



Remodeling Your Home?

Here are a few things you should know if you are thinking about remodeling your home. The first step is to contact City Hall. Then, submit 3 sets of plans with a contractor's cost (valuation) of the job.

Plans should include the following general information:

- ☐ Owner's name
- ☐ Name of person responsible for drawings
- ☐ Sheet index
- ☐ Scope of work - Full description of what you are doing
- ☐ Address of project - Where it is occurring
- ☐ A site/plot map - building info, lot size, building sq. feet
- ☐ How it will be built - see details list below

Details:

- ☐ Two sets with stamp and wet signature of architect and/or engineer of record
- ☐ Structural calculations and soils reports, if applicable
- ☐ A foundation plan
- ☐ Roof & floor framing plans
- ☐ Construction cross-sections
- ☐ Appropriate floor plans, including electrical plan
- ☐ Minimum paper size is 11" X 17"
- ☐ If you are adding floor area, 2 sets of energy calculations are required.
- ☐ If your work costs \$1,000.00 or more, battery operated smoke detectors are needed in halls and bedrooms.
- ☐ If your work costs \$1,000.00 or more, a carbon monoxide detector is required on each floor level.
- ☐ Plans should be clear and legible, and drawn to scale.
- ☐ You can draw the plans yourself or hire a contractor, building designer or architect.

City of Del Rey Oaks Planning and Building Department Guidelines and Fees

WHAT TYPES OF PERMITS ARE THERE?

BUILDING, PLUMBING, MECHANICAL, ELECTRICAL & COMBINATION
WHEN DO I NEED A PERMIT?

- ♦ To replace/install a water heater
- ♦ For any electrical work (*except changing plugs or lights*)
- ♦ To build a retaining wall more than 3 ft. high
- ♦ To put up a fence over 6 ft (*rear and side yard*) or 3 ft (*front and side yard*)
- ♦ To replace/install water or drainage piping
- ♦ To install a portable spa or hot tub
- ♦ To replace/install a furnace
- ♦ To re-roof
- ♦ To replace/install gas
- ♦ To make window framing changes

WHEN IN DOUBT, CALL CITY HALL AT 394-8511

PLEASE NOTE THAT PRIOR TO APPLYING FOR A BUILDING PERMIT, YOUR PROJECT MAY REQUIRE ADDITIONAL REVIEW
AND/OR APPROVAL BY THE CITY

THE FIRST STEP: CONTACT THE PLANNING DEPARTMENT

- ♦ Approval from the Planning Commission for Architectural Review, Use Permit or Variance, if applicable
- ♦ The Planning Commission meets the 2nd Wednesday of the month at 7:00 P.M., in the Charlie Benson Memorial Hall, City Hall
- ♦ All applications and related materials for the Planning Commission agenda must be submitted by **12 NOON** the last Wednesday of the month.
- ♦ Applications are accepted subject to determination that they are complete, but the Planning Commission reserves the right to ask for additional information, if necessary, to make a determination.
- ♦ **Applications will not be considered if all requirements have not been met.**

