

Residential Track I Major Design Study Submittal Process



Track 1 Major Design Study Applications are projects that can be approved at the staff level and typically do not require a public hearing. “Track 1 Major” projects are projects involving additions of less than 10% of the existing floor area, or projects with multiple minor components (Track 1 Minor) that together add complexity and require a more detailed review.

The Track 1 Major review is also limited to projects that: Do not require significant cuts to the roots/limbs of any “significant” or “moderately significant” trees; do not require the demolition of substantial alteration of any dwelling unit; are sited and designed to protect public views to and along the ocean and scenic coastal access.

What are the steps?

There are other steps to the process, but this list will highlight the major ones:

1. **Submit a Design Study Application** – This is your formal project application. Planning staff will review it for completeness and provide early feedback. An application [submittal checklist](#) can be found starting on page 3 of this document.
2. **Staff Review and Decision** – Staff will review the application for completeness and consistency with the Residential Design Guidelines. If the application is incomplete or inconsistent with the Design Guidelines, staff will notify the project applicant of the changes that are required. If the application is complete and approvable, staff will notify the applicant has been approved. If approved, an approval packet is completed and issued. The approval packet consists of (1) an Approval Letter, (2) Conditions of Approval, (3) a Notice of Approval, and (4) an Affidavit of Posting of the Notice of Approval.
3. **Noticing/Appeal Period** - The Notice of Approval is required to be posted on-site by the applicant for a 10-calendar day appeal period. For Track 1 Major projects, the approval notice will also be mailed to neighbors within 100 feet of the property.
4. **Building Permit/Notice of Authorized Work** – Following the end of the appeal period, and assuming no appeals are filed, you may apply for either your Building Permit or Notice of Authorized Work. The approval packet will inform the applicant if a Building Permit or Notice of Authorized Work is required.

Note: Historic Properties – Projects on historic sites may be subject to additional review from a city-retained historical consultant and review by the Historic Resources Board (HRB) dependent on the scope of work. If the property has not been evaluated for its historic eligibility, a separate historic evaluation application will also need to be submitted.

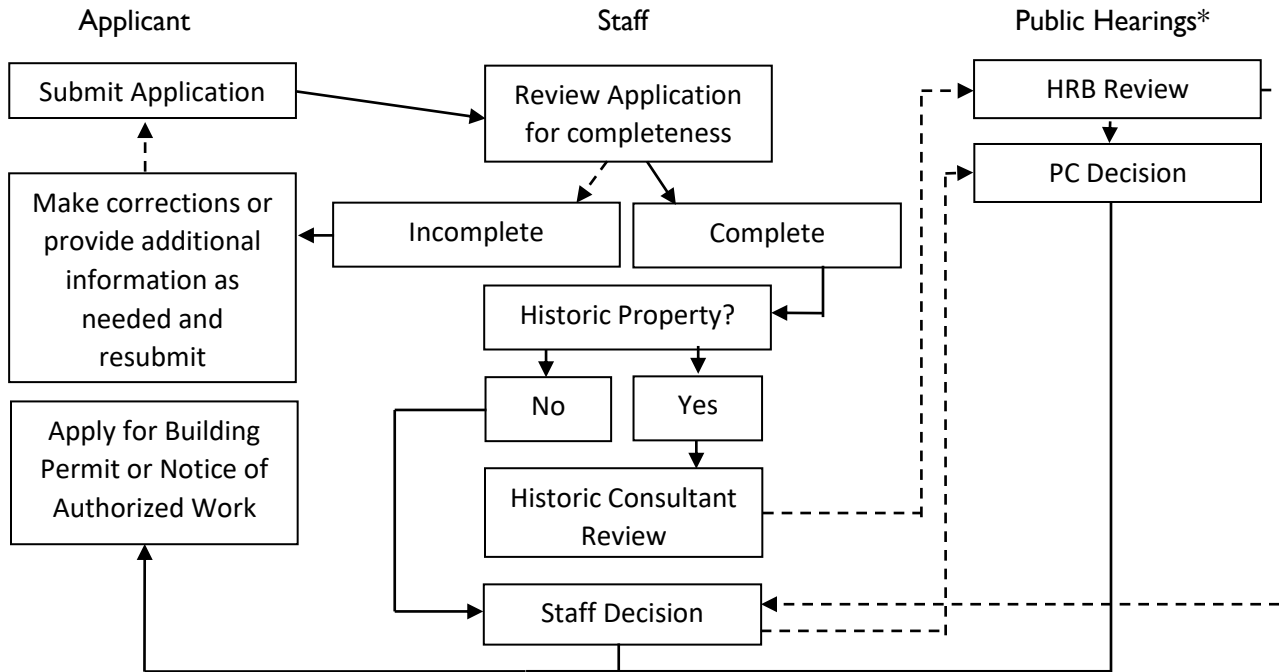
What’s the timing?

Projects will generally reviewed for completeness within 2 weeks of submitting an application but may take a maximum of 30 days. Once approved, a public notice is required to be posted at the project site and/or mailed to neighbors within 100 feet of the project site. A 10-calendar day appeal period begins the day that the public notice is posted or mailed.

