

# *ARCHITECTURAL*



# *PACKET*

**Salton Community Services District**

Architectural Committee Building Approval Form

Plan# \_\_\_\_\_

Chartered by Chapter 59 of 1985 Codes and Laws – state of CA

Plans must conform to covenants, Conditions and Restrictions of tract.

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Architectural Committee Review Fees:**

Existing Building Additions: \$50.00 \_\_\_\_\_ Check# \_\_\_\_\_  
New Construction: \$50.00 \_\_\_\_\_ Check# \_\_\_\_\_  
Sewer Capacity Fee: \$1000.00 \_\_\_\_\_ Check# \_\_\_\_\_  
Sewer Connection Fee: \$2700.00 \_\_\_\_\_ Check# \_\_\_\_\_ (Deposit) \_\_\_\_\_

(Capacity Fee/Connection Fee Payable at time of sewer connection. Plan Approval fee and Developer fee due at time of plan submission) **THIS APPROVAL MEETS ALL SCSD CC&R'S, BUT MAY NOT MEET IMPERIAL COUNTY TITLE 9 LAND ORDINANCES.**

**We ONLY accept money orders or checks payable to Salton Community Services District.**

**ARCHITECTURAL PLAN REVIEW:**

Israel Gonzalez: \_\_\_\_\_ Approved/updated: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_

Barbara Quiroz: \_\_\_\_\_ Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_

Lizabeth Flowers: \_\_\_\_\_ Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_

Juan Ventura: \_\_\_\_\_ Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_: \_\_\_\_\_ Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

Lot# \_\_\_\_\_ Block# \_\_\_\_\_ Tract# \_\_\_\_\_ Zone: \_\_\_\_\_

APN: \_\_\_\_\_ Lot Size: \_\_\_\_\_

**Living Area**

Dimensions: Width: \_\_\_\_\_ Length: \_\_\_\_\_ Total Square Feet: \_\_\_\_\_

**Patios**

Dimensions: Width: \_\_\_\_\_ Length: \_\_\_\_\_ Total Square Feet: \_\_\_\_\_

**Carport or Garage**

Dimensions: Width \_\_\_\_\_ Length: \_\_\_\_\_ Total Square Feet: \_\_\_\_\_

**Room Addition**

Dimensions: Width \_\_\_\_\_ Length: \_\_\_\_\_ Total Square Feet: \_\_\_\_\_

**Mobile/Manufactured/Modular Homes Only**

Date of Manufacture: \_\_\_\_\_ Expected Date of Delivery: \_\_\_\_\_

I, the undersigned, certify all information to be true and accurate description of my plans and intentions.

\_\_\_\_\_  
**Owner's Signature**

\_\_\_\_\_  
**Owner's Name (Printed)**

\_\_\_\_\_  
**Daytime Phone Number**

\_\_\_\_\_  
Address, City, State, Zip Code

A permit must be obtained within 2years (24 months) from date of approval. If permit is not obtained, you will be required to re-submit for approval



1209 Van Buren Avenue, Suite 1  
POST OFFICE BOX 5268  
SALTON CITY, CALIFORNIA 92275-5268  
TELEPHONE: (760) 394-4446  
FAX: (760) 394-4242  
scsd@saltoncsd.ca.gov

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## **INTERESTED IN BUILDING OR MOVING A MOBILE HOME ONTO YOUR LOT?**

The Salton Community Services District (SCSD) and The Architectural Committee are pleased to furnish you with information to help you get started on your project.