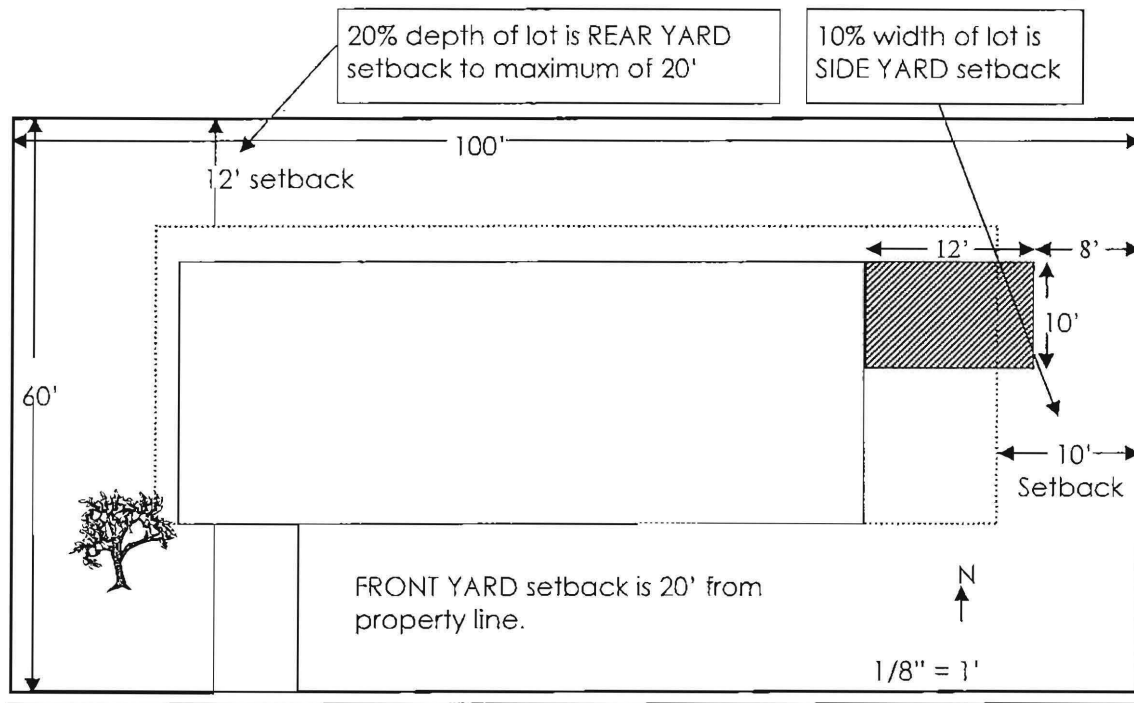
PLANS MUST INCLUDE THE FOLLOWING INFORMATION

WHAT you are doing **WHERE** it is occurring **HOW** it will be built

THE FOLLOWING ARE REQUIRED FOR ALL PROJECTS THAT REQUIRE PLANNING COMMISSION CONSIDERATION (ARCHITECTURAL REVIEW, USE PERMIT, VARIANCE, AND SIGNAGE) UNLESS THE CITY OF DEL REY OAKS PLANNING DEPARTMENT INDICATES OTHERWISE IN WRITING.

- ♦ A complete **ASSESSMENT OF ENVIRONMENTAL EFFECT** for variances and use permits.
- ♦ Required plans must be submitted on **MINIMUM PAPER SIZE OF 11" X 17"**
- ♦ A **SITE PLAN**, (1/8" = 1') showing all setbacks
- ♦ A **FLOOR PLAN** (1/4" = 1')
- ♦ A **PLOT PLAN** to scale, showing changes in elevations (1/4" = 1'), show placement of structure & existing trees on lot
- ♦ A **LANDSCAPE PLAN**
 - a) New construction-drought resistant plans are recommended
 - b) Removal of any existing trees must be shown
- ♦ **COLOR & MATERIAL** samples
- ♦ **STREET DESIGNATIONS** north arrow, graphic scale must be shown on plans and drawings
- ♦ **NETTING/RIBBON** must be installed on property **7-10 DAYS PRIOR** to the meeting date, using **ORANGE** colored netting, to show the outline and height of: a) any new structures; b) second story additions; c) any changes in the existing roofline; d) any changes in the building footprint
- ♦ **PARKING PLAN**, where applicable
- ♦ **SIGNAGE PLAN**, where applicable
- ♦ **PLANS SHOULD BE CLEAR AND LEGIBLE.** Provide **11 COPIES** of drawings/plot plans or **13 COPIES** for new dwelling/commercial. You can draw the plans yourself or hire a contractor, building designer or architect.
- ♦ After Planning Commission consideration, the project is subject to a **20 DAY APPEAL PERIOD**
- ♦ Although the City of Del Rey Oaks contracts building services with the City of Monterey **ALL COMMUNICATION SHALL BE DIRECTED TO THE CITY OF DEL REY OAKS.** *If you have any questions please call 831-394-8511*

