



City of Carmel-by-the-Sea
Community Planning and Building Department
Preliminary Site Assessment Application Requirements

When is a Preliminary Site Assessment Required?

A Preliminary Site Assessment (PSA) is required **prior** to the submission of a Track 2 Design Study:

Process

The applicant is required to submit two copies of a topographic survey that is stamped and signed by a licensed surveyor. The survey will be reviewed by the City Forester and a Planning representative during a site visit of the subject residence. The Forester will review all trees on site and will classify each tree according to its significance and note important limbs that are low enough to encroach into potential building areas as well as areas where excavation or fill should be avoided to protect tree roots. Additionally, the forester will note the species, approximate drip line, and state of health of each tree.

The Planner will note design characteristics of the public right-of-way including landscaping, excess paving, and access opportunities or constraints; design patterns and context of the immediate neighborhood including number of stories, exterior materials, setbacks, and open space/landscaping features; potential view and privacy issues on neighboring lots; the potential for using setback exceptions, garden levels, basements, and other features of the Zoning Ordinance; and unusual grade conditions or prior excavations that may require an approximation of natural grade in planning the building or calculating heights. The Planner will also conduct an initial assessment on historic significance and potentially issue a Notice of Ineligibility for the Historic Resources Inventory.

After the site visit, the Planner and Forester will annotate both copies of the survey and complete a Preliminary Site Assessment report. A copy of the report and the survey will be returned to the applicant by the Community Planning and Building Department.

Submittal Checklist

1. General Planning Application
2. One full size and two 11"x17" reduced copies of a topographic survey prepared by a licensed surveyor or a civil engineer. The survey shall document property boundaries, topographic contours, the location of all trees over two inches, the outline of all existing structures on the property, the location of any easements, existing access, the edge of pavement for all adjoining streets and all existing areas of site coverage.

- The property owner authorizes City Staff to visit the site and conduct the site assessment
- The property owner requires that a specific time be scheduled for the site assessment but the owner or the owner's representative need not be present
- The property owner or agent must be present during the site assessment.