

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

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

*Individual to receive all correspondence and agendas regarding this application:*

Name of Contact \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Fax \_\_\_\_\_

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                                    |   |

Description \_\_\_\_\_

**TRACK TWO—RESIDENTIAL DESIGN STUDY PERMIT**

- |  |   |                                     |  |
|--|---|-------------------------------------|--|
| <input type="checkbox"/> New dwelling  | <input type="checkbox"/> Substantial alteration | <input type="checkbox"/> Demolition | <input type="checkbox"/> Revision to approved design # _____ |
| <input type="checkbox"/> Project involves removal and/or significant limb or root cutting of significant or moderately significant trees |   |                                     |  |
| <input type="checkbox"/> Project involves more than a minor alteration to an historic resource (per CMC 17.32.15)                        |   |                                     |  |

Description \_\_\_\_\_

*This space for office use only*

Assigned Staff Member \_\_\_\_\_ Action \_\_\_\_\_ Date of Action \_\_\_\_\_

Decision Maker:  Staff  DRB  PC  CC



## Track Two Residential Design Study

This is an open and public discretionary review process that encourages neighborhood participation in decisions. The Design Review Board carries out review of Track Two projects not requiring a land use permit. When a land use permit is required, the Planning Commission reviews Track Two projects along with the land use permit. In most cases a Preliminary Site Assessment is required before design plans are prepared and submitted.

### **Projects appropriate for Track Two are those involving:**

- Construction of new dwellings or substantial alterations
- Projects affecting historic resources
- Projects increasing the height or floor area of any building by 10% or more
- Projects cutting limbs or cutting roots of significant or moderately significant trees
- Projects that do not qualify for consideration of a Track One permit

### **Track Two has two phases:**

Phase 1. Concept Design Review. This phase resolves site planning, access, building massing and neighborhood design issues. Projects are evaluated using both the dimensional standards in the zoning code and the performance standards in the Residential Design Guidelines – Introduction and Design Concept Review. A recommendation from the Historic Preservation Committee is required if resources that qualify for listing on a local, state or national historic register are affected. Approval from the Forest and Beach Commission is required if trees are affected.

Phase 2. Final Details Design Review. In this phase the project is reviewed for compliance with the City’s Residential Design Guidelines – Final Details Review. Issues such as landscaping, architectural character, exterior materials and other details are resolved.

**Purpose of Phasing.** Splitting design review into two phases is intended to achieve two objectives. First, questions about site impacts and the placement, general size and shape of a proposed building or addition can be resolved in the Design Concept Phase before the applicant expends substantial time and money detailing plans in the Final Design Details Phase. Second, by working at a concept level with simple line drawings, the Design Review Board or Planning Commission can focus on resolving the physical and environmental impacts of a project without being influenced by architectural or aesthetic details.

## **Required Application Materials – Concept Design Review**

### Application Requirements

- ❑ Completed application form
- ❑ Fees: \$1,425 (substantial alteration, rebuilds or new residence)
- ❑ Volume deposit: \$1,500 (additions/alterations affecting volume and new homes)
- ❑ Historic review deposit: \$1,500 for review of identified historic resources
- ❑ Monterey Peninsula Water Management District Plumbing Fixture Summary Form
- ❑ Cover letter that explains how the design concept responds to site opportunities, constraints and neighborhood character as identified on Preliminary Site Assessment as well as the project impacts on trees, landscaping and vegetation in the rights-of-way. A forest enhancement and maintenance plan shall be attached.
- ❑ Two sets of 24"x36" plans with the following:

### Sheet #1: Preliminary Site Assessment (1/8 inch = 1 foot)

- ❑ Copy of the topographic survey annotated by the City Planner and City Forester

### Sheet #2: Wall Removal/Take Down and Grading Plan (1/8 inch = 1 foot)

- ❑ Site boundaries
- ❑ Existing structures (buildings, decks, fences, walls, etc.)
- ❑ Existing trees with a trunk diameter over two-inches
- ❑ Identification of what will be demolished, reconstructed or removed from the site (buildings trees, paving, decks, fences and walls)
- ❑ Note on the plans the percentage of the existing structural walls that are proposed for demolition, removal or reconstruction.
- ❑ Areas of proposed cut and fill
- ❑ Grading that is proposed off site in the public right-of-way

### Sheet #3: Proposed Site Plan (1/8 inch = 1 foot).

- ❑ Site boundaries
- ❑ Final grades
- ❑ Proposed driveway location
- ❑ Outline of all existing structures to remain
- ❑ Proposed new structures
- ❑ Dimensions for all setbacks
- ❑ Existing trees to remain
- ❑ Proposed new trees
- ❑ Building footprints on adjacent sites within fifteen feet (15') of the property
- ❑ Data table showing calculations for existing and proposed floor area
- ❑ Legend listing all existing non-conformities (if nonconformities exist, see Use Permit requirement on next page)

Sheet #4: Proposed Floor Plan(s) (1/4 inch = 1 foot)

- ❑ Dimension callouts for verification of proposed floor area
- ❑ Room layout, walls, stairways, chimneys, doors and windows for each floor
- ❑ Finished floor elevations
- ❑ Shaded new walls for additions and remodels
- ❑ Unshaded walls that will remain in place (not removed or taken down)
- ❑ If bonus basement floor area is proposed show which areas of the lowest level count as (1) a story, (2) a basement, and (3) as bonus floor space.
- ❑ Window and door schedules, including make, style location and material of each.