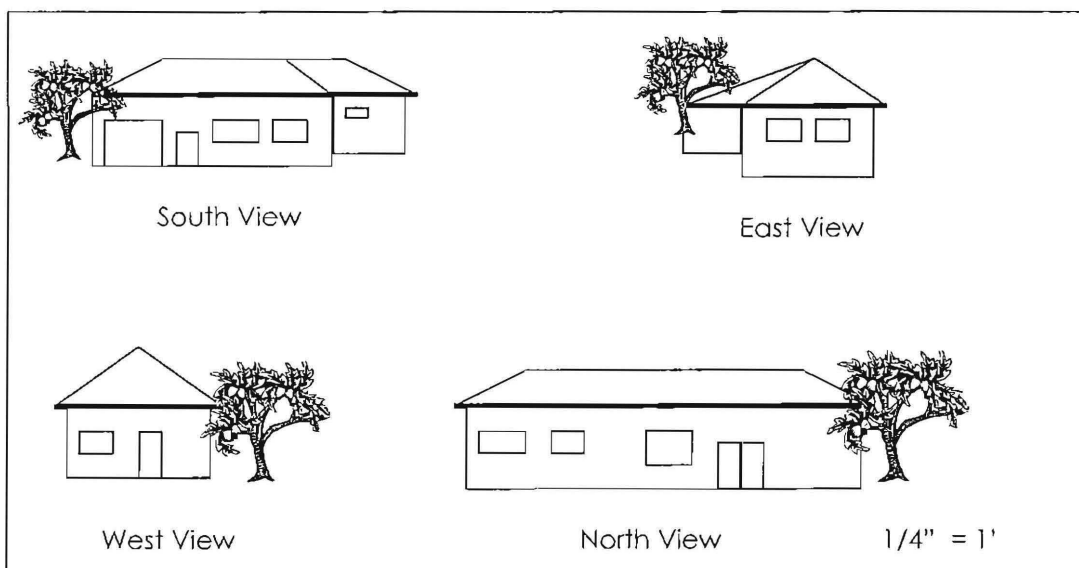
ALL PROJECTS REQUIRE AN APPLICATION BE SUBMITTED WITH ALL REQUESTS, A VARIANCE APPLICATION WILL ALSO BE REQUIRED IF A VARIANCE IS BEING REQUESTED.



(All measurements based on example of 100'X 60' lot)

Any Street

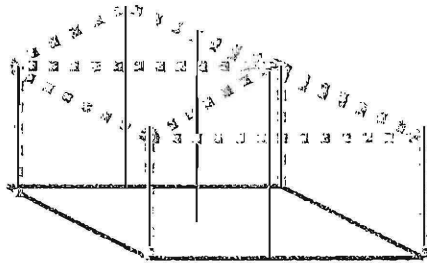
Plot Plan showing elevations



NETTING AND RIBBON INSTRUCTIONS

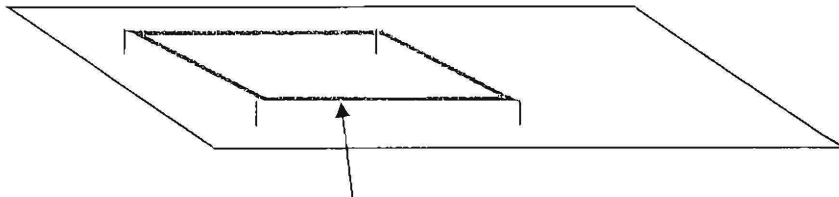
ROOFLINES

Netting at least two feet (2') wide and made of **ORANGE** colored woven plastic snow fencing must be erected to represent the roofline of the proposed structure. Netting must be supported by stakes or wires strong enough to accurately maintain the outline and height as shown below:



BUILDING FOOTPRINT

Ribbon at least two inches (2") wide and of bright color to contrast with the site must be erected to represent the perimeter or outline of the building. Blue colored ribbon must be used for the building and deck(s) located on the first level.



2" BLUE colored ribbon showing building footprint

**DON'T FORGET:
NETTING AND RIBBON MUST BE INSTALLED
7-10 DAYS PRIOR TO THE MEETING DATE**

THE SECOND STEP: APPLYING FOR A PLAN CHECK

Once the project has received the approval of the Planning Commission, the applicant must submit **2 sets of plans** to the City of Del Rey Oaks Building Department, that include all of the previous information, along with the following additional information:

- ♦ The **ADDRESS** of the project
- ♦ The **AREA** (square footage) of any new constructions (including additions)
- ♦ A **FOUNDATION PLAN**
- ♦ A **DETAIL SHEET**. *Show all details of the various components of the structure in scale and/or dimensioned so that adequate information about these components can be determined.*
- ♦ **NAME, ADDRESS & PHONE NUMBER** of the building owner and the building contractor (if known)
- ♦ If you are adding floor area, **2 sets of ENERGY CALCULATIONS** are required
- ♦ If your work costs \$1,000 or more, **BATTERY OPERATED SMOKE DETECTORS** are needed in halls and bedrooms.
- ♦ **PLAN CHECK FEE** is based on the valuation of the project. Depending on the size of the project, plans are normally returned in 7 to 15 days.
- ♦ After the project has received plan check approval, **1 additional** approved set of plans must be submitted to the Building Department.

