

# **Architectural Review Submittal Requirements & Fees**



Pebble Beach Company  
Del Monte Forest Architectural Review  
April 1, 2022.1

## **Del Monte Forest Architectural Review Preliminary Design Submittal Checklist**

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To assist you in providing a complete package, below is a “checklist” of items that should be included in your preliminary design submittal. Also, please note:

1. All new residences, including demolitions and second story additions to existing structures, must be staked, and flagged prior to the initial review by ARB staff.
  2. Omitted items will slow the review process. Incomplete plans will be returned to the Applicant.
  3. It is strongly recommended that plans be submitted to the ARB prior to submittal to Monterey County. If the ARB requires design changes, these changes can be made before being reviewed by County Planning staff, saving the applicant time and fees within the County permitting process.
  4. ARB staff may add or delete requirements from this list at any time and on a case-by-case basis.
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### **Plans:**

- ☐ One set required. Not larger than 24” x 36”
- ☐ PDF emailed set required.

### **Contact Information:**

- ☐ Name, address, telephone number of applicant/property owner
- ☐ Name, address, telephone number of architect/designer

### **Location, Map, Property Identification**

- ☐ Map showing property location, including: adjacent streets and names, North arrow, and scale
- ☐ Lot and block numbers, subdivision designation (Legal Description)
- ☐ Assessor’s Parcel Number (APN)
- ☐ Lot size
- ☐ Existing and proposed square footage
- ☐ Percentage of lot coverage and Floor Area Ratio (FAR)

### **Site Plan**

- ☐ 1/8” scale preferred
- ☐ North arrow (whenever possible, North should be at the top of the sheet)
- ☐ Location and dimensions of all property lines
- ☐ Location of all existing structures, driveways, fences, etc.
- ☐ Location of all proposed structures, driveways, fences, etc., with dimensions to property lines
- ☐ Natural and proposed site topography with contour intervals of 1’ (on large, steep lots the contours may be 2’ outside the building area)
- ☐ Locate all native trees over 5” in diameter (as measured two feet from the ground). Clearly mark all trees proposed to be removed, and tally by type and size.
- ☐ Location of neighboring trees that might be impacted by project
- ☐ Existing and proposed finished grade contour lines, showing all cut and fill areas
- ☐ Setback dimensions and any other easements located on the property
- ☐ Proposed drainage and erosion protection plan, showing impacts to neighboring property/roads.
- ☐ Service yard location
- ☐ Location of underground utilities
- ☐ Direction of primary view, if any
- ☐ Square footage of lot, square footage of all proposed structures, percentage of lot coverage, and total FAR of all proposed structures
- ☐ Cut and fill calculations in cubic yards

## ***Preliminary Design Submittal Checklist, continued***

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### **Roof Plan**

- ☐ Sample of roofing material or color brochure cut (*Roof Plan may be included on site plan or separate sheet*)

### **Floor Plan**

- ☐ Preferred scale 1/4"
- ☐ New walls shaded dark and walls to be removed showed dashed

### **Exterior Elevation** (artistically rendered or sketched elevations are not acceptable)

- ☐ Preferred scale 1/4" – 1"
- ☐ All exterior elevations labeled in accordance with the North arrow on the floor plan
- ☐ Existing and proposed finish grade lines
- ☐ Indicate the road level on the applicable exterior elevation(s)
- ☐ Maximum height of structure (indicate height of the structure from the average ground elevation covered by the structural footprint to the highest portion of the roof)
- ☐ Exterior materials clearly marked, including all gutters, downspouts, chimneys, window, and door types
- ☐ Additions to existing structures require full elevations for both the existing and proposed structures

### **Typical Wall Section** (new residences and demolitions *only*)

- ☐ From eave through foundation, including window and trim, indicate all materials
- ☐ 1" – 1'0" scale

### **Color Samples**

- ☐ Exterior paint or stain color samples for walls and trim
- ☐ Samples of pre-colored materials such as clad windows, integrally colored stucco, etc.
- ☐ Color photos of existing residence

### **Rendering**

- ☐ Color renderings of street elevation (new residences only)

### **Photographs**

- ☐ For additions and exterior remodeling submittals, color photographs of existing structures are required.

