

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.

ARCHITECTURAL PLAN REVIEW:

Scot Woodward: _____ Approved: _____ Disapproved: _____ Date: _____

John Connelly: _____ Approved: _____ Disapproved: _____ Date: _____

Oscar Ramirez: _____ Approved: _____ Disapproved: _____ Date: _____

Carlene Ness: _____ Approved: _____ Disapproved: _____ Date: _____

Debbie Bird: _____ 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 2 years (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

Serving the West Shores of the Fabulous Salton Sea

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 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.

GENERAL MANAGER

cc: Directors

2/2/86



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

<u>MINIMUM SETBACKS IN ZONES</u>	<u>R-4</u>	<u>R-3</u>	<u>R-1</u>
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.

UTILITIES AND SERVICES FOR SALTON CITY AND DESERT SHORES

WATER

Coachella Valley Water District
P.O. Box 1058
Coachella, CA 92236

1-800-262-2651
760-391-9600

SEWER

Salton Community Services District
1209 Van Buren Avenue Suite 1
P.O. Box 5268
Salton City, CA 92275

760-394-4446

Connection charge is currently \$2,700.00 plus a Sewer Capacity fee of \$1,000.00.

Please note: Connection and Capacity fees will not be accepted until lateral is inspected by Imperial County Building and Planning. * NOTICE: Tract 571 in Desert Shores has an assessment fee of \$951.27, plus sewer connection & capacity charge.

ARCHITECTURAL COMMITTEE **760-394-4446**

Salton Community Services District Architectural Committee meets to review plans the 2nd & 4th Wednesday of every month. All plans need to be submitted by 12:00 pm the Wednesday before the monthly meeting.

The plan review fee is \$50.00 per plan for new construction or additions
NO EXCEPTIONS!

ELECTRIC

Imperial Irrigation District
135 S. Plaza Street
Brawley, CA 92227

1-800-303-7756
760-335-3640

BUILDING PERMITS

Imperial County Courthouse
801 Main Street
El Centro, CA 92243

760-482-4236

TRASH PICK-UP SERVICE (Optional)

Burrtec Waste Management
41-575 Electric St
Palm Desert, CA 92260

760-393-0635

Please Note: Please check with appropriate agency involved for correct fees.



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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.

Tom Cannell, General Manager

Salton Community Services District



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*Serving the West Shores of the Fabulous Salton
Sea*

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.

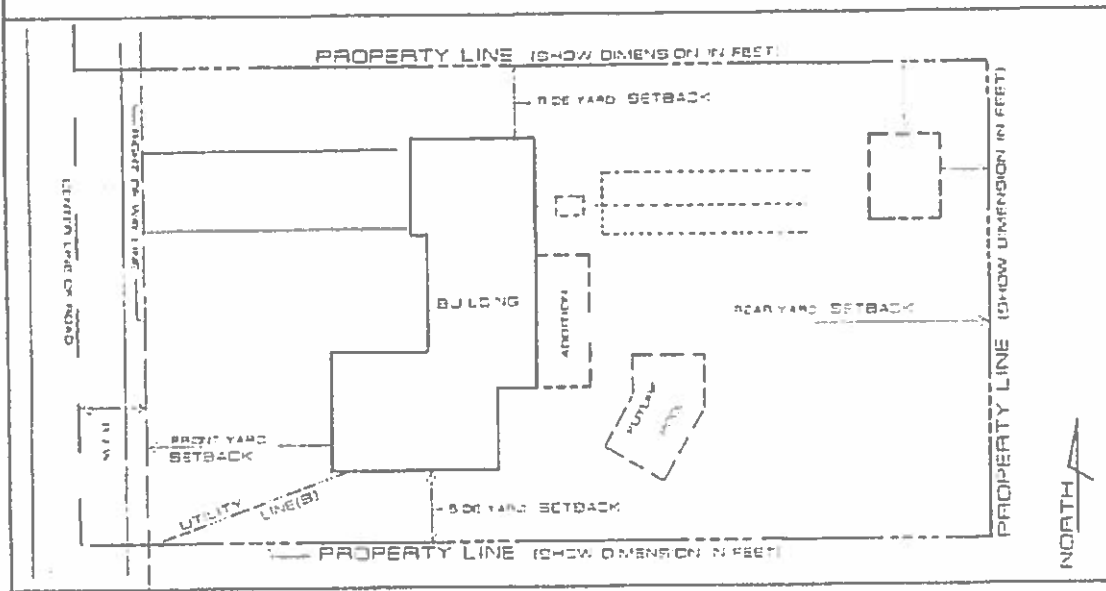
The lateral will be inspected and approved by the Imperial County Building and Planning Department at the same time as the house soil pipe.

