



**City of Carmel-by-the-Sea  
Community Planning & Building Department  
Conditions of Approval Acknowledgement**

**Project Information**

Project Location: \_\_\_\_\_

Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_ APN(s): \_\_\_\_\_

Building Permit Number: \_\_\_\_\_ Associated Planning Permit(s): \_\_\_\_\_

**Acknowledgement**

WE, THE UNDERSIGNED, HAVE READ AND HEREBY CERTIFY THAT WE UNDERSTAND AND AGREE TO ALL OF THE CONDITIONS OF APPROVAL OF THIS PROJECT. WE UNDERSTAND THAT THE PROJECT IS REQUIRED TO BE CONSTRUCTED IN CONFORMANCE WITH THE APPROVED PROJECT PLANS AND ANY CHANGES, MODIFICATIONS, OR REVISIONS TO THE PROJECT SHALL BE SUBMITTED TO THE PLANNING DIVISION FOR REVIEW AND APPROVAL IN ACCORDANCE WITH THE CONDITIONS OF APPROVAL FOR **MODIFICATIONS, EXTERIOR REVISIONS TO PLANNING APPROVAL FORM, AND CONFLICTS BETWEEN PLANNING APPROVALS AND CONSTRUCTION PLANS**. WE UNDERSTAND THAT FAILURE TO COMPLY WITH THE CONDITIONS OF THIS PROJECT MAY LEAD TO THE ISSUANCE OF A STOP WORK ORDER AND/OR PENALTIES LEVIED AGAINST THE APPLICANT AND HIS/HER ASSIGNS.

***Modifications.** The applicant shall submit in writing, with revised plans, to the Community Planning and Building staff any proposed changes to the approved project plans prior to incorporating those changes. If the applicant changes the project without first obtaining City approval, the applicant will be required to submit the change in writing, with revised plans, within 1-week of the City being notified. A stop work order may be issued any time at the discretion of the Director of Community Planning and Building Director until: a) either the Planning Commission or Staff has approved the change, or b) the property owner has eliminated the change and submitted the proposed change in writing, with revised plans, for review. The project will be reviewed for its compliance to the approved plans prior to final inspection.*

***Exterior Revisions to Planning Approval Form.** All proposed modifications that affect the exterior appearance of the building or site elements shall be submitted on the "Revisions to Planning Approval" form on file in the Community Planning and Building Department. Any modification incorporated into the construction drawings that is not listed on this form, shall not be deemed approved upon issuance of a building permit.*

***Conflicts Between Planning Approvals and Construction Plans.** It shall be the responsibility of the Owner, Applicant, and Contractor(s) to ensure consistency between the project plans approved by Planning Staff, the Planning Commission, or the City Council on appeal, and the construction plans submitted to the Building Division as part of the Building Permit review. Where inconsistencies between the Planning approval and the construction plans exist, the Planning approval shall govern, unless otherwise approved in writing by the Community Planning & Building Director, or their designee.*

*When changes or modifications to the project are proposed, the applicant shall clearly list and highlight each proposed change and bring each change to the City's attention. Changes to the project that are incorporated into the construction drawings that were not clearly listed or identified as a proposed change shall not be considered an approved change. Should conflicts exist between the originally approved project plans and the issued construction drawings that were not explicitly identified as a proposed change, the plans approved as part of the Planning Department Review, including any Conditions of Approval, shall prevail.*

**Property Owner:** \_\_\_\_\_  
Printed Name Signature Date

**Applicant:** \_\_\_\_\_  
Printed Name Signature Date

**Contractor:** \_\_\_\_\_  
Printed Name Signature Date