### **Exterior Lighting**

- ☐ Proposed exterior lighting locations, cut sheet of fixtures, and illumination pattern
- ☐ Wattage of all fixtures

### **Landscaping Plan** (*Note: Landscaping is not a requirement. Property may be left natural if desired.*)

- ☐ Natural landscaping present, if applicable
- ☐ All plant species and sizes to be planted

### **Accessory Dwelling Units, Guest Houses**

- ☐ Copy of the property deed, including the Covenants, Conditions, and Restrictions (CC&Rs), must be included with all applications that include Accessory Dwelling Units ("ADU") and/or Guest Houses.
- ☐ Invoice from Pebble Beach Company Accounting office or copy of recorded deed amendment showing annual road fee for the property meets or exceeds current minimum rate and includes periodic CPI adjustments. Contact Pebble Beach Company's Legal Department at (831) 625-8459 for assistance with documents required to adjust road fee, if necessary.

## **Del Monte Forest Architectural Review Final Design Submittal Checklist**

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The submittal of final design plans will constitute the basis for conclusive action by the ARB and must clearly delineate the final design of the proposed structure(s) and any proposed landscape plans.

Plans submitted for final review after preliminary approval will be reviewed by staff if there have been no significant changes. Plans changed considerably from the Preliminary Submittal will require review by staff and approval of the ARB.

### **Final Plans**

- ☐ 1 sets of final plans (1 hard copy and 1 pdf email)
- ☐ All exterior changes from the original Preliminary Design Approval
- ☐ Mapped area of grading disturbance.
- ☐ All cut and fill calculations in cubic yards

### **Floor Plans**

- ☐ Locate all walls and partitions by dimension
- ☐ Locate all exterior door and windows by dimension
- ☐ Sizes of all doors and windows (or a Door and Window Schedule)
- ☐ Indicate all plumbing fixtures and location of furnace and water heater
- ☐ Show complete electrical and heating layout on floor plan or on a separate Electrical and Mechanical Plan

### **Construction Schedule**

- ☐ Construction schedule noting proposed start and completion dates, and work hours
- ☐ All contractors and subcontractors are required to purchase a gate pass to access Del Monte Forest.

### **County Requirements**

- ☐ Any other requirements of County planning and building codes/staff

### **CC&Rs**

- ☐ Copy of the property deed, including the Covenants, Conditions, and Restrictions (CC&Rs), must be included with all applications that include ADUs and/or Guest Houses.

## Del Monte Forest Architectural Review Fee Schedule

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Below is the current fee schedule for Architectural Review.

ARB Fee Schedule 4/1/22	
New Residences, Remodels/Additions, Major Landscaping, Walls, Fences, Improvements* valued at:	Amount
Under \$19,999	\$900
\$20,000 - \$49,999	\$1,600
\$50,000 - \$99,999	\$2,200
\$100,000-\$249,999	\$3,200
\$250,000 - \$499,999	\$4,500
\$500,000 - \$749,999	\$6,250
\$750,000 - \$999,999	\$7,500
\$1.0M - \$1,499,999	\$9,000
\$1,500,000 - \$1,999,999	\$10,000
\$2M and above	\$11,000
<b>Plan Review for Simple Exterior Work (e.g., driveways, fences, roofs, exterior paint)</b>	\$450
<b>Review/Approval Stamp for Monterey County Building Permit</b>	\$900
<b>Plan Review for interior remodel (no exterior changes, but require ARB approval stamp for issuance of a County Building Permit)</b>	\$900
<b>Trenching &amp; Road Cutting (copy of insurance required)</b>	\$2000
*Improvement values will be estimated at \$400 per square foot. Improvements \$500K+, please also see "Annual Road Fees" below.	

