required water storage for fire suppression only depending on which formula is utilized is between 1,920,000 and 2,074,485 gallons. This storage is for fire suppression only and does not include any allowances for domestic needs. CFC 507 etal.</li> <li>To provide adequate flow and pressure, it is assumed that a fire pump will be necessary. Fire pump shall be sized for the highest demand. Fire protection engineer shall be consulted to determine the required flows and shall include inside and outside hose streams as required.</li> <li>Fire hydrant numbers and placement shall be in accordance with Appendix C of the 2013 California Fire Code.</li> <li>Aircraft fueling ramp design to conform with NFPA 415 Chapter 5. <b>(NEED TO VERIFY WITH JIM DIAS)</b></li> </ul>
X	Turnouts: Identify proposed turnouts along driveways greater than 150 feet in length. Turnouts shall be provided at the midpoint and at intervals of 400 feet. If proposed driveway



	turnouts will not meet this standard, contact and meet with the appropriate fire agency prior to application submittal.
X	Driveway Location: Show any existing and proposed driveways from the project parcel to the fronting street.
X	Turnaround: Illustrate adequate space for a fire engine to turn around at the end of the driveway. The turnaround must be designed to support the weight of a 22-ton vehicle.
X	<b>RMA-Public Works</b> 168 West Alisal Street 2 <sup>nd</sup> Floor, Salinas (831) 755-4800
X	Address Request: Each parcel must have an assigned address prior to filing an application. Separate addresses are required for Accessory Dwelling Units, Second Residences, and Commercial Centers.
	Parking Plan. A plan illustrating the proposed parking layout and circulation for the project. Dimension turning movements within the parking area.
X	<b>Water Resources Agency</b> 893 Blanco Circle, Salinas, CA 93901 (831) 755-4860
X	Please refer to the requirements from the Water Resources Agency in the attached memorandum dated July 2, 2015. Provide those requirements in your application submittal.
X	See also Item #5 in the attached letter from the City of Greenfield.
X	<b>Environmental Health Bureau (EHB)</b> 1270 Natividad Road, Salinas, CA 93906 (831) 755-4507
X	Refer to the attached memorandum from the Environmental Health Bureau.
X	<b>City of Greenfield</b> <b>Contact Person: Michael A. Steinmann, J.D., Community Services Director</b>
X	<b>The proposed subdivision must comply with the City of Greenfield's General Plan and Zoning Ordinance. The subdivision will have to be reviewed by the City of Greenfield and approved by their City Council prior to approval by the County. (See Item #4 in the attached letter from the City)</b>
X	Tentative map submittal shall include the data, statements, and other information required by sections 16.16.020 and 16.16.030 of the Greenfield Municipal Code.
X	Final map submittal shall include the data, statements, and other information required by sections 16.24.030 and 16.24.040 of the Greenfield Municipal Code.
X	Reimbursement agreement and payment of fees shall be in accordance with section 16.16.065 of the Greenfield Municipal Code.
<b>OTHER REQUIREMENT(S) TO CONSIDER FOLLOWING PLANNING APPROVAL</b>	
X	Payment of the Condition Compliance fee, as set forth in the fee schedule adopted by the Board of Supervisors, for the staff time required to satisfy conditions of approval. This fee shall be paid prior to clearing any conditions of approval.
	Mitigation Monitoring Agreement with a fee for monitoring mitigation measures.
X	Notice of Permit Approval will need to be recorded.
X	Indemnification Agreement will need to be recorded.
X	Recording Fees. \$12.00 for the first page plus \$3.00 for each additional page.
X	Final Map. Once conditions of the tentative map are cleared, a final map must be submitted for review and approval prior to acceptance by the Board of Supervisors. Once accepted by the Board, the final map must be recorded in order for the subdivision to be completed.
X	Subdivision Agreement. Agreement to complete all required improvements for a subdivision to be completed prior to acceptance of a final map. Final Map. Once conditions of the tentative map are cleared, a final map must be submitted for review and approval prior to acceptance by the Board of Supervisors. Once accepted by the Board, the final map must be recorded in order for the subdivision to be completed.
<b>ADDITIONAL INFORMATION ON THE REVIEW AND APPEAL PROCESS FOR DEVELOPMENT PROJECT APPLICATIONS</b>	
X	Fire Agency/District: Greenfield Fire District
	Agricultural Commissioner
X	Economic Development Department (Housing): Economic Development Grant Status
	Parks Department