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

Thomas R. Cannell, General Manager

Amended: November 21, 2005

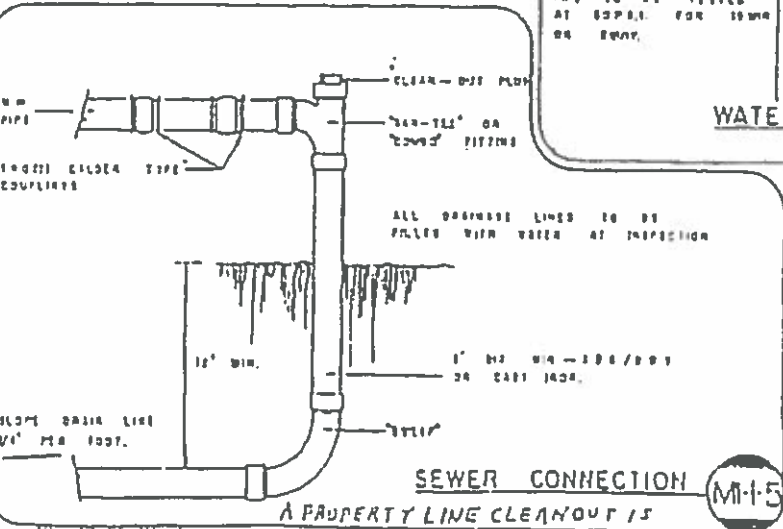