Sheet #5: Floor Level Map (1/4 inch = 1 foot) required if more than one story or level

- ❑ Location of upper story levels that overlap the main level shown in bold outline and crosshatching or shading shown on a main level floor plan
- ❑ On the same main level floor plan show any lower level or basement level that overlaps any higher level with a bold outline and different crosshatching or shading
- ❑ Table specifying the total amount of floor area in areas that do not overlap and the total amount of floor area in areas that do overlap (necessary for determining exterior volume)

Sheet #6: Proposed Building Elevations – Stick Drawings (1/4 inch = 1 foot)

- ❑ Building elevations for each side of the project (north, south, east and west)
- ❑ Top plate elevations for each floor
- ❑ Roof outline and elevation of each ridge
- ❑ Ceiling height for each room
- ❑ Pitch of all roof elements
- ❑ Preliminary volume calculation (not required by applicant - confirmation of volume made by architectural consultant to the city through independent analysis)

Sheet #7: Proposed Roof Plan (1/4 inch = 1 foot)

- ❑ Top down view of the roof with all hips, valleys, crickets, forms and projections

Sheet #8: Street Elevation (1/8 inch = 1 foot)

- ❑ Street profile of proposed structures, and the adjacent neighbor structures
- ❑ Street profile of the existing structure if the project is a substantial alteration

Sheet #9: Drainage/Coverage Plan

Existing Floor Plans and Elevations: required for substantial alterations for those portions of the project that will change

## **Required Application Materials – Final Details Review**

As the second phase of Track Two, the Final Details Review covers issues related to architectural style and details, landscaping, exterior materials, lighting, fences and walls. The Final Details Review phase cannot begin until the project has received conditional acceptance through the Design Concept Review phase. Many of the submittal requirements for Final Details review are based on plans already prepared for Concept Review but with greater details provided.

Before an application will be scheduled for Final Design Details Review, the applicant shall submit two sets of detailed plans that include the following:

### Final Site Plan with Landscaping and Exterior Lighting

- ❑ Location and type of proposed paving
- ❑ Outline of all structures, decks, patios, retaining walls, garden structures, fences, and walls
- ❑ Location of all site coverage elements (walls, driveways, paths, decks, etc.) with a notation indicating whether permeable, impermeable or semi-permeable
- ❑ Data table showing calculations for existing and proposed site coverage
- ❑ Location, size and species of all plant materials
- ❑ Type of irrigation system, if any, to be installed
- ❑ Location, fixture type, wattage or output of all exterior lighting
- ❑ Any proposed alterations to the public right of way such as removal of pavement or additions to landscaping.

### Building Elevations

- ❑ One building elevation for each side of each structure (house, garage, guesthouse, etc.) with sufficient detail to express the architectural character of the project
- ❑ Each elevation must show proposed exterior materials, exterior design treatments and all openings such as windows and doors
- ❑ Specify lay-up patterns for stonework
- ❑ Specify window details such as material, division pattern, cladding, and trim visible on the building exterior (Manufacturer specifications and model number along with a cut-sheet from a catalog are highly desirable.)

### Roof Plan

- ❑ Show the roof in plan view with all ridges, valleys, dormers, overhangs, skylights and chimneys.



## Determining Exterior Volume

Exterior Volume is defined as the total space occupied by all structures located above *average grade*. Exterior Volume is expressed in cubic feet and is measured from the exterior wall and roof surfaces of each building. Where the *average grade* line lies below a building the exterior walls of the building are projected down to *average grade* to calculate its volume. Portions of a building located below average grade are excluded from exterior volume. Exterior Volume includes all dwellings, guesthouses, subordinate units, garages, carports, chimney structures, storage sheds, projecting windows and covered porches.

For that portion of any balcony or deck located more than 18” but less than five feet above existing or final grade, the space measured from the top of any rail or enclosing walls down to either grade shall count as exterior volume. For balconies and decks serving the second floor or located five feet or more above grade, the space measured from the floor or underside surface of the balcony or deck to the top of any rail or enclosing walls, counts as exterior volume.

Exterior Volume excludes the volumes in and under arbors, trellises and roof eaves. That portion of any deck or balcony located within 18” of *existing or final grade* is excluded from exterior volume. For building elements not addressed by this definition the Design Review Board or Planning Commission shall determine whether an element counts as volume based on its perceived contribution to mass and bulk as seen from any neighboring site or from the street.

The Community Planning and Building Department, per Resolution No. 2002-16, will send the architectural design plans to a City-retained architect/engineer to calculate the volume. A deposit will be collected at the time of application submittal and the unused balance will be returned to the applicant. Verification that the allowed volume for the application is in compliance generally occurs prior to the final detail review phase.