X	Sheriff's Office
X	Local Agency Formation Commission (LAFCO)
	Assessor's Office
	Treasurer-Tax Collector
	Water Purveyor: _____
	Pajaro Valley Water Management Agency
	Monterey Peninsula Water Management District
	Transportation Agency of Monterey County (TAMC)
	California Coastal Commission (Santa Cruz Office)
X	<b>Caltrans (District 5) : As discussed at the DRC Meeting on July 7,2015, the Tentative Map shall contain sufficient area for future State Highway improvements. Highlight those areas for review by Caltrans.</b>
	California Department of Fish and Game (Central Region)
	US Fish and Wildlife Service (Ventura Fish & Wildlife Office)
	City of: Greenfield
	Other:
	Other:
<p><b>Complete/Incomplete</b>  This checklist is to assist with preparing and submitting a complete package for review. Within 30 days of submittal, you will be notified if your application is complete. Your development project application will not be accepted for review unless all the applicable materials, data and reports accompany the application. <u>All project information/documents shall be submitted and/or re-submitted through the project planner not through the agency who may have asked for the information.</u> A new 30-day period begins upon submittal of new information.  <i>Note: an application for a discretionary permit does not entitle or grant the land use for which the application has been made.</i></p>	
<p><b>Advisory Committee</b>  Monterey County has appointed various advisory boards and Land Use Advisory Committees (LUACs) which may be required to comment and recommend on development project applications. Your application will be referred to the:</p>	
	_____ Land Use Advisory Committee (LUAC)
	Agricultural Advisory Committee (AAC)
	Historic Resources Review Board (HRRB)
	Airport Land Use Commission (ALUC)
<p><b>CEQA</b>  <b>As required by the California Environmental Quality Act of 1970, as amended, the information contained in the completed application will be evaluated by the county to determine the adequate level of additional environmental review. The Environmental Impact Report for the project was certified in 1997. A determination on the level of additional environmental review will be made pending the submittal and review of the application. The project may require:</b></p> <ol style="list-style-type: none"> <li>a. <b>An Initial Study to determine level of additional review</b></li> <li>b. <b>A Technical Addendum to the certified EIR</b></li> <li>c. <b>A Supplemental EIR</b></li> </ol>	
<p><b>Hearing Date Set</b>  After application review and environmental determination, an administrative meeting or public hearing will be scheduled before the appropriate hearing body or officer as required by either the Monterey County Zoning Ordinances or Monterey County Subdivision Ordinance. The applicant will be notified of the hearing date. The applicant or the applicant's designated representative should be present at the public hearing.</p>	
<p><b>Posting Procedure</b>  Approximately two weeks before the public hearing date, the applicant will receive by mail three notices of public hearing and an "affidavit of posting" form. The applicant shall post the three notices, on or near the project site in places visible and attainable to the public, at least ten days before the public hearing date. The Applicant must fill out the "affidavit of posting" form and return the form to the Monterey County RMA-Planning Department at least seven days before the public hearing. Failure to post these notices will result in continuance or denial of the development project application.</p>	
<p><b>Decision</b>  Approval or disapproval of a proposed development project application by the hearing body will be based upon all of the evidence before the hearing body including recommendations and comments from County staff, other public agencies, citizens who are present or who have sent correspondence, all other public testimony taken at the hearing, and documents presented. The hearing body can accept, reject, or modify any proposed findings or tentative conditions of approval at the time of the public hearing in an adopted resolution.</p>	

**Appeal**

Any decision may be appealed to the appropriate hearing body by anyone aggrieved within 10 calendar days after the date the resolution is mailed to the applicant. Projects in the Coastal Zone are subject to an additional appeal period consisting of 10 working days that begins the day after the Coastal Commission receives a Final Local Action Notice (FLAN) from the County.

**Condition Compliance/Mitigation Monitoring.** The resolution for the project includes a matrix that specifies Conditions of Approval and/or Mitigation Measures that must be met prior to obtaining permits and at other stages of the development process.

**Building Permits**

Building Permits will not be issued, nor any use conducted, until all appeal periods have passed with no appeal being filed or final action is taken by the Board of Supervisors.

**Reapplication for Denial**

When a development project application is denied, no new project application for substantially the same use shall be considered for one year following such denial.

**Checklist given out by:**

**Luis Osorio**

**DATE: Prepared for July 7, 2015 DRC Meeting. Updated per comments at DRC and given out on July 15, 2015**

**Checklist received by:**

DATE:

Revised 01/26/2015