



CITY OF CARMEL BY THE SEA
DEPARTMENT OF COMMUNITY PLANNING AND BUILDING
APPLICATION FOR RESIDENTIAL DESIGN STUDY – TRACK ONE

Fee \$ _____
 Receipt _____
 Date _____
 Application No. _____

Associated Permits _____

Property Owner _____ Phone _____

Mailing Address _____ City, State, Zip _____

Email Address _____ Fax _____

Exact Location _____

Block _____ Lot(s) _____ Assessor's Parcel No. _____

Signature of Property Owner (required) _____ Date _____

By signing and submitting this application the applicant agrees, at its sole expense, to defend, indemnify, and hold harmless the City, its public officials, officers, employees, and assigns, from any liability; and shall reimburse the City for any expense incurred, resulting from, or in connection with any project approvals. This includes any appeal, claim, suit, or other legal proceeding, to attack, set aside, void, or annul any project approval. The City shall promptly notify the applicant of any legal proceeding, and shall cooperate fully in the defense. The City may, at its sole discretion, participate in any such legal action, but participation shall not relieve the applicant of any obligation under this condition. Should any party bring any legal action in connection with this project, the Superior Court of the County of Monterey, California, shall be the situs and have jurisdiction for the resolution of all such actions by the parties hereto.

Individual to receive all correspondence regarding this application:

Name of Contact _____ Role (architect, agent, etc.) _____

Mailing Address _____

City, State, Zip _____ Phone _____

Email Address _____

Signature of Contact/Representative _____ Date _____

TRACK ONE—ADMINISTRATIVE DESIGN REVIEW PERMIT

- | | | |
|--|---|---|
| <input type="checkbox"/> Fences and walls | <input type="checkbox"/> Skylights/doors/windows/chimneys | <input type="checkbox"/> Exterior material change |
| <input type="checkbox"/> Site coverage/landscaping change | <input type="checkbox"/> Minor alteration to an historic resource | <input type="checkbox"/> Revision to Permit # _____ |
| <input type="checkbox"/> Additions or alterations (not increasing existing height and floor area by more than 10%) | <input type="checkbox"/> Other | |

Project Description Summary _____

This space for office use only

Assigned Staff Member _____ Action _____ Date of Action _____

Decision Maker: Staff PC CC

City of Carmel-by-the-Sea

Track 1 Residential Design Review Application Requirements

The following materials are required to support Track 1 Design Study Applications. Separate checklists are noted for the following typical Track 1 projects.

For all applications, two (2) sets of plans printed on 11"x17" paper are required. For certain applications, two (2) full size plan sets may be required by City staff.

Also for all applications, a written project description is required. The description should note the existing structures including the size (square footage for buildings and site coverage changes, length and height for walls and fences), number of stories, and (for changes to the exterior) architectural style, and a detailed description of the proposed work, new improvements, or alterations.

Fences & Walls:

- Site plan showing the property lines and the location of the fence or wall (*See Site Plan Requirements handout.*)
- Elevation drawing of the fence showing the height of the fence and the proposed material(s)
- Rendering, representative photo, or specification cut sheet depicting proposed material(s)
- Refer to Carmel Municipal Code (CMC) Section 17.10.030.E. for additional guidance.

Changes in site coverage and/or landscaping:

- Site plan outlining all structures on the property and the location of all site coverage elements (walls, driveways, stone paths, stairs, decks and etc.) with a notation indicating whether permeable, impermeable or semi-permeable. (*See Site Plan Requirements handout.*)
- Data table showing calculations for existing and proposed site coverage (refer to CMC Section 17.10.030.C)
- Location, size and species of all existing and proposed plant materials (if proposing new vegetation)

Windows, doors and skylights:

- Include a photo or drawing that identifies the existing windows and/or doors to be replaced. If a window or door is being added, relocated, or enlarged, include a drawing showing the existing and proposed elevation.
- Site plan outlining all structures on the property and showing property lines when proposing new window or door openings (*See Site Plan Requirements handout.*)
- Indicate the material and design of the proposed window or door (include photos or a specification brochure cut sheet).
- Provide a roof plan and elevation for skylights. Include information regarding the size, style and materials.

