



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.