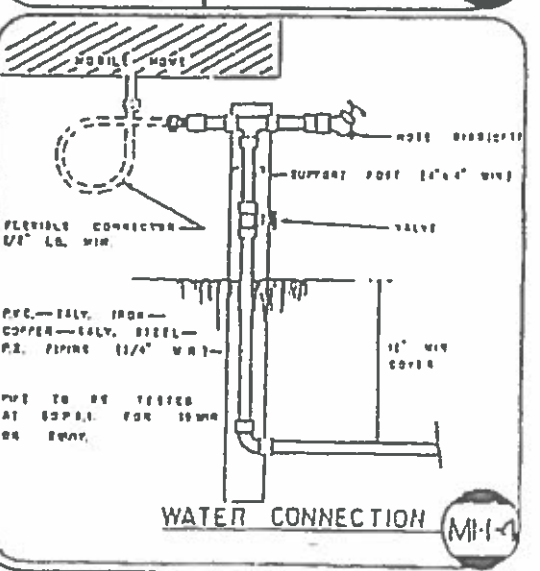
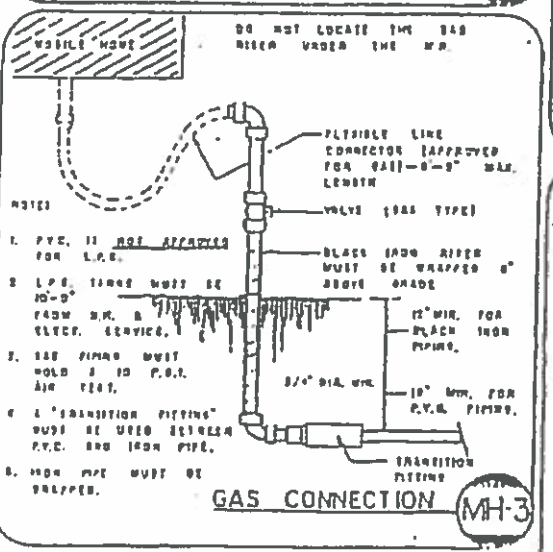
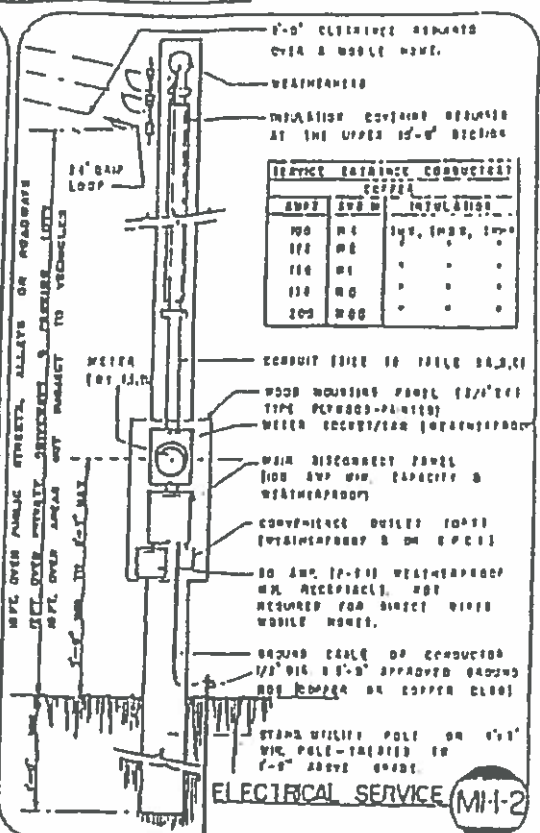
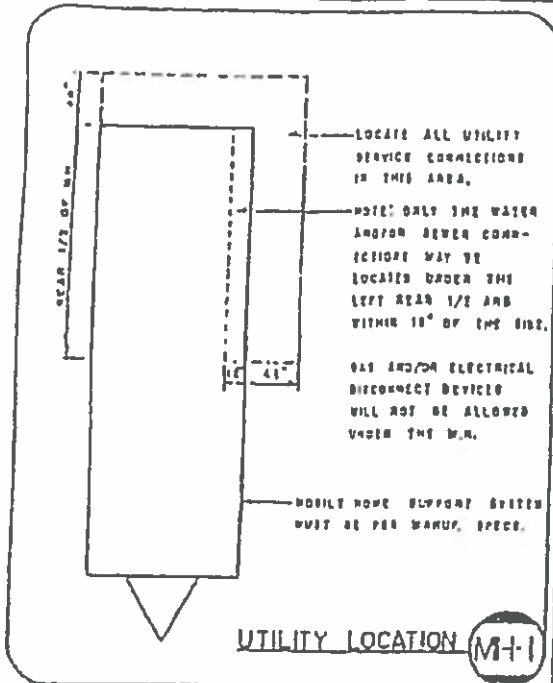
EXAMPLE SITE PLAN