Changes in exterior materials:

- Submit a photo or elevation drawing of the structure showing the existing siding and a photo, drawing, or sample of the proposed siding material to be used.
- If proposing new stonework, indicate the type of stone and pattern to be used. Include a rendering, representative photograph, or specification cut sheet depicting proposed material(s) as well as an elevation drawing showing the termination points.
- New roofing requires a re-roofing permit and is subject to review and approval by Planning Division staff.

Additions not increasing existing height and floor area by more than 10%:

- Site plan showing the property lines, existing structures, and proposed areas of remodeling. (See *Site Plan Requirements* handout.)
- Separate site plan depicting the proposed additions and the resultant structure.
- Proposed floor plan
- Existing and proposed building elevation drawings.
- A volume study may also be needed. (See CMC Section 17.10.030.D.3.)

Additional information may be needed, and if so a list of supplemental requirements will be provided by the assigned case planner.



CITY OF CARMEL BY THE SEA

COMMUNITY PLANNING AND BUILDING DEPARTMENT

SITE PLAN REQUIREMENTS FOR PLANNING APPLICATIONS

General Requirements:

- Include Project Address, APN, and Owner's Name
- Include architect/engineer/plan preparer's name and contact information
- Include date of preparation and/or latest revision
- Site Plan must be drawn to scale at a scale of at least 1/4 inch: 1 foot.
- Two (2) site plans (or plan sets) are required
- If Site Plan (or plan sets) are printed on a full size sheets, the City also requires a site plan (or plan set) reduced to 11"x17". **Ensure that font size for text on reduced plans is big enough to be legible.** In general, the resultant font on the reduced plans sets should be comparable to a 7-point font size for most fonts.
- Include North arrow
- Include Scale Bar at an adequate (minimum 9-point) font size. A scale bar, and not just scale ratio is required.

Project Information:

- Provide a data table noting existing and proposed floor area, and existing and proposed site coverage.
- Show, dimension, and call out all property boundaries.
- Show all existing structures, including buildings, decks, fences, walls, etc. and depict and dimension all setbacks.
- Show all areas of work or areas proposed for demolition, additions, and/or remodeling.
- For all projects, depict hardscape (driveways, patios, paths, etc.), and note existing and proposed. Include a call out of the site coverage materials (asphalt, pavers, decomposed granite, etc.).
- Show all existing trees with a trunk diameter > 2 inches, and call out diameter and species. Indicate any trees proposed for removal or trimming, as well as any proposed new trees.
- For all existing--and any proposed--fences and walls, note height, material, and style (grape-stake, picket, split-rail, etc.).

- Include the City Right-of-Way (ROW) for all adjacent roadways. Identify the street, the edge of the pavement, and depict all existing and any proposed improvements (i.e. paving, gravel, boulders, walls, etc) within the ROW.
- Provide dimension and material call-outs for the driveway including the portion of the driveway that extends into the City Right-of-Way. Please be advised that the City's driveway design standards require a short (3-foot long) asphalt concrete apron return where the driveway connects to the edge of the road pavement. 30-inch radius flare-outs for the asphalt concrete return are also required (see CMC Section 12.24.020.A.)

Other Requirements:

- For applications proposing grading, show all areas of proposed cut and fill, show existing and final grades, any proposed staging areas, and provide a data table on cut, fill, and net import or export grading volumes. Indicate if grading will be balanced on site or if soil export is proposed. If balanced onsite, indicate area for fill placement and resultant surface elevation changes.
- For projects that include revisions to landscaping, note existing landscaping and proposed landscaping.
- If exterior lighting is **not** shown on the floor plans, show all new exterior wall-mounted and path lighting if proposed; include the location, fixture type, luminaire type (CFC, LED, etc.), and wattage or output of the lights. Please be advised that the City's Municipal Code limits wall-mounted lights to no more than 25 watts (incandescent equivalent; i.e., approximately 375 lumens) and path lighting to no more than 15 watts (incandescent equivalent; i.e., approximately 225 lumens). The specific wattage or lumen level indicated on the plans should comply with these standards.
- Show, dimension, and describe any easements that affect the property.
- Show the footprint of buildings on adjacent lots that are within fifteen (15) feet of the subject property. Please be advised that this may be required for projects with potential to impact neighboring properties such as new additions or new window openings.

Last revised: July 2014