



**City of Carmel-by-the-Sea**  
**Community Planning and Building Department**  
**Track 2 Residential Design Study Application Requirements**

**Applicability:**

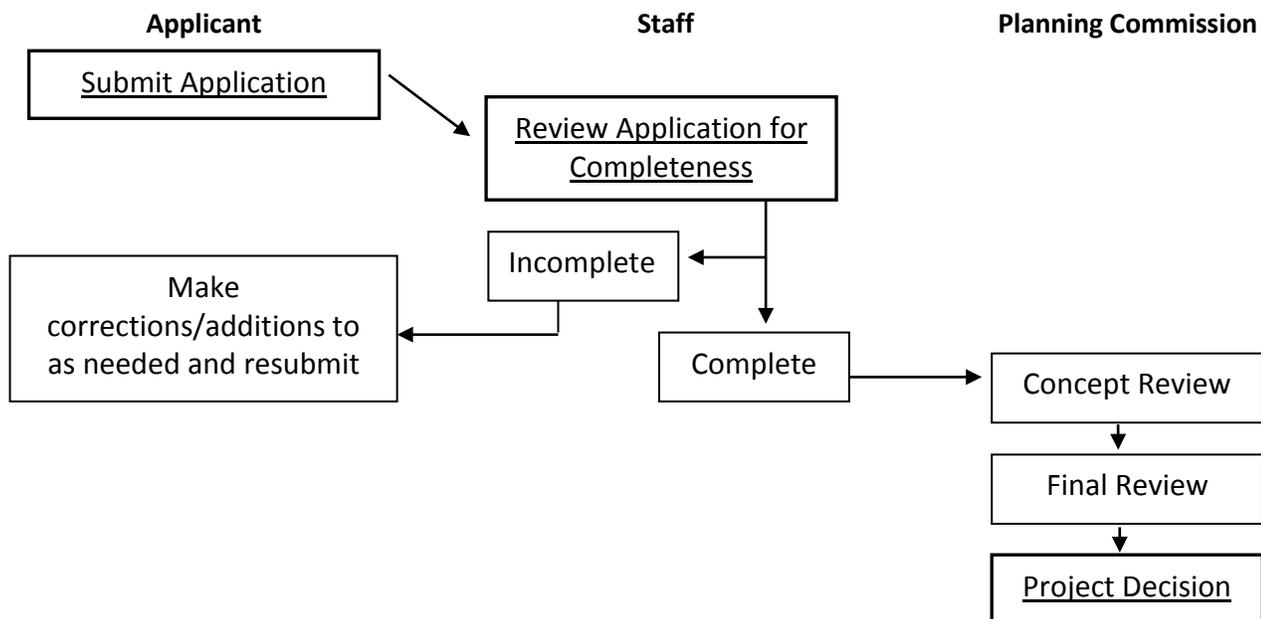
Track 2 Design Study Applications are for new residences, large additions and substantial alterations and require Planning Commission approval. The purpose of the Track 2 Design Study is to promote orderly development, to ensure high quality neighborhood design that is harmonious with its surroundings, to implement the General Plan, and to preserve and promote the visual character of the City.

**Process:**

1. Preliminary Site Assessment
2. Submit Design Study Application – Planning staff reviews application for completeness
3. *Concept 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.
4. *Final Details 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, and exterior materials are evaluated.

**Timing**

In order for the Planning Commission to consider an application, it must first be determined to be complete by staff. Once complete, the application is generally scheduled for consideration within 30 days on a first-come, first-served basis. The Planning Commission meets once a month on the 2<sup>nd</sup> Wednesday at 4:00pm. A commitment for consideration at a specific hearing date cannot be made prior to determining the completeness of the application.