THE THIRD STEP: APPLYING FOR ADDITIONAL PERMITS AND/OR APPROVALS THAT MAY BE REQUIRED

- ♦ Monterey Peninsula Water Management District - 658-5601
AT THIS TIME THE CITY DOES NOT HAVE WATER AVAILABLE
- ♦ Monterey Peninsula Unified School District (MPUSD) - 649-1592
- ♦ Monterey Regional Water Pollution Control Agency (MRWPCA) - 372-2385
- ♦ Seaside County Sanitation District - 899-6230
- ♦ Monterey County Health Department - 647-7650
(for restaurants, public pools/spas)

THE FOURTH STEP: ISSUANCE OF THE BUILDING PERMIT

CONTRACTORS MUST HAVE THE FOLLOWING INFORMATION PRIOR TO BUILDING PERMIT ISSUANCE

- ♦ **Contractor's State License Number**
- ♦ **Workman's Compensation Insurance Certificate**
- ♦ **Current City of Del Rey oaks Business License.** *All persons doing business in the City are required to obtain a city business license prior to commencing such business. "Business" means all and every kind of lawful business, trade, calling, profession, or occupation.*
- ♦ **Completed Contractors List Form.** *This form must be completed and submitted to the Building Department prior to final inspection.*
- ♦ **BUILDING PERMIT FEE** is based on the valuation of the project.

BUILDING INSPECTIONS

- ♦ **24 HOUR** notice is required
- ♦ **FINAL INSPECTIONS** are required for all permits

EXPIRATION OF BUILDING PERMITS

- ♦ **PERMITS** - Every permit issued by the building department under the provisions of the Uniform Building Code **shall expire by limitation and become null and void if the building or work authorized by such permit is not commenced with 180 days from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days.** Before such work can be recommenced, a new permit shall be first obtained to do so, and the fee therefore shall be one half the amount required for a new permit for such work, provided no changes have been made or will be made in the original plans and specifications for such work; and provided further that such suspension or abandonment has not exceeded one year. In order to renew action on a permit after expiration, the permittee shall pay a new full permit fee.

THE CITY OF DEL REY OAKS

BUILDING REQUIREMENTS

17.04.150 Definitions

“Height of building” means the vertical distance from the average level of the highest and lowest point of that portion of the lot covered by the building to the topmost point of the roof.

Chapter 17.08 R-1 Districts

17.08.030 Building height limits.

In the R-1 districts, buildings shall not exceed thirty feet in height except as otherwise permitted by this Title 17.

17.08.040 Building site area requirements.

In the R-1 districts, each dwelling, together with its accessory buildings, shall comply with the following site requirements and restrictions:

A. Shall be located on a building site in one ownership having an area of not less than six thousand (6,000) square feet: provided, that any parcel of land of a small area under one ownership at the time of the adoption of the ordinance codified in this chapter, shown as a lot on any subdivision map filed in the office of the county recorder of the County of Monterey, prior to the adoption of the ordinance codified in this chapter, when the owner thereof owns no adjoining land, may be used as a building site for one dwelling by the owner of such parcel of land or by his successor in interest, when all other regulations for the district are complied with. In no case shall, there be more than one dwelling on any one lot except as otherwise provided in Section 17.04.060.