- Step 1. If you were not given a copy of the CC&R's for your tract when you purchased your lot, you may obtain a copy by going to the Salton Community Services District website at [www.saltoncsd.ca.gov](http://www.saltoncsd.ca.gov) or by coming into the District office. This will tell you what type of structure, fence, etc. you are allowed to build, as well as any special requirements for your particular tract.
- Step 2. Obtain a copy of the Imperial County building requirements. You can call Imperial County Planning & Development Department at (760) 482-4236. They are located at 801 North Main Street, El Centro.
- Step 3. You will need an Architectural Building Approval Form and a Site Plan that are also available on the web site and at the District office. Fill out the forms completely. You can draw your own site plan or have one drawn by an architect. Be sure your site plan includes setbacks, closest fire hydrants, and all proposed utility lines. Bring these two forms and a check for \$50.00 to the SCSD office for submission to the Architectural Committee. Once you have been approved by the Committee you are ready for the next step.
- Step 4. Take your approved application and site plan to Imperial County Building and Planning Department in El Centro. From these plans, they will determine the square footage and give you a form to take to Coachella Valley School District to pay your school tax. The Coachella Valley School District office is located at 83-733 Ave. 55, Thermal, CA. 92274. Their phone number is (760) 398-5909 ext. 216. **NO CASH, PERSONAL CHECKS, OR COMPANY CHECKS ACCEPTED.**
- Step 5. The school tax receipt is then returned to Imperial County Building and Development Department in El Centro. Your plans will be processed through the various departments for final approval. This process usually takes a while so be patient. You will be contacted regarding their permit fees.

The above is a general outline of steps to follow. However, you should check with the proper agencies involved for possible changes.



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**SEWER CONNECTION POLICY**

1. ALL CONSTRUCTION PROJECTS WITHIN THE DISTRICT WILL BE PRESENTED TO THE ARCHITECTURAL COMMITTEE FOR APPROVAL.
2. AFTER ARCHITECTURAL COMMITTEE APPROVAL, A BUILDING PERMIT MUST BE APPLIED FOR AT THE IMPERIAL COUNTY BUILDING AND PLANNING DEPARTMENT.
3. AFTER ISSUANCE OF A BUILDING PERMIT BY IMPERIAL COUNTY, A SEWER PERMIT WILL BE ISSUED BY THIS DISTRICT, AND POSITIVELY NOT BEFORE.
4. WHEN THE SEWER PERMIT IS ISSUED, THE DISTRICT WILL PLACE A STAKE IN THE LOCATION OF WHERE THE SEWER CONNECTION IS TO BE MADE BY THE DISTRICT.
5. THE SEWER CONNECTION WILL BE MADE ONLY AFTER THE DISTRICT IS SATISFIED THAT ALL COMPLIANCES HAVE BEEN MET. THERE MUST BE A SEWER LINE CLEAN OUT AT THE AREA OF CONNECTION.
6. ANY CONNECTION TO THE SEWER BY PERSONS OTHER THAN THE DISTRICT IS A VIOLATION OF THE LAW AND WILL CAUSE PROSECUTION.



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**MINIMUM "SETBACKS" FOR R-3/R-4 PARCELS IN SALTON CITY AREA**

| <b><u>MINIMUM SETBACKS IN ZONES</u></b> | <b><u>R-4</u></b> | <b><u>R-3</u></b> | <b><u>R-1</u></b> |
|---|-------------------|-------------------|-------------------|
| FRONT YARD                              | 20'               | 20'               | 25'               |
| SIDE YARD - CORNER LOT                  | 20'               | 20'               | 15'               |
| SIDE YARD - INTERIOR LOT                | 5'                | 5'                | 5'                |
| REAR YARD – NO ALLEY                    | 20'               | 15'               | 20'               |
| REAR YARD – WITH ALLEY                  | 10'               | 10'               | 10'               |

**PARKING SPACES: A MINIMUM TWO 9' X 20' FOR SINGLE FAMILY DWELLINGS.**





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## **NOTICE**

**To all Developers and  
Contractors**

**When finishing your work at the end of the day**

**Or when your project is over for that day**

**Please pick up your loose trash, bottles, cans,  
and food wrappers. Please also place all  
building materials in a suitable container.**

**OTHERWISE ALL CONSTRUCTION ON THAT SITE  
MAY BE SHUT DOWN**

**Thank you,**

**SALTON COMMUNITY SERVICES DISTRICT**



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**NOTICE TO ALL BUILDERS**  
**EFFECTIVE JANUARY 31, 2005**

**PLEASE NOTE:** Some of the District's sewer lines are at a depth of five (5) feet, therefore any sewer line leaving a structure at more than thirty (30) inches below floor grade will not be connected.