**Submittal Checklist**

Updated 08/22/2016

*Note: At the discretion of the Community Planning & Building Director, submittal of any submittal items listed below may be waived if the project can be sufficiently described and considered without such information. Please inquire prior to the submittal of any application.*

1. General Planning Application Form

- Property Owner signatures are required on all applications
- Application fees

2. One Full Size and One Reduced (11"x17") Set of Complete Project Plans

(Note: Electronic Plans may also be required)

1. Site Plan

- Project Address, APN, and Owners Name
- Architect/plan preparer's name and contact information
- Date of preparation and/or all revisions
- North Arrow
- Scale bar
- Project Summary
  - Lot Area
  - Floor Area – Existing and Proposed
  - Lot Coverage – Existing and Proposed
  - Yard Setbacks – Existing and Proposed
  - Grading – Existing and Proposed
  - Impervious surface calculations (driveways, parking areas, walkways, and/or patios) – Existing and Proposed
- Show, dimension, and call out all property lines
- Show all existing structures, including buildings, decks, fences, walls, etc., and depict and dimension all setbacks from property boundaries
- Depict and dimension hardscape (driveways, patios, paths, etc.), and note existing and proposed. Include a note stating the site coverage materials (asphalt, pavers, decomposed granite, etc.)
- Note all existing and proposed fences and walls, including the height, material, and style (grape-stake, picket, etc.)
- Include the City Right of Way (ROW) for all adjacent roadways. Identify the street, edge of pavement and depict all existing and proposed encroachments (ie: paving, gravel, boulders, walls, etc) within the ROW. Please be advised that as condition of approval, the property owner may be required to remove encroachments within the City ROW.
- 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/export grading volumes, if applicable. Indicate if grading will be balanced on site or if soil export if proposed.
- Show, dimension, and describe any easements that affect the property.
- Indicate building footprints on adjacent sites within fifteen feet (15') of the subject property.
- Indicate all trees and large shrubs and indicate their status (to be preserved, removed, or relocated).

3. Site Demolition and Wall Removal Plan

- Identify what will be demolished, reconstructed or removed from the site (buildings, trees, paving, decks, fences and walls)
- For projects that include partial demolition of an existing structure, identify the exterior walls proposed for demolition and the walls proposed to remain. Shade all new walls and unshade walls that will remain in place. Note on the plans the percentage of the existing exterior structural walls that are proposed for demolition, removal or reconstruction.

4. Floor Plan

- Room layout, walls, stairways, chimneys, doors and windows for each floor
- If bonus basement floor area is proposed, show which areas count as a story, a basement, and as bonus floor area.

- Table specifying the total amount of floor areas in areas that do not overlap and the total amount of floor area in areas that do not overlap (required for determining exterior volume)
- 5. Building Elevations
  - Existing and Proposed building elevations for each site of the project (north, south, east west)
  - Include height call-outs for the ridge and plate lines on each elevation.
  - Identify all exterior finish materials
- 6. Proposed Roof Plan
  - Top Down view of the roof with all hips, valleys, crickets, form, and projects
  - Identify the roof pitch at all locations
  - Show the location and dimensions of all skylights
- 7. Window and Door Schedule
  - Data Table showing the make, style, location, and material of each
- 8. Street Elevation
  - Existing and proposed street profile of proposed structures and all adjacent neighbor structures
- 9. Fence/Wall Elevations
  - Elevation drawing, rendering, representative photo, or specification cut sheet of the fence showing the height of the fence and the proposed material
- 10. Landscape Plan/Path Lighting Plan
  - Identify the location, size and species of all existing and proposed plant materials on the project site and in the City ROW
  - Type of irrigation system, if any, to be installed
  - Identify the location, fixture type, luminaire type (CFC, LED, etc.), wattage and lumen output of all path lights. Please be advised the City's Municipal Code limits path lighting to no more than 15 watts (incandescent equivalent; i.e. approximately 225 lumens).
- 11. Lighting Details
  - Identify the location, fixture type, luminaire type (CFC, LED, etc.), wattage and lumen output of all exterior lights. Please be advised the City's Municipal Code limits wall-mounted lighting to no more than 25 watts (incandescent equivalent; i.e. approximately 225 lumens).
- 12. Material Details
  - Details of all exterior materials, including driveway pavers, building stonework, exterior wall siding, roofing materials, etc.
- 13. Preliminary Site Assessment
  - Copy of the topographic survey annotated by the City Planner and City Forester

Additional Recommended Submittal Items:

- Building Sections
- Full-Color Rendering
- 3-D Images
- Photo Montage
- Material Samples/Color Board/Paint Samples