B. The maximum building size shall be as follows:

Lot Sizes: (square feet ("s.f."))	Maximum Building Footprint (House 1 st Floor & Garage) / % of Total Site Area	Floor Area Ratio (F.A.R.) / Total of All Floor Level/ Garage % of Total Site Area
6,000	2,400 s.f. / 40%	2,700 s.f. / F.A.R. 45%
7,000	2,660 s.f. / 38%	3,010 s.f. / F.A.R. 43%
8,000	2,880 s.f. / 36%	3,280 s.f. / F.A.R. 41%
9,000	3,060 s.f. / 34%	3,510 s.f. / F.A.R. 39%
10,000	3,200 s.f. / 32%	3,700 s.f. / F.A.R. 37%
11,000	3,410 s.f. / 31%	3,960 s.f. / F.A.R. 36%
12,000	3,600 s.f. / 30%	4,200 s.f. / F.A.R. 35%
13,000	3,770 s.f. / 29%	4,420 s.f. / F.A.R. 34%
14,000	3,920 s.f. / 28%	4,620 s.f. / F.A.R. 33%
15,000	4,050 s.f. / 27%	4,800 s.f. / F.A.R. 32%
16,000	4,160 s.f. / 26%	4,960 s.f. / F.A.R. 31%
17,000	4,250 s.f. / 25%	5,100 s.f. / F.A.R. 30%
18,000	4,520 s.f. / 24%	5,220 s.f. / F.A.R. 29%
19,000	4,370 s.f. / 23%	5,320 s.f. / F.A.R. 28%
20,000	4,400 s.f. / 22%	5,400 s.f. / F.A.R. 27%
21,000	4,410 s.f. / 21%	5,460 s.f. / F.A.R. 26%
22,000	4,510 s.f. / 20.5%	5,610 s.f. / F.A.R. 25.5 %
23,000 to 1 acre + (43,560 s.f.+)	4,600 s.f. / 20% 8,712 s.f. / 20%	5,750 s.f. / F.A.R. 25% 10,890 s.f / F.A.R. 25%

Note: Any accessory building, including but not limited to sheds, or combination thereof, as permitted under Municipal code section 17.36.010 A, consisting of 120 square feet or less shall not count against the floor area, however, any such building(s) in excess of 120 square shall have all of its area included in the maximum building footprint.

17.08.060 Side yard requirements.

In the R-1 districts, each lot shall have side yards each having a width of not less than ten percent of the lot width but not less than six feet, except as follows:

A. On any parcel of land of an average width of less than sixty (60) feet, which parcel was under one ownership at the time of, or is shown as a lot on any subdivision map filed in the office of the county recorder of the County of Monterey prior to the adoption of the ordinance codified in this chapter, when the owner thereof owns no adjoining land, the width of each side yard may be reduced to ten percent of the width of each parcel, but in no case to be less than five feet;

B. On a corner lot adjacent to a key lot the side yard on the street side of such lot shall have a width of not less than fifty (50) percent of the front yard depth required for the lots to the rear of such corner lot, to a maximum of ten feet for such side yard, but this regulation shall not be so applied as to reduce the buildable width, after providing the required interior side yard, of any such corner lot to less than fifteen (15) feet;

C. In case a dwelling is so located on a lot that the front or rear thereof faces any side lot line, such dwelling shall not be less than fifteen (15) feet from such lot line.

17.08.090 Garage requirements

In the R-1 districts:

A. Each building constructed as a dwelling house shall have not less than two hundred eighty-eight (288) square feet of floor area for garage purposes, either as an accessory building or as a part of the main structure on said lot and no carports shall be permitted in any R-1 district in the city.

B. (No Change)

Chapter 17.12 R-2 Districts (No changes required because requirements are the same as R-1 Districts)

Chapter 17.36 General Use Regulations

17.36.010 B. Height.

(Deleted in its entirety because section 17.08.030 and the new 17.08.040 B. now controls)

2. (No change except renumbering because of deletion of No. 2)

3. Subject to other provisions of law and this Title 17, towers, flag poles, gables, spires, monuments, chimneys, cupolas, water tanks and similar structures and necessary mechanical appurtenances may be built and used to a greater height than the limit established for the district in which the building is located, subject to securing a use permit; provided, that no exception shall cover any level above the height limit more than fifteen (15) percent in area of the lot and that no such structure shall be used for sleeping or eating quarters or for any commercial purpose other than such as may be incidental to the permitted uses of the main building.

Chapter 17.56 Design Review

17.56.010 Design Review board.

The planning commission shall be the design review board. A committee of the board may be appointed to review plans and make recommendations to the board prior to any presentation to the design review board (planning commission) regarding aesthetics and visual appearance. The board shall review all applications as described in section 17.56.030 and no building or other required permit as set forth above shall be issued prior to approval by the board.