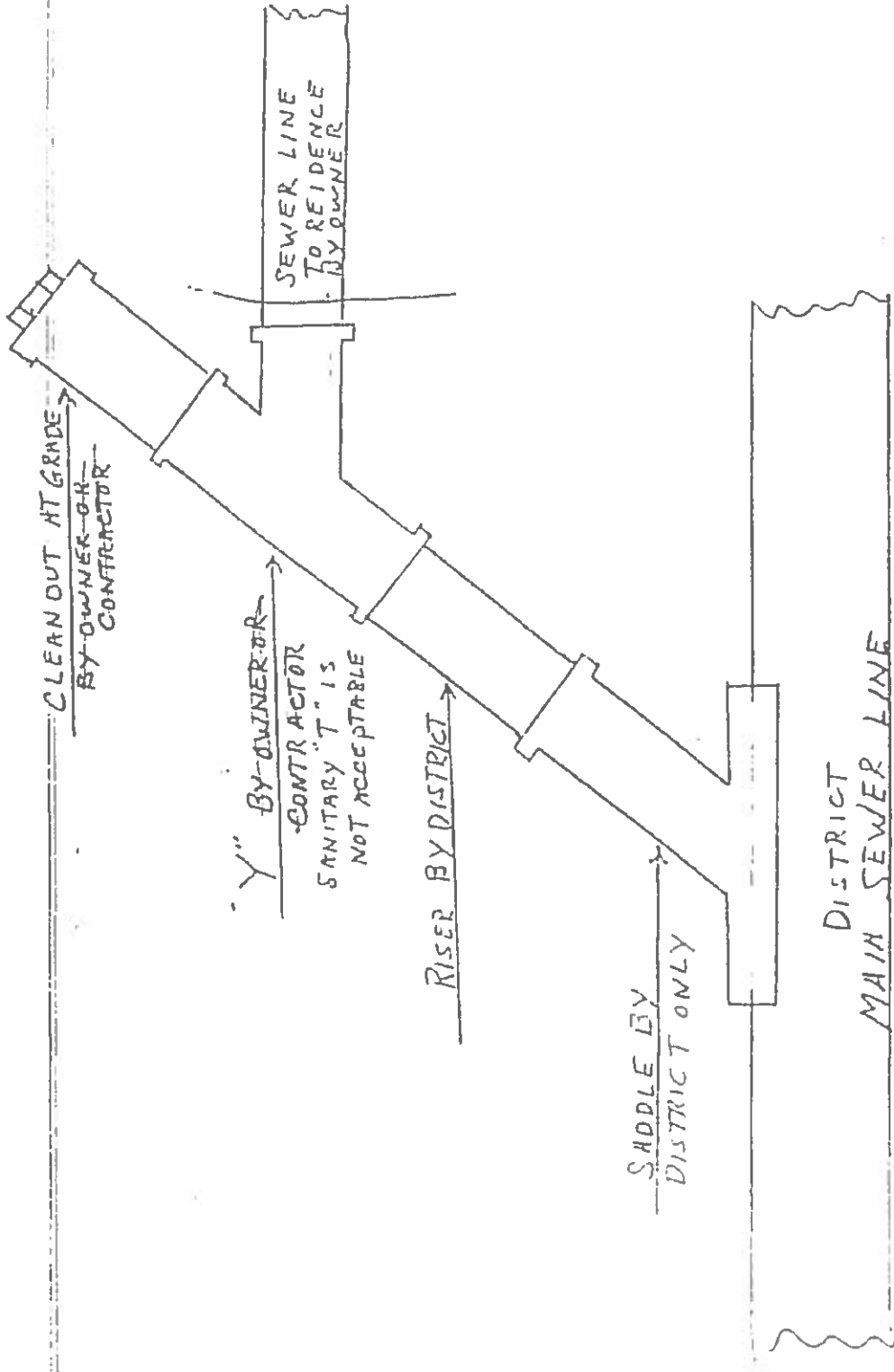
READ INSTRUCTIONS ON REQUIRED INFORMATION!

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UTILITY CONNECTION INSTRUCTIONS