## **Sample Site Plan Guide\***

1. Include Project Address, APN, and Owner's Name
2. Include architect/engineer/plan preparer's name, contact information, and date of preparation or last revision
3. Provide a data table noting existing and proposed floor area, and existing and proposed site coverage.
4. Include Scale Bar at an adequate (minimum 9-point) font size and a north arrow
5. 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 encroachments (i.e. paving, gravel, boulders, walls, etc) within the ROW
6. Show all existing structures, including buildings, decks, fences, walls, etc., and depict and dimension all setbacks from the property boundaries.
7. For all existing (and any proposed) fences and walls, note height, material, and style (grape-stake, picket, split-rail, etc.)
8. Provide dimension and material call-outs for the driveway including the portion of the driveway that extends into the City Right-of-Way
9. 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
10. 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.).
11. Indicate the location of all existing and proposed wall-mounted exterior light fixtures
12. Depict building footprints on adjacent sites within fifteen feet (15') of the property
13. Include grade contours based on the topographic survey
14. Include a project description or summary of the scope of work

***\*To be used in conjunction with Sample Site Plan***

# Residence

New Residence  
Carmel-by-the-Sea, California

APN: 010-186-01  
BLOCK: D LOTS: 1/2 of 18 & 20

**PROJECT DATA**

LOT SIZE	4,000 S.F.
ZONING	R-1
A.P.N.	010-186-01
ADDRESS	BLOCK: D LOTS: 20 & 1/2 of 18

John Smith, Architect  
Phone#  
Address#  
Date:

**FLOOR AREA**

FAR ALLOWED	1,800.0 S.F.	45.0%
PROPOSED MAIN HOUSE	1,595.0 S.F.	
DETACHED GARAGE	205.0 S.F.	
TOTAL (P) GROSS FLOOR AREA:	1,800.0 S.F.	45.0%

**SITE COVERAGE**

ALLOWED	556.0 S.F.
PROPOSED IMPERVIOUS COVERAGE	
LANDING 1 (FLAGSTONE SET ON CONCRETE)	42.0 S.F.
LANDING 2 (FLAGSTONE SET ON CONCRETE)	31.0 S.F.
LANDING 3 (FLAGSTONE SET ON CONCRETE)	37.0 S.F.
TOTAL (P) IMPERVIOUS COVERAGE	110.0 S.F.
PROPOSED PERVIOUS COVERAGE	
PATIO (STONE SET IN SAND)	293.5 S.F.
DRIVEWAY (PAVERS SET IN SAND)	21.0 S.F.
WALKWAY 1 (CARMEL FLAGSTONE)	36.0 S.F.
WALKWAY 2 (CARMEL FLAGSTONE)	21.5 S.F.
WALKWAY 3 (CARMEL FLAGSTONE)	25.0 S.F.
LANDING 4 (CARMEL FLAGSTONE)	18.0 S.F.
LANDING 5 (CARMEL FLAGSTONE)	31.0 S.F.
TOTAL (P) PERVIOUS COVERAGE	446.0 S.F.
TOTAL PROPOSED SITE COVERAGE	556.0 S.F.

**SCOPE OF WORK**

- DEMOLITION OF AN EXISTING ONE STORY S.F.D. 1,294.0 S.F. WITH A DETACHED GARAGE, 714.0 S.F. OF HARDCAPE.
- CONSTRUCTION OF A NEW ONE STORY S.F.D. 1,595.0 S.F. WITH A DETACHED GARAGE 205.0 S.F. & 556.0 S.F. OF HARDCAPE.

**SHEET INDEX**

- SITE PLAN
- DEMOLITION SURVEY
- SURVEY
- MAIN FLOOR PLAN
- ELEVATIONS
- ALTERNATIVE ELEVATIONS WITH OPTIONAL LIGHTING FIXTURES
- ROOF PLAN & GARAGE FLR PLN, ELEV.
- DOOR & WINDOW SCHEDULE
- MATERIALS
- LANDSCAPE PLAN