## Allowed Volume Worksheet

**Project:** \_\_\_\_\_ **Site Area:** \_\_\_\_\_ **Average Grade:** \_\_\_\_\_

1. Total Base Floor Area Allowed (from Municipal Code, based on site area and incentive programs): \_\_\_\_\_sq. ft.
2. Total Base Floor Area Proposed (count all floor area but do not count bonus basement space): \_\_\_\_\_sq. ft.

	<u>Proposed Areas</u>	<u>Allowed Volumes</u>
a. One Story Floor Area (pitched roof): _____sq. ft.	x (12)=	_____cu. ft.
b. One Story Floor Area (flat roof): _____sq. ft.	x (11)=	_____cu. ft.
c. Two Story Floor Area (pitched roof): _____sq. ft.	x (11)=	_____cu. ft.
d. Two Story Floor Area (flat roof): _____sq. ft.	x (10)=	_____cu. ft.
e. <b>Totals</b> _____sq. ft.		_____cu. ft.
f. <b>Average Volume Factor</b> [ <b>Allowed Volume Total</b> divided by <b>Proposed Area Total</b> ] = _____		

3. Total Floor Area in a true basement: \_\_\_\_\_sq. ft.
- g. Base Floor Area in Basement \_\_\_\_\_sq. ft. x (**Average Volume Factor**)= \_\_\_\_\_cu. ft.
- h. Bonus Basement Floor Area: \_\_\_\_\_sq. ft.
4. Unused Base Floor Area: \_\_\_\_\_sq. ft. x (**Average Volume Factor**)= \_\_\_\_\_cu. ft.
5. Allowed Volume before Bonus Basement (Line #1 x Line-f)= \_\_\_\_\_cu. ft.
6. Allowed Volume with Bonus Basement (Volumes on Lines a + b + c + d + Line #4) \_\_\_\_\_cu. ft.
7. Second check on Allowed Volume (Line #1 x Line f) minus volume in Line #3g) = \_\_\_\_\_cu. ft.

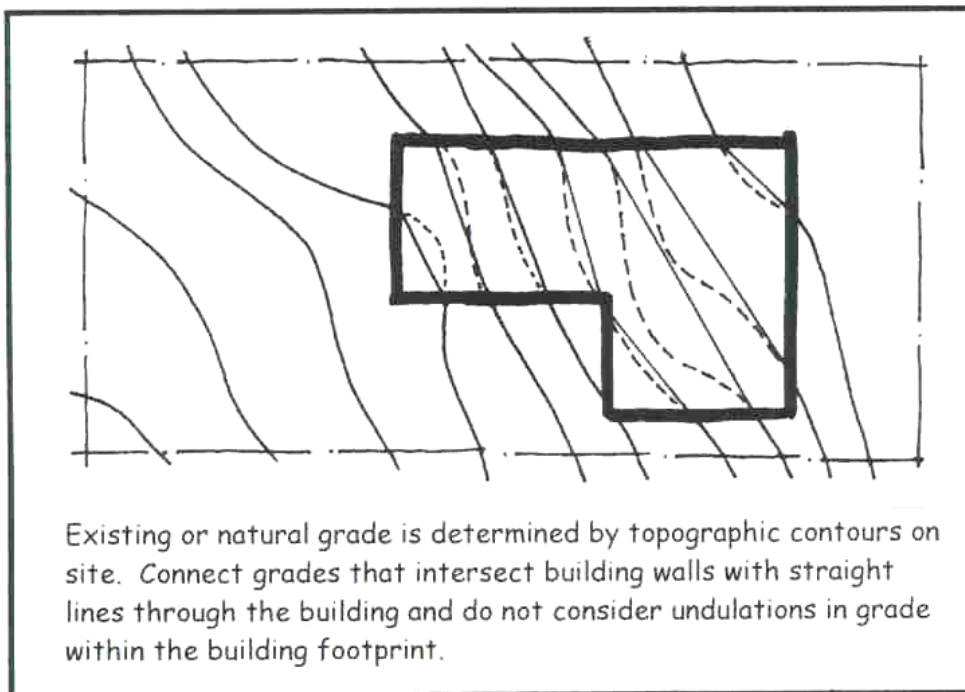


## Determining Average Grade

Average grade is defined as a horizontal line approximating the ground elevation through each building on a site, used solely for calculating the *exterior volume* of buildings. Average grade is calculated separately for each building.

### Procedures for Calculating Average Grade:

1. Plot the ground level perimeter of the building on a topographic map of the site using 1-foot contour intervals. Assign an elevation of “zero” for the lowest contour line that passes through the building perimeter.
2. For each contour line that intersects the building perimeter, draw a straight line through the building that connects the point of intersection to where the same contour line emerges from the building perimeter (see figure-2, below).
3. For each line drawn in step #2 multiply its length by its elevation (above the “zero” contour line) and then sum all results.
4. Divide the sum from step #3 by the sum of the lengths of all lines drawn. The resulting elevation above the “zero” contour line is extended as a horizontal line through the building as average grade.



FRAMING AND BUILDING FORMS/HANDOUTS FOR DESIGN TRACKS/CONCEPT DESIGN REVIEW HANDOUT