**IN ADDITION:** No connection will be made prior to Imperial County Planning and Development Department sign off on that portion of the sewer system.

Salton Community Services District



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**Very important information**

**Please read before submitting your plans!**

The following items must be submitted for the Plans to be considered:

1. The Architectural Plan filled out completely, including lot, block, tract, street address and APN number.
2. A Legible Site Plan, showing front, side and rear setbacks as well as proposed utility lines. (A sample site plan is provided for you in this Building Packet).
3. Check in the appropriate amount.
4. Copy of the tract map showing the location of you lot and any easements.

**REMEMBER!**

**It is your responsibility to familiarize yourself  
With all Easements and Public Utility right - of- ways  
Before drawing/submitting plans.**



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## **PUBLIC NOTICE**

**The Salton Community Service District has in excess of 400 miles of sewer lines within our boundaries. The District has approximately 5,000 manholes and 27 pump stations to maintain.**

**Almost all District equipment is located in Public Utility right away also including water, telephone and power lines. These right of ways must be kept clear to access all these utilities.**

**In the event that anything (including fences, walls, landscape materials, storage sheds, out building, etc.) placed on these easement obstructing access to public utility lines, said obstruction will be removed at the owner's expense.**

**Any item on private property removed by the District will be replaced in kind by the district.**



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## **NOTICE TO ALL BUILDERS**

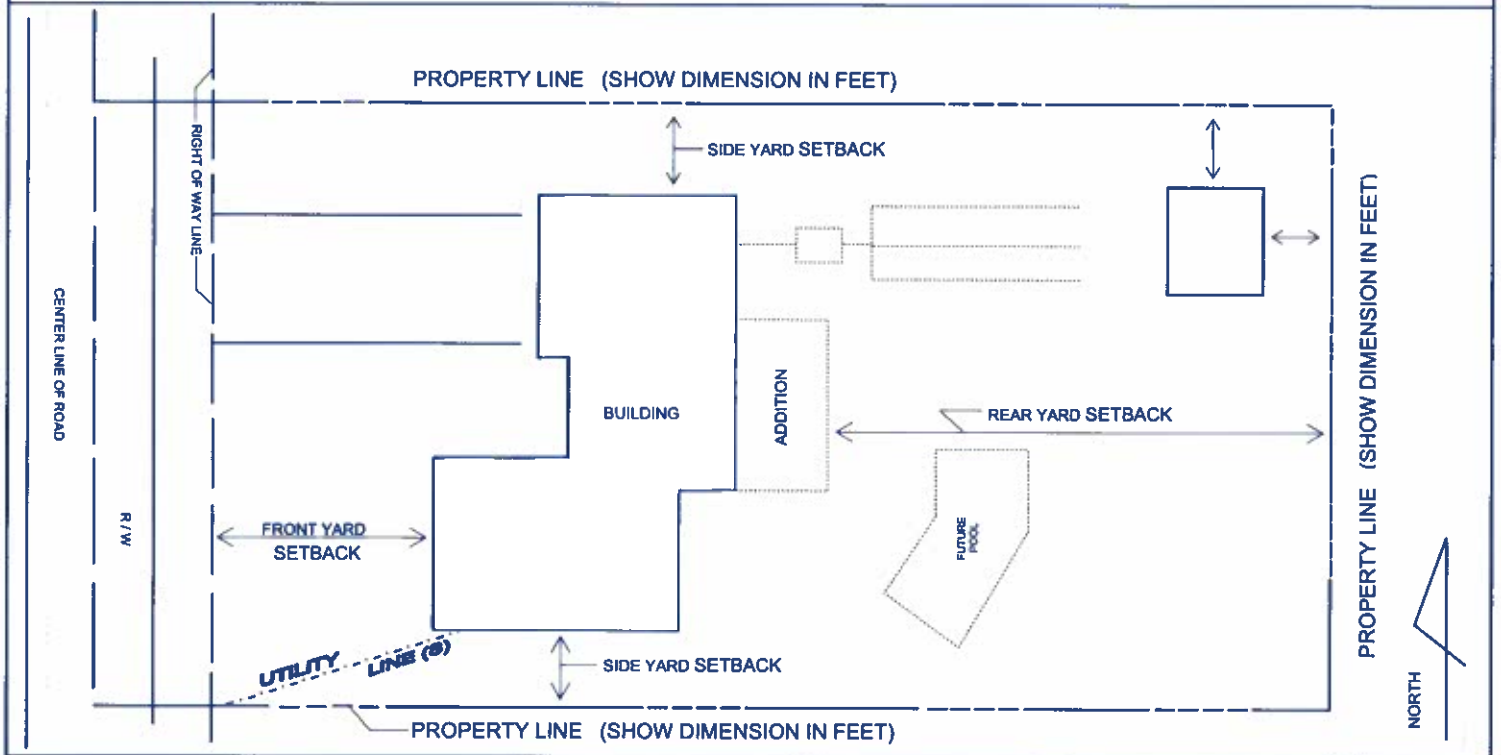
To expedite sewer connections being scheduled the following policy is in place as of November 28, 2005:

No sewer lateral shall leave a building more than Thirty (30) Inches below floor slab height and extend to the rear easement line Where the sewer is in the rear easement and extended to the front connection point where the sewers are in the front.

The lateral will be inspected and approved by the Imperial County Building and Planning Department at the same time as the house soil pipe.

Once the slab is poured, we will ask for the connection fee and connect the unit to our sewer line.

## EXAMPLE SITE PLAN



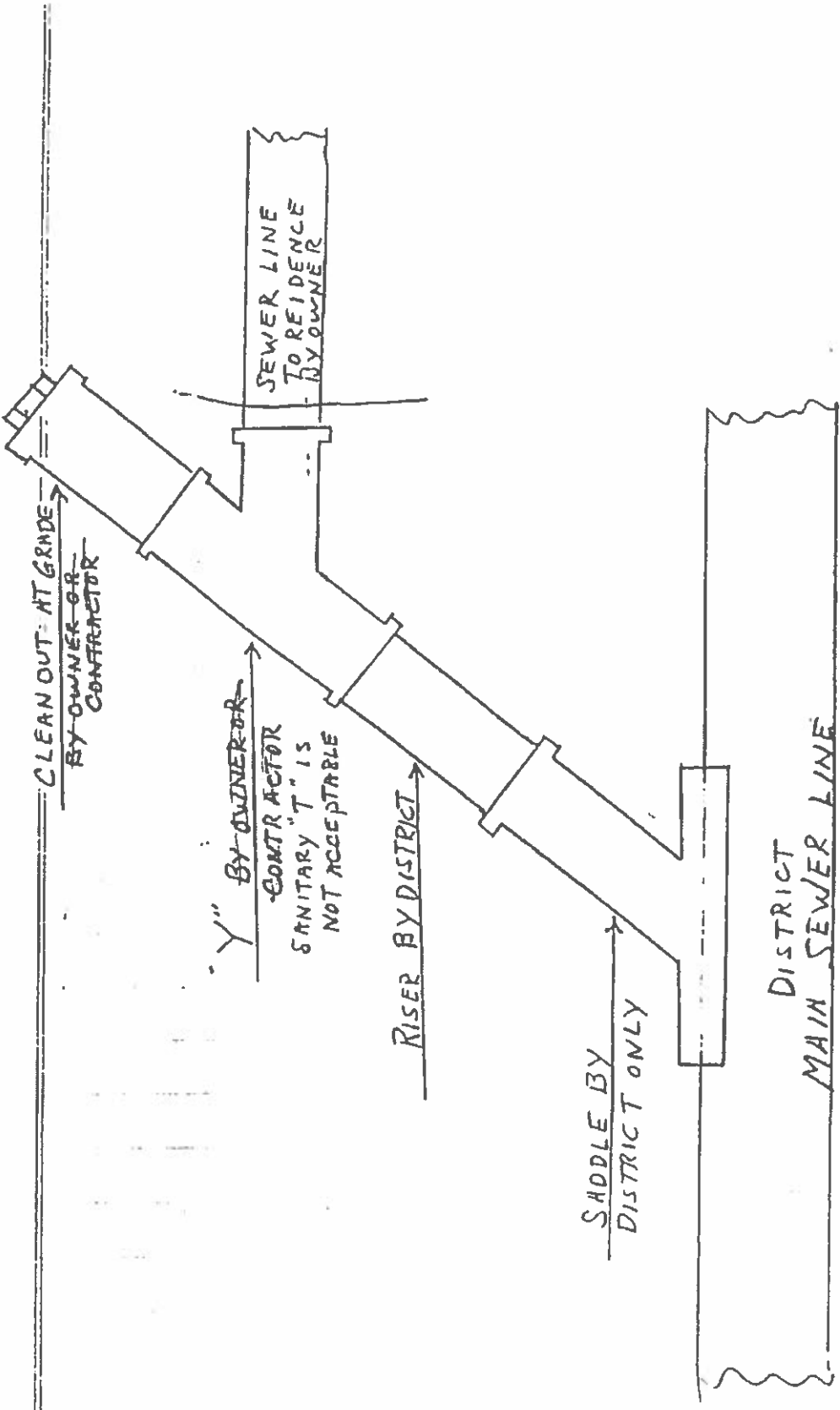
### **READ INSTRUCTIONS ON REQUIRED INFORMATION!**

**The following information and detail must be shown on the site Plan. Please read the information, view the example and prepare a site plan for your project to accurately and correctly depict the necessary information.**

- Show the property lines including their dimensions.
- Show the location of all existing and/or proposed structures, both above and below ground.
- Show the location of the utility lines (electrical, water, sewer, gas, phone, etc.). Show whether they are above or below ground.
- Show the north orientation.
- Show the scale of the drawing, (i.e.  $\frac{1}{4}'' = 1'0''$  or  $\frac{1}{8}'' = 1'0''$ , etc.).
- Show all dimensions of the structure(s).
- Show all distances from the property line(s) to the structures.
- Show distances between structures.
- Show the adjacent streets, and all entrances to the property from the street.
- Provide 3 copies of the SITE PLAN along with the application. (if you are not using the County's Site Plan form)
- Provide the information in all of the numbered spaces at the bottom of the form.
- Landscaping is required for certain projects. Please check with the Staff to verify what and if it will be required for your proposed project.