17.56.040 Procedure.

The following shall apply with regard to the design review process:

A. Plans of the exterior architectural design and appearance of all buildings and structures, plot plans, landscape plans, advertising sign plans, parking area plans and building setback plans shall be subject to the approval of the design review board in order that the proposed buildings, structures, signs and landscaping will be in harmony with other structures and improvements in the area, and not of undesirable or unsightly appearance.

B. Site Assessment and Flagging Requirements:

1. **General:** In order for the Planning Commission/Design Review Board to properly consider a project and identify any physical features related to and/or affected by a proposed project, the following "Site Assessment" and "Flagging" must be completed as part of the application and consideration of a project or structure. A Site Survey and/or Site Topographic Survey, as described herein, may be required to comply with this Site Assessment policy. Applications/packages not conforming to these requirements will be rejected.

2. **Project Drawings** If an applicant can demonstrate that the project can be fully explained and evaluated without submittal of a Site Survey and/or Topographic Survey identified in this Policy, the Planning Commission may waive one or more of the required elements set forth in this Policy. Any request for such a waiver shall be submitted with the application for the project or structure. Staff may approve such waivers subject to final approval by the Planning Commission provided, however, if the Planning Commission does not approve the waiver and any identified requirements are not contained in the application, the application shall not be heard by the Commission and the item will be continued to a later meeting.

3. **Site Survey:** A Site Survey shall be required for all Variance applications and any new construction. A Site Survey is also required for any construction that is proposed within three foot (3'-0") of a minimum setback or where the owner believes the setback to be. A Site Survey shall locate and indicate all buildings, structures, trees and improvements in relationship to property lines and shall also include a benchmark for determining elevation, spot elevations at the property corners and spot elevations at building corners.

4. **Topographic Survey:** A Topographic Survey is required for variance applications and construction that can reasonably be expected to involve assessment of slope, topographic findings in support of a variance, considerations of building height or its potential impact on views, and building height that is proposed within three feet (3'-0) of a maximum allowed height. A Topographic Survey will include all the information in a Site Survey, along with topographic contour lines at one foot (1') intervals and building height elevations for plate and ridge of roof elevations.

5. **Survey Standards:** All surveys will be prepared, stamped and signed by a State of California licensed land surveyor or civil engineer (pre 1982). Although the original drawing size and scale may vary depending upon the limits of the site, the level

of detail and other factors, copies of Site Surveys shall be presented on not less than 11"x17" bond paper. In addition to the requirements of section 17.56.040 B. 4 above, drawings shall clearly show property lines, adjacent street paving edges, all trees (6" diameter and greater) on site and in the adjacent areas, all easements and or deed restrictions, all fences and walls.

6. **Flagging:** For new structures, including but not limited to requests for sheds, fences and retaining walls, addition of a story to an existing structure, change to the existing roofline or change to the existing building footprint, once an application is scheduled for a Planning Commission meeting the property shall be "flagged" or outlined with "netting" to show the proposed change. Flagging/netting shall be at the applicant's expense and shall be shown by orange colored netting and ribbon in bright contrasting color in sufficient detail to show the proposed changes and shall be installed on the property not later seven (7) days prior to the scheduled Planning Commission meeting date. Applications for property not flagged pursuant to this section shall not be considered by the Planning Commission. Within seven (7) days of the expiration of any appeal period of a final action by the Planning Commission or final action by the City Council on appeal or ninety (90) days after the last consideration by the Planning Commission, all flagging/netting shall be removed by applicant,

C. In the event it is determined that such proposed structures are inharmonious or unsightly in appearance, the design review board shall confer, at an open public meeting, with the applicant in an endeavor to have the plans changed so that the structures will be harmonious and attractive in appearance. The design review board may approve or disapprove all or any part of the plans or may approve subject to specified changes, additions or conditions. Disapproved plans may be resubmitted after revision. In case the applicant or any other affected person is not satisfied with the action of the design review board he or she may within twenty (20) days after such action, appeal in writing to the city council. The city council shall hold a public hearing on said appeal and shall render its decision thereon within thirty (30) days after the filing thereof. Upon approval by the city council, the building or other permit shall be issued, provided all other requirements of law have been complied with.