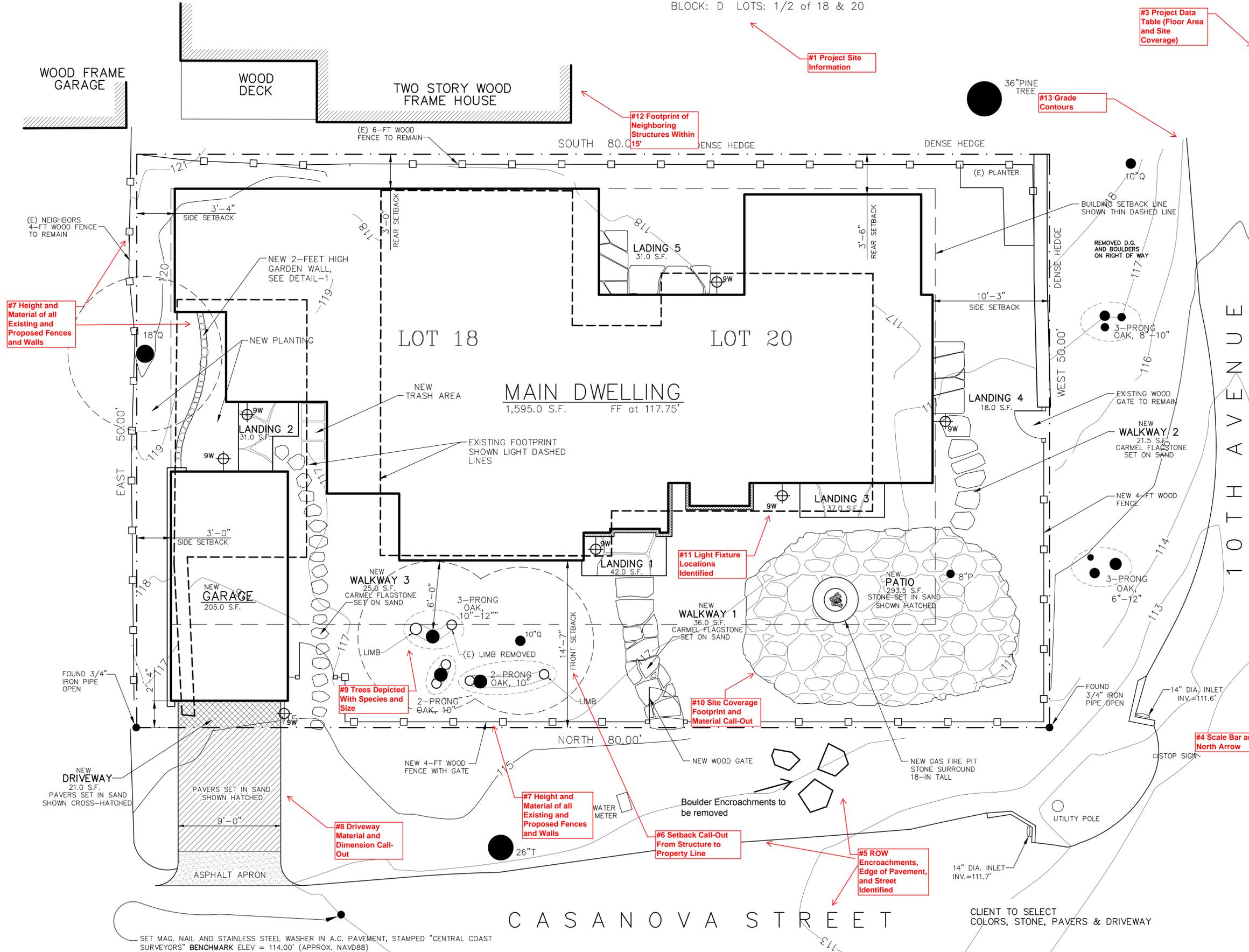
**GRAPHIC SCALE**

( IN FEET ) 1/4 inch = 1 ft.

0 5 10 15

GRAPHIC SCALE

**CLIENT TO SELECT COLORS, STONE, PAVERS & DRIVEWAY**



#7 Height and Material of all Existing and Proposed Fences and Walls

#12 Footprint of Neighboring Structures Within 15'

#1 Project Site Information

#3 Project Data Table (Floor Area and Site Coverage)

#13 Grade Contours

#14 Include a Project Description or Summary of Scope of Work

#11 Light Fixture Locations Identified

#9 Trees Depicted With Species and Size

#10 Site Coverage Footprint and Material Call-Out

#4 Scale Bar and North Arrow

#8 Driveway Material and Dimension Call-Out

#7 Height and Material of all Existing and Proposed Fences and Walls

#6 Setback Call-Out From Structure to Property Line

#5 ROW Encroachments, Edge of Pavement, and Street Identified