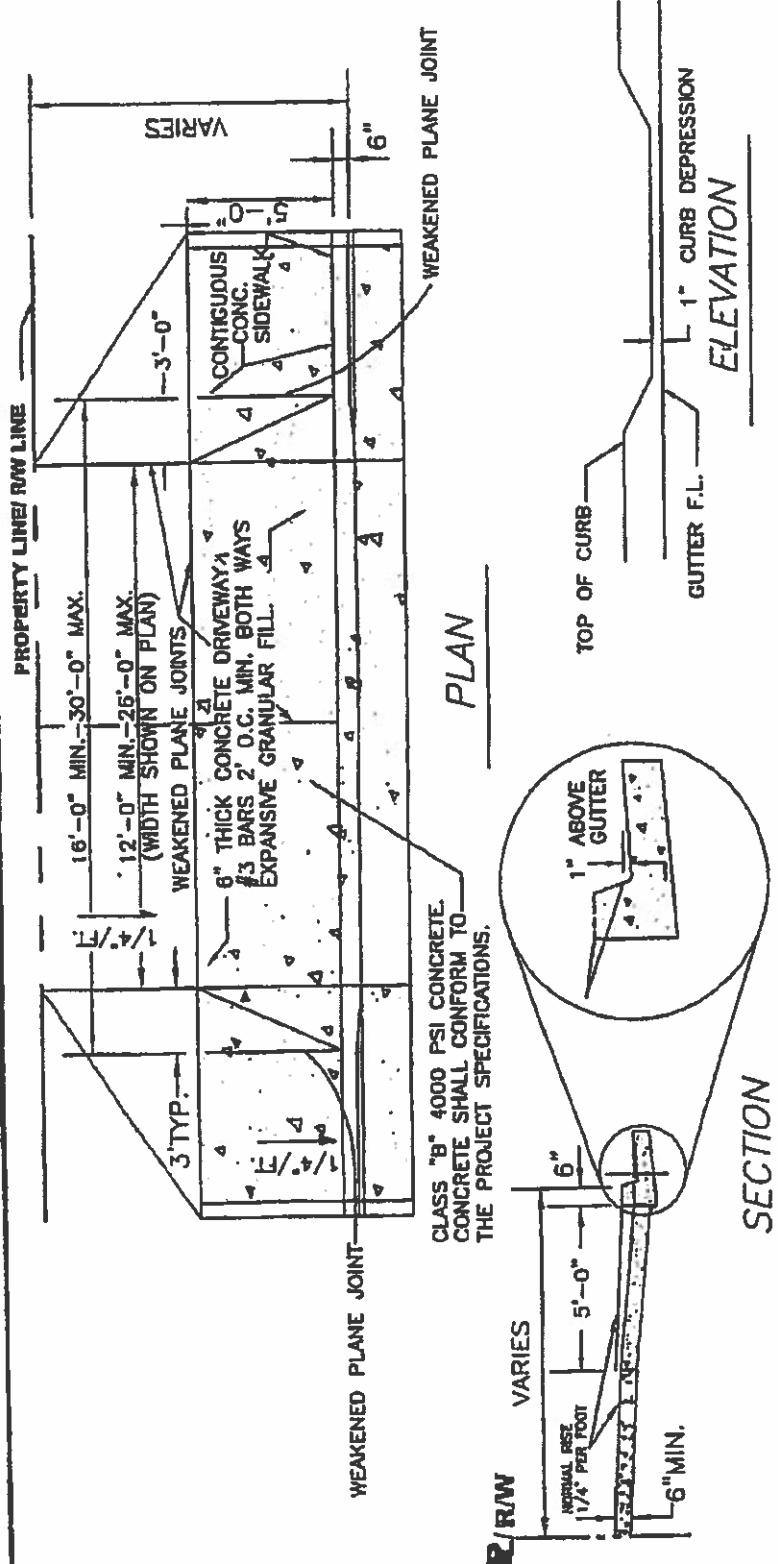
**NOTE: You may submit a site plan in a larger format, or on a blue line or on another format, however it must include all the information shown above, and must be drawn on substantial paper with a non-erasable medium, i.e. not in pencil.**





NO 90° ELBOS ACCEPTABLE ON UTILITY EASEMENT


SALTON COMMUNITY SERVICES DISTRICT



CLASS "B" 4000 PSI CONCRETE SHALL CONFORM TO THE PROJECT SPECIFICATIONS.

**NOTE:**

1. SUBGRADE TO BE 12" COMPACTED TO 90% OF MAXIMUM DENSITY AND MAINTAIN A MOISTURE CONTENT OF (18% +/-2%) FOR ALL LOCATIONS UNDERNEATH CONCRETE.
2. WEAKENED PLANE JOINTS REQUIRED ON DRIVEWAY CENTER LINE
3. FOR JOINTS DETAILS SEE COUNTY STD. DWG. 400
4. WIDTH AND LOCATION AS DIRECTED BY OWNER AND APPROVED BY THE COUNTY ENGINEER OR HIS REPRESENTATIVE.
5. ENCROACHMENT PERMIT REQUIRED FROM COUNTY PUBLIC WORKS DEPT. FOR DRIVEWAY. FOR FUTURE MAINTENANCE OF DRIVEWAY AND SIDEWALK IS THE RESPONSIBILITY OF FRONTING LANDOWNER.

|   |                      |
|---|----------------------|
|  <p><b>IMPERIAL COUNTY</b><br/>PUBLIC WORKS DEPARTMENT<br/>EL CENTRO, CALIFORNIA</p> | DATE: 08/02/04       |
|   | DRAWN: J. Garola     |
|   | CHECKED: F. Fiorenza |
|   | DWG No. County--410A |

**DRIVEWAY ACCESS DETAIL**

NOT TO SCALE

# SITE PLAN

I.C. PLANNING & DEVELOPMENT SERVICES DEPT  
801 Main Street, El Centro, CA 92243 (760) 482-4236

READ INSTRUCTIONS ON THE BACK! USE PEN TO DRAW - DO NOT USE PENCIL!

