



**City of Greenfield**

Community Development Department – Building Division  
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**DEVELOPMENT APPLICATION INSTRUCTIONS**

**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, drawings, and reports required for submittal of your development application. For questions about your application, please contact Desiree Gomez at 831-304-0333 or [dgomez@ci.greenfield.ca.us](mailto:dgomez@ci.greenfield.ca.us).

**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 (Include Additional sheets as necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Application filing fees are due at the time of application. The required filing fees are based on the entitlements required and type of development application and may be subject to change based upon final review of the application. See attached “Estimate of Planning Permit Application Fees.” Certain applications may also be subject to a deposit based on estimated hourly charges for actual time spent on application processing. These costs are associated with your land use development application and do not include Building Services Department plan check or construction permit fees. Additional charges may also apply for compliance with regulations and fees imposed by other public agencies. Contact

Desiree Gomez of the Planning Department for verification of total fees and any deposit due at the time of application.

## 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 be provided in both paper and electronic format (.pdf).** Plans shall utilize fonts that can be legibly reproduced at 11" x 17" or greater size.

## APPLICATION DOCUMENTS

The documents noted/checked below are required as part of the development application. Failure to submit all required documents may delay acceptance, processing, and review of the application. Submit documents in the quantities and format as noted.

1. \_\_\_\_\_ Development Project Application, with original signature(s).

2. \_\_\_\_\_ Site plan drawn to scale illustrating the following information:

Number of copies required: \_\_\_\_\_

Size/format: 11" x 17".

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 (Full ROW and all improvements should be properly labeled)
7. Location of all buildings and structures on the property including fences
8. Location of on-site stormwater retention basin or other stormwater retention system
9. Setbacks from property lines to proposed structures and between all existing and proposed structures
10. North arrow and scale bar
11. Location of proposed grading and fill
12. Location of all parking and access areas, including number of spaces.
13. Interior roadways and circulation
14. Location of water and sewer connections
15. Existing vegetation
16. Proposed landscaping

3. \_\_\_\_\_ Floor plans showing the following information.

Number of copies required: \_\_\_\_\_

Size/format: 11" x 17".

- 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 remains shall be clearly indicated.

4. \_\_\_\_\_ Exterior elevations (color elevations required for Design Review) showing the following:

Number of copies required: \_\_\_\_\_

Size/format: 11" x 17".

- 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 appurtenances.
- D. Height of structures from existing grade shall be dimensioned on elevations.
- E. Elevations and finished floor elevations shall be identified.
- F. Copy of the Assessor's page with the subject parcel highlighted.

### **OTHER REQUIRED INFORMATION**

The following information is required for the application:

- 5. \_\_\_\_\_ 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.
- 6. \_\_\_\_\_ A set of pre-addressed, stamped business envelopes for each property owner on the list compiled from #5 above must be typed with no return address. If one person owns multiple parcels, that person only needs one envelope.
- 7. \_\_\_\_\_ A copy of the Assessor's parcel book page showing the parcel on which development is proposed and all 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.
- 8. \_\_\_\_\_ Title Report (no more than 6 months old) including Legal Description of property.

## ADDITIONAL REQUIRED INFORMATION

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

Number of copies required: \_\_\_\_\_

9. \_\_\_\_\_ 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.
10. \_\_\_\_\_ Geotechnical report that addresses foundation design prepared by a registered civil engineer or geological engineer.
11. \_\_\_\_\_ Geotechnical report that addresses on-site stormwater retention requirements and calculations used for stormwater retention basin or other on-site retention system design.
12. \_\_\_\_\_ Archaeological report prepared by a recognized archaeologist Society of Professional Archaeologists (SOPA) or Society of California Archaeologists (SCA).
13. \_\_\_\_\_ Biotic survey prepared by a qualified biologist to determine presence of any rare and endangered species of habitat.
14. \_\_\_\_\_ Erosion control plan.
15. \_\_\_\_\_ Traffic Report Analysis prepared by a qualified consultant.
16. \_\_\_\_\_ Letter of justification for variance.
17. \_\_\_\_\_ Other: \_\_\_\_\_

Checklist Given Out By: \_\_\_\_\_ Date: \_\_\_\_\_

Checklist Received By: \_\_\_\_\_ Date: \_\_\_\_\_