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Track 1 Design Study Flowchart**:



**While most projects will be reviewed at the staff level, projects that comply with zoning regulations but do not comply with the design objectives or residential design guidelines will be referred to the Planning Commission for resolution. Additionally, the Director reserves the right to refer any decision to an appropriate higher level, including the Historic Resources Board, the Planning Commission, or the City Council.*

***The flowchart above assumes no appeals are filed. Decisions made by staff may be appealed to the Historic Resources Board or Planning Commission, as appropriate. Decisions made by the Historic Resources Board or Planning Commission may be appealed to the City Council.*

How do I submit my application?

Track 2 Design Study Applications can be submitted electronically via our e-permit portal, or in-person at City Hall located on the [east side of Monte Verde between Ocean Ave and 7th Ave.](#)

Electronic Submittal:

- Applications may be submitted electronically at: <https://carmel.portal.iworq.net/portalhome/carmel>.
- Please upload all plans, attachments, and forms under the “Upload Files” section. Project plans shall be combined as a single PDF optimized for web viewing. Individual plan sheets will not be accepted.

In-Person Submittal:

- If submitting printed plans in person at City Hall, please provide one full size (24”x36”), one reduced (11”x17”), and one PDF (USB Drive or CD) set of complete project plans. PDF plans shall be combined as a single PDF optimized for web viewing. Individual plan sheets will not be accepted.



What are the application fees for a Track 1 Design Study?

Application fees may vary dependent on the scope of the project, however, the fees associated with a Track 1 Major Design Study is typically **\$780**. If the project is referred to either the Planning Commission or Historic Resources Board, an additional \$1,075 is required for each board or commission. An additional fee may also be assessed if an intensive historic review is required.

Application fees are adjusted annually on July 1st. The application fees can be paid by providing a credit card number over the phone, mailing a check, or by paying in-person with a check or credit card (note: we currently only accept Visa and MasterCard and a 2.5% bank fee will apply to all credit card transactions). We currently do not have an online payment option.

If paying over the phone or by mail, please do not remit payment until after the application has been submitted. To pay with a credit card over the phone, please call the department main line at (831)620-2010. If you would like to mail a check, please have the check made payable to “City of Carmel-by-the-Sea” and mailed to:

City of Carmel-by-the-Sea
c/o Community Planning & Building
PO Box CC
Carmel-by-the-Sea, CA 93921

Review of applications will not begin until all fees have been paid in full.

What are the submittal requirements?

1. Application Form and Handouts

A. [General Planning Application](#)

- Wet or digital signatures are required for both the property owner and the applicant. Both page 1 and page 2 of the application must be signed, as appropriate. Digital signatures must comply with [Govt. Code section 16.5](#) requirements.
- [Digital Submittals](#): Please upload all required forms and a PDF version of the project plans under the “Upload Files” section.

B. Submittal Requirements Handout

- You must return pages 3-7 of this document and sign page 7 as an acknowledgement of the process and submittal requirements.

2. Schematic Plan Set*

The order of the sheets in the plan sets shall be as directed below. An accurate bar scale and north arrow are required on all plan sheets. All sheets shall be oriented in the same direction and drawn to fill the page at 1/4 inch or 1/8 inch scale, as appropriate.

A. Title Sheet with Project Data (Sheet 1)

- Project Address, APN, and Owners Name
- Architect/plan preparer’s name and contact information
- Date of preparation and/or all revisions
- Colored rendering of the proposed project



- Written project scope/scope of work
- Project Data Table with the following information:
 - Lot Area
 - Floor Area – Existing and Proposed
 - Site Coverage – Existing and Proposed
 - Pervious/Impervious surface calculations – Existing and Proposed
 - Setbacks (Front, Rear, Sides, Composite) – Existing and Proposed
 - Height – Existing and Proposed
 - Include maximum plate and ridge heights (1st and 2nd story)
 - Tree Removal – Number and species of trees to be removed

B. Existing and Proposed Site Plans (Sheet 2)

- Separate existing and proposed site plans are required. The existing site plan should only show the existing site conditions and the proposed site plan should only show the resulting site conditions, as proposed.
 - Show, dimension, and call out all property lines
 - Show all 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.) as appropriate
 - Include the City Right-of-Way (ROW) for all adjacent roadways. Identify the street, edge of pavement and depict all existing and proposed encroachments (i.e. 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, dimension, and describe any easements that affect the property
 - Indicate building footprints on adjacent sites within fifteen feet (15') of the subject property
 - Identify what will be demolished, reconstructed or removed from the site (buildings, trees, paving, decks, fences and walls)
 - Indicate all trees and large shrubs and indicate their status (to be preserved, removed, or relocated)

C. Demolition Plan / Existing and Proposed Floor Plans (Sheet 3)

- Separate existing and proposed floor plans are required. The demolition plan may be included on the existing floor plan or as a separate diagram.
 - Room layout, walls, stairways, chimneys, doors and windows for each floor
 - Identify all interior and 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.