DRAW SITE LAYOUT PLAN TO SCALE & COMPLETE ALL NUMBERED SPACES!

DRAW SITE LAYOUT PLAN TO SCALE & COMPLETE ALL NUMBERED SPACES!

1

|                           |                          |                           |
|---------------------------|--------------------------|---------------------------|
| 2<br>NAME OF APPLICANT    | 3<br>APPLICANT PHONE NO. | 4<br>SIZE OF PARCEL       |
| 5<br>PROJECT SITE ADDRESS |                          | 6<br>ASSESSORS PARCEL NO. |

WHITE - OFFICE MASTER / YELLOW - ASSESSORS / PINK - APPLICANT

# PERMIT APPLICATION

I.C. PLANNING & DEVELOPMENT SERVICES DEPT  
801 Main Street, El Centro, CA 92243 (442) 265-1736

- |                                     |                                     |  |  |
|-------------------------------------|-------------------------------------|--|--|
| <input type="checkbox"/> BUILDING   | <input type="checkbox"/> DEMOLITION | <input type="checkbox"/> NEW RESIDENTIAL | <input type="checkbox"/> REMODEL RESIDENTIAL |
| <input type="checkbox"/> ELECTRICAL | <input type="checkbox"/> GRADING    | <input type="checkbox"/> NEW COMMERCIAL  | <input type="checkbox"/> REMODEL COMMERCIAL  |
| <input type="checkbox"/> MECHANICAL | <input type="checkbox"/> POOL       | <input type="checkbox"/> NEW INDUSTRIAL  | <input type="checkbox"/> REMODEL INDUSTRIAL  |
| <input type="checkbox"/> PLUMBING   | <input type="checkbox"/> SIGN       |  |  |

**COMPLETE ALL NUMBERED SPACES! PLEASE TYPE OR PRINT! READ INSTRUCTIONS ON THE BACK!**

|     |                                      |                   |               |
|-----|--------------------------------------|-------------------|---------------|
| 1.  | PROPERTY OWNERS NAME                 | EMAIL ADDRESS     |               |
| 2.  | MAILING ADDRESS                      | ZIP CODE          | PHONE NUMBER  |
| 3.  | PROJECT SITE ADDRESS                 | LOCATION          |               |
| 4.  | ASSESSOR'S PARCEL NO.                | LEGAL DESCRIPTION |               |
| 5.  | DESCRIBE INTENDED USE                |                   |               |
| 6.  | DESCRIBE (CLEARLY) THE PROPOSED WORK |                   |               |
| 7.  | ARCHITECT / ENGINEER                 | LICENSE NO.       | EMAIL ADDRESS |
| 8.  | MAILING ADDRESS                      | ZIP CODE          | PHONE NUMBER  |
| 9.  | CONTRACTORS NAME                     | LICENSE NO.       | EMAIL ADDRESS |
| 10. | MAILING ADDRESS                      | ZIP CODE          | PHONE NUMBER  |

### WORKERS' COMPENSATION DECLARATION

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

I have and will maintain a certificate of self-insurance for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work which this permit is 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:

Policy Number: \_\_\_\_\_ Carrier: \_\_\_\_\_

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 workers' compensation laws of California, and Labor Code, I shall forthwith comply with these provision.