**Easement Agreements:** To access, build on, or modify any PBC property, including but not limited to landscaping in the road right-of-way, requires an Easement agreement with PBC. As a consideration for this grant of Easement, Applicant (s) shall be responsible for paying all fees related to the Easement, including administrative fees and Monterey County recording fees. Applicant(s) shall also pay PBC an increased annual road fee in the minimum amount of \$1,228 (plus annual CPI increases) in substitution of any lesser annual fee set forth in the Deed to the Resident's Parcel.

**Retroactive Applications:** Retroactive applications for any construction started without prior ARB approval will be assessed double the above fees. Call the Architectural Review office for fee information **prior** to a plan submittal.

**Payment of Fees:** Fees are payable at the time of plan submittal. Checks should be made payable to Pebble Beach Company. Fees are non-refundable in the event the applicant abandons the plans or the plans are denied by the ARB or other agencies.

**Annual Road Fees:** Approval of new residences (including ADUs), remodels, and additions valued at \$500K or more will be contingent upon confirmation that the annual road fee for the property meets or exceeds the current minimum rate and includes periodic CPI adjustments. All properties that contain either an attached or detached ADU will be assessed a second annual road fee at the current minimum rate plus periodic CPI adjustments. In some cases, a deed amendment may be required. Contact Pebble Beach Company's Legal Department at (831) 625-8459 for assistance if adjustment to road fee is necessary.

## **PLANNING AND BUILDING PERMIT PROCESS IN DEL MONTE FOREST**

The Del Monte Forest is an unincorporated area within Monterey County. Pebble Beach Company and its predecessors are the grantors of the Deeds and CC&R's to property within the boundaries of the Del Monte Forest Area.

The Planning and Building process in Del Monte Forest involves review by and approval of both the County of Monterey and Pebble Beach Company's Architectural Review Board.

### **Important Notes:**

- In some instances, Monterey County and the ARB have differing setback regulations. In those cases, the most stringent setback requirement will apply. Always call the ARB office prior to starting your project design to check the applicable setbacks.
- Most projects in Del Monte Forest (including fences) will require the design approval of both the Del Monte Forest ARB and the County of Monterey.
- Some minor projects in Del Monte Forest may only require simple over-the-counter approval of the Architectural Review Staff. Please consult with the ARB office to determine the level of approval required for your project.

## SUMMARY OF ZONING REGULATIONS WITHIN DEL MONTE FOREST

### General:

#### Zoning Designation:

LDR/1.0-1.5: Low density residential district with a maximum gross density of one (1) unit per 1.5 acres

MDR/2: Medium density residential district with a maximum gross density of two (2) units per acre.

MDR/4: Medium density residential district with a maximum gross density of four (4) units per acre.

FLOOR AREA: Total enclosed area of all floors as measured from the outside stud face of the exterior walls. **Basements as defined by the Uniform Building Code (UBC) are not included in this area.**

FLOOR AREA RATIO (FAR): Total area of all floors divided by lot square footage.

SITE COVERAGE: The area covered by a structure(s) including decks or terraces that are 24 inches or more above ground or eaves that exceed 30 inches, divided by the lot square footage.

#### Site and Structural Restrictions:

##### 1. Side Yard Setbacks

MDR/2 & MDR/4	First floor - 10 feet Second floor - 20 feet
LDR	20 feet

##### 2. Rear Yard Setbacks

MDR/2 & MDR/4	First & Second floor - 10 feet
LDR	20 feet

**Note: Front yard setbacks vary depending on road right-of-way width and location. Call the Architectural Review office & Monterey County Planning Department to verify setbacks. The most restrictive setbacks shall apply.**

##### 3. Structure Site Coverage

MDR/2	25%
MDR/4	35%
LDR	15%

##### 4. Floor Area Ratio (total allowable floor area)

MDR/2	25%
MDR/4	35%
LDR/1.0	20%
LDR/1.5-2.0	17.5%

##### 5. Height limit of main structure

MDR/2 & MDR/4	27 feet
LDR	30 feet