D. Additional regulations and procedures to assist the design review board in the implementation of this section may be adopted from time to time by the board.



CITY OF DEL REY OAKS BUILDING PERMIT

Address of Building _____ APN # _____
Owner's Name _____ Lot # _____ Block # _____
Owner's Address _____ Tract _____
Telephone Number _____ Valuation \$ _____
Contractor's Name _____ **Plan Check Total \$** _____
Contractor's Address _____ Receipt # _____
_____ Permit Fee \$ _____ SMIP \$ _____
Telephone Number _____ SB1473 \$ _____
State License No. _____ Work Comp. _____ **Permit Total \$** _____
Business License _____ Receipt # _____
Description of Work _____

LICENSED CONTRACTORS DECLARATION

Thereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code and my license is in full force and effect.

License No. _____ License Class _____ Contractor _____ Date _____

OWNER/BUILDER DECLARATION

I hereby affirm that

☐ **I am exempt from the Contractor's License Law** for the following reason (Section 7031.5, Business and Professions Code; any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he/she is licensed pursuant to the provisions of the Contractor's License Law [Chapter 9 (commencing with 7000) of Division 3 of the Business and Professions Code] or that he/she is exempt there from and the basis for the alleged exemption. Any violation of section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500):

☐ **I, am owner of the property, or my employees with wages as their sole compensation, will do the work**, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: the Contractor's License Law does not apply to an owner of property who builds or improves such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he/she did not build or improve for the purpose of sale).

☐ **I, as owner of the property, am exclusively contracting with licensed contractors** to construct the project (Section 7044, Business and Professions Code: the Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractor's License Law).

I, am exempt under Section _____ B.&P.C. for this reason: _____

Owner: X _____ Date: X _____

WORKER'S COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

☐ **I have and will maintain a certificate of consent to self-insure for workers' compensation**, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit issued.

☐ **I have and will maintain workers' compensation insurance**, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier _____ Policy _____ Expires _____

(This section need not be completed if the permit is for one hundred dollars (\$100) or less).

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the worker' compensation laws of California, and agree that if I should become subject to the workers' compensation laws of California, and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Applicant: X _____ **Date:** _____

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEE

I certify that I have read this application and state that the above information is correct. I agree to comply with all city ordinances and state laws relating to building construction, and hereby authorize representatives to enter upon the above-mentioned property for inspection purposes.

X _____

Date: _____

Signature of Applicant

☐ Owner ☐ Contractor **OR** Agent for: ☐ Contractor ☐ Owner

State Regulations require that all construction debris is disposed of properly. This means that we are now required to get copies of your receipts from dumping of all debris PRIOR TO YOUR FINAL INSPECTION. By Signing you agree to provide copies of all dump receipts to the City Clerk prior to project final.

Signature of Contractor or Owner Builder: X _____ **Date:** _____

This permit must be available to a City representative for inspection at all times. It will expire and become void if:

1. Work is not stated within 180 days from the date of issuance.
2. Work is abandoned for more than 180 days.
3. An inspection is not performed with 180 days from the last inspection.

Do not cover or conceal any construction until the work is inspected, the inspection is recorded on the job card and noted in the office. All inspection requests are required to be made a minimum of 24 hours in advance.

Issued by _____ **Date** _____ **Permit No.** _____

Approvals: ARC: _____ HEALTH: _____ MRWMD: _____

MRWPCA: _____ MPUSD: _____

Plan Check Approved: _____

CITY OF DEL REY OAKS FLAGGING/NETTING AND RIBBON POLICY

- **ANY NEW STRUCTURES**

(Including requests for: sheds, fences, retaining walls)

- **ANY STORY ADDITIONS**

- **ANY CHANGES TO THE EXISTING ROOFLINE**

- **ANY CHANGES TO THE BUILDING FOOTPRINT**

ORANGE COLORED FLAGGING/NETTING AND RIBBON IN A BRIGHT CONTRASTING COLOR MUST BE USED

THE FLAGGING/NETTING AND RIBBON MUST BE INSTALLED ON THE PROPERTY **7 TO 10 DAYS PRIOR TO THE PLANNING COMMISSION MEETING DATE**

APPLICATIONS WILL NOT BE CONSIDERED IF ALL REQUIREMENTS HAVE NOT BEEN MET