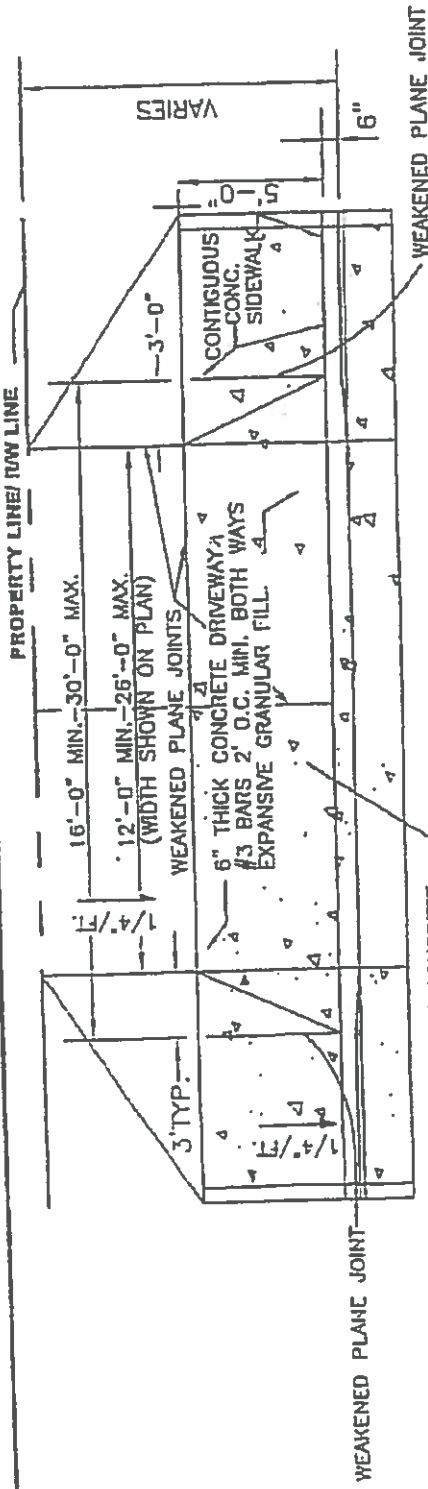


EQUIP BY
BUILDING INSPECTION DIVISION
COUNTY OF LOS ANGELES
100-1000

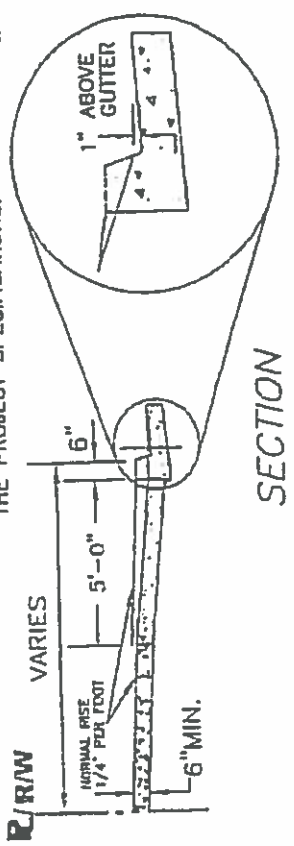


NO 90° ELBOS ACCEPTABLE ON UTILITY EASMENT

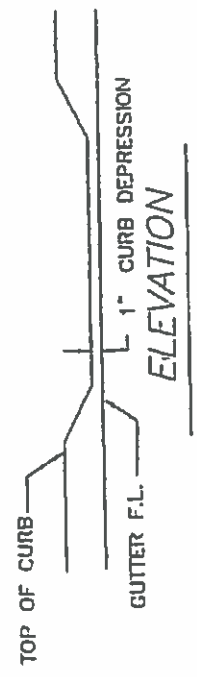
SALTION COMMUNITY SERVICES DISTRICT



PLAN



SECTION



ELEVATION

CLASS "B" 4000 PSI CONCRETE. 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.



IMPERIAL COUNTY
PUBLIC WORKS DEPARTMENT
EL CENTRO, CALIFORNIA

DATE: 08/02/04
DRAWN: J. Garofa
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 (442) 265-1736

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 NAME OF APPLICANT	3 APPLICANT PHONE NO.	4 SIZE OF PARCEL
5 PROJECT SITE ADDRESS		6 ASSESSOR'S 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.

12. SIGNATURE OF OWNER

13. SIGNATURE OF CONTRACTOR

VALUATION

ZONE AREA	
OCCUPANCY GROUP	
CONSTRUCTION TYPE	

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

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

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.

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!*
