



DRIVEWAY REPLACEMENT PERMIT APPLICATION

City of Carmel-by-the-Sea
Department of Community Planning & Building
P.O. BOX CC, Carmel, CA 93921
(831) 620-2010 OFFICE

DV _____
FEE PD _____
REC # _____
Copy Given to: _____
Date: _____

1. Property Owner: _____ Date: _____

2. Project Location: _____

Block: _____ Lot(s): _____ Parcel #: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

3. Contractor/Contact Person (Circle One): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Telephone # (_____) _____ E-Mail: _____

Contractor State Lic #: _____ Contractor City Lic #: _____
Type: _____

4. Date Work is Scheduled to Begin: _____ Projected Completion Date: _____

PLEASE ATTACH SITE PLAN AND PHOTOS DETAILING PROPOSED

FULLY DESCRIBE ALL WORK PROPOSED: _____

→PLEASE NOTIFY **USA DIG** (Call 811) **48 HOURS PRIOR** TO DIGGING

→PLEASE NOTIFY **PUBLIC WORKS DEPT.** (831-620-2074) **48 HOURS PRIOR** TO START OF WORK

→CONTROL OF DRAINAGE DURING **AND** AFTER CONSTRUCTION IS **REQUIRED.**

Applicant Acknowledgement

I understand and agree to comply with all pertinent conditions, standards and requirements as specified by the Carmel Municipal Code, State, County and Federal regulations pertaining to this permit application. I agree to properly maintain the subject work at no expense to the *City* and to indemnify the *City* from any liability arising from the permit issued. Acceptance by the *City* of the work described hereon is not a waiver of my obligations as stated herein.

Applicant Name (Print Clearly): _____

Signature: _____ Date: _____

CITY USE ONLY BELOW

Public Works: Approve/Disapprove

By: _____ Date: _____

Forestry/Beach: Approve/Disapprove

By: _____ Date: _____

Planning Department: Approve/Disapprove
(Optional)

By: _____ Date: _____

Police Department: Approve/Disapprove
(Optional)

By: _____ Date: _____

Community Activities Department: Approve/Disapprove
(Optional)

By: _____ Date: _____

Additional Requirements: (Circle each)

Workers Comp

Liability Insurance

Driveway Grade & Drainage Agreement

Hold Harmless Agreement

Comments/Conditions:

Please protect all trees during construction:

→HAND DIG WITHIN 10 FEET OF TREES.

→NOTIFY FORESTER OF ROOTS 2" OR MORE THAT NEED TO BE CUT.

FINAL INSPECTION FROM PUBLIC WORKS: _____

DATE: _____



CITY OF CARMEL BY THE SEA

COMMUNITY PLANNING AND BUILDING DEPARTMENT

SITE PLAN SKETCH REQUIREMENTS FOR TEMPORARY AND PERMANENT ENCROACHMENT PERMITS AND DRIVEWAY PERMIT APPLICATIONS

General Requirements:

- Site Plan Sketch should be drawn to scale, or to approximate scale with key measurements (driveway width and length, pathway width and length, property line lengths) noted
- Include North arrow
- If a supplemental sheet, Site Plan Sketch should be on an 8.5"x11" sheet
- If on a supplemental sheet, include Project Address, APN, Owner's Name, and Date

Project Information:

- Show and call out all property boundaries with street frontage.
- Label streets with street names
- Note all improvements in the City Right-of-Way (ROW) for adjacent roadways. Identify the street, the edge of the pavement, and depict existing and any proposed improvements within the ROW.
- Show the location of the main building or edge of the building
- Depict existing and any proposed hardscape in the area of work (driveways, patios, paths, etc.), and note existing and proposed. Include dimensions or widths and call out materials (asphalt, pavers, decomposed granite, etc.)
- Show any areas proposed for staging of construction or demolition materials.
- Show all existing trees with a trunk diameter > 2 inches that are within 10 feet of all work areas. Call out approximate tree diameter and species, if known.

Last revised: March 2016



Right-of-Way Vision Statement

In most neighborhoods, the edges of the public right-of-way (between the road edge and adjacent private property lines) are unpaved. The right-of-way is often left unplanted resulting in an informal character of volunteer plantings, packed earth and pine needles. The right-of-way is also often planted with indigenous species consistent with a forest appearance. Both approaches contribute to a linear green belt appearance that helps to create the “village in a forest” character that defines the City.

The City has adopted clear standards that guide the treatment of the right-of-way in the residential district. These standards can be found at www.ci.carmel.ca.gov or at the Department of Community Planning and Building located at City Hall. Some of these standards include:

- Drought-tolerant, native plants, informally arranged may be permitted.
- Formal plant arrangements with highly colorful flowering plants are prohibited.
- When possible, plantings should not extend to the street edge to allow for off-street parking.
- Paving, gravel, boulders, logs, timbers, planters or other above-ground encroachments are prohibited, except paving for driveways, unless an encroachment permit has been obtained from the City.
- A narrow crushed Decomposed Granite pathway from the street to the property entrance may be allowed without an encroachment permit.

The City is requesting your assistance to ensure that the right-of-way adjacent to your property complies with City standards. If you would like assistance in determining whether the right-of-way adjacent to your property is out of compliance, please contact the Department of Community Planning and Building at (831) 620-2010.