11. Date: \_\_\_\_\_ Applicant: \_\_\_\_\_

**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 DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.**

### VALUATION

ZONE AREA

OCCUPANCY GROUP

CONSTRUCTION TYPE

|     |                    |     |                         |
|-----|--------------------|-----|-------------------------|
| 12. | SIGNATURE OF OWNER | 13. | SIGNATURE OF CONTRACTOR |
|-----|--------------------|-----|-------------------------|

| DATA                |         |
|---------------------|---------|
| ELECTRICAL APPROVAL |         |
| GAS APPROVAL        |         |
| FINALED             | EXPIRED |
| RECEIPT NO.         |         |
| DATE ISSUED         |         |

| APPROVALS REQUIRED      |             |              |      |
|-------------------------|-------------|--------------|------|
| WORKERS' COMPENSATION   |             | PUBLIC WORKS |      |
| SCHOOL FEES             |             | EHS          |      |
| ARCHITECT COMMITTEE     |             | FIRE / OES   |      |
| REJECTED                | RESUBMITTED | APCD / AG    | DATE |
| SPECIAL LAND USE PERMIT |             | PLANNING     |      |

|                    |  |
|--------------------|--|
| SMI                |  |
| BUILDING PERMIT    |  |
| PLAN CHECK         |  |
| ELECTRICAL PERMIT  |  |
| PLUMBING PERMIT    |  |
| MECHANICAL PERMIT  |  |
| GENERAL PLAN       |  |
| ZONE REVIEW        |  |
| LEGAL SERVICE      |  |
| ADMINISTRATIVE     |  |
| FIRE MITIGATION    |  |
| ADDITIONAL         |  |
| SHERIFF MITIGATION |  |
| OTHER              |  |

|               |                               |                               |
|---------------|-------------------------------|-------------------------------|
| PERMIT NUMBER | RECEIVED BY: _____ DATE _____ | APPROVED BY: _____ DATE _____ |
|---------------|-------------------------------|-------------------------------|

**FEE \$**

**INSTRUCTIONS**  
to complete the  
**BUILDING PERMIT APPLICATION**

*Please READ and follow the instructions carefully.  
If you do not understand a requirement or a procedure, please ask the staff!*

1. All numbered spaces on the front of the application must be completed by the applicant!
2. The **ASSESSORS PARCEL NO.** & the Legal Description must be shown on the application. To obtain the (APN) number, please use your tax bill or check with the Assessors office!
3. Every application requires a complete **SITE PLAN!** Please see the SITE PLAN form for the information required!
4. Every application requires a completed and signed **PROPERTY OWNER ACKNOWLEDGMENT FORM.**
5. Each application must be signed by the **CONTRACTOR** and/or the **OWNER BUILDER!**
6. The **WORKERS COMP. DECLARATION** must be completed properly and signed! (Failure to comply with the workers compensation law will result in the revocation of the permit.)
7. Plans (detailed architectural drawings) are required for all but very minor projects! These plans must be prepared by California licensed Architect(s) or Engineer(s), except for certain small projects. Check with staff on this requirement!
8. When plans are required, please submit two (2) full sets (hard copy) and one (1) complete full set on CD ROM!
9. Building permit fees are calculated during the plan check review process. Staff can only provide you with an estimate at the time you submit the application. You may however be required to leave a deposit at the time of submittal!
10. In addition to the **PLANNING & DEVELOPMENT SERVICES DEPARTMENT** review of your application, the application may also be reviewed by, and additional permits may be required by, **PUBLIC WORKS, ENVIRONMENTAL HEALTH, AIR POLLUTION CONTROL** or **FIRE/OES** and/or other agencies.
11. Energy Certification (Title 24) documentation is required to be submitted on most projects!
12. Before the Planning & Development Services Department can issue any building permit, a completed (signed & sealed) School Certification form is required. Please check with staff on the procedure and to see if your project will require a School Certification Form!
13. **SPECIAL NOTE:** You're proposed "land use" must be consistent with the County General Plan and Land Use Ordinance. If it is not the application will be rejected, and you will need to review the procedures with Planning Staff! Any fees incurred during the review process of your application will be required to be paid by the responsible party.

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**NOTE:** *If the application is not correctly completed, or if the necessary documentation is not included at the time of application, the application will not be accepted and will be returned to you! Additional fees may be charged to offset this added cost, so please make sure all information is included the first time!*

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