- For addition/remodel projects, provide linear wall calculations identifying the total percentage of new, removed, and replaced walls. Refer to SOG 17-11.
- If bonus basement floor area is proposed, show which areas count as a story, a basement, and as bonus floor area.
- Provide a 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 (required for determining exterior volume)
- Window and Door Schedule
 - Data Table showing the make, style, location, and material of each
 - The window and door schedule may be submitted with the floor plans or as a supplemental sheet at the end of the schematic plan set.

D. Existing and Proposed Elevations: Front and Rear (Sheet 4)

- Separate existing and proposed elevations are required for each side of the building. If there is no change to an elevation, the diagram shall be labeled to indicate as such.
 - Include height call-outs for the ridge and plate lines, as well as finish floor levels, on each elevation based on measurement from existing, or finished grade, whichever is most restrictive.
 - Show elevation call-outs for existing and finished grade on all elevations
 - Label all proposed finish materials.

E. Existing and Proposed Elevations: Sides (Sheet 4)

- Separate existing and proposed elevations are required for each side of the building. If there is no change to an elevation, the diagram shall be labeled to indicate as such.
 - Include height call-outs for the ridge and plate lines, as well as finish floor levels, on each elevation based on measurement from existing, or finished grade, whichever is most restrictive.
 - Show elevation call-outs for existing and finished grade on all elevations
 - Label all proposed finish materials.

F. Streetscape Elevations (Sheet 5)

- Existing and proposed street profiles of proposed structures and all adjacent neighbor structures are required. The elevations shall be drawn to demonstrate the massing of the project in comparison to adjacent homes.
 - Multiple streetscape elevations are required if a building site faces multiple street frontages (i.e. corner lot, through lot, etc)

G. Existing and Proposed Roof Plan (Sheet 6)

- Top Down view of the roof with all hips, valleys, crickets, form, and projections for both the existing and proposed roof forms.
 - Identify the roof pitch at all locations
 - Show the location and dimensions of any skylights



H. Landscape Plan, Lighting Plan and Lighting Details (Sheet 7 – If proposed) *

- Fence/gate/wall elevations
 - Elevation drawing, rendering, representative photo, or specification cut sheet of the fences/walls/gates showing the height, location, and proposed material of each
 - Also include the location of fences, gates, and walls on the site plans (Sheet 2)
- Landscape 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
- Exterior lighting
 - Identify the location, fixture type, luminaire type (CFC, LED, etc.), wattage and lumen output of all exterior lights including path lights. Wall-mounted lighting is limited to no more than 25 watts (incandescent equivalent; i.e. approximately 375 lumens) and limits path lighting to no more than 15 watts (incandescent equivalent; i.e. approximately 225 lumens)

I. Finish Materials (Sheet 8) *

- Provide material cut sheets of all exterior materials, including driveway pavers, building stonework, exterior wall siding, roof materials, etc.
 - Identify all building colors –provide color swatches
 - A physical material sample board may be requested

**At the discretion of the Community Planning & Building Director, submittal of any items listed above may be waived if the project can be sufficiently described and considered without such information. Similarly, additional information or supplemental materials such as shadow studies, soils reports, biological reports, archeological reports, etc. based on the scope of the project may be required.*

Is there anything else I should be aware of?

This is not an exhaustive list of things to be aware of, but does provide some of the more common parts of the permit process which require additional attention from applicants.

Story Poles

- Story-poles and netting shall be installed for all new structures, additions and second-story decks exceeding 120 square feet in size. Story-poles shall be installed prior to the issuance of a Notice of Approval and shall remain in place until the 10 calendar-day appeal period has ended. Height certification is not required for Track 1 Major projects. The height of existing on-site structures may be used as a reference point when installing story-poles and netting.
 - [Story Pole Policy](#)

Fire Sprinklers

- New structures, or existing structures to which additions, alterations or repairs are made that involve the addition, removal or replacement of fifty percent (50%) or greater of the linear length of the walls of the existing building (exterior plus interior) within a five-year period, are required to be outfitted with an automatic fire sprinkler system. Fire sprinklers shall be addressed as part of the building permit review.

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- [SOG 17-05](#) Residential Fire Sprinkler Requirements
- [SOG 17-11](#) Determining Fire Sprinkler Retrofit Requirements

Underground Utilities

- All electrical service laterals to any new building or structure, or to any building or structure being remodeled when such remodeling requires the relocation or replacement of the property owner’s main service equipment, shall be placed underground on the premises upon which the building or structure is located. Undergrounding utilities shall be addressed as part of the building permit review.

Exceptions to undergrounding of utilities for remodeling:

1. Undergrounding of utilities will not be required when a valuation is less than \$200,000. The permit applicant shall submit contractor bids and other documentation verifying that the valuation is under \$200,000 upon request by the Building Official.
2. Undergrounding of utilities will not be required when it is determined by the City Forester that the undergrounding operation will damage or destroy significant tree(s); provided, that the property owner posts a bond in an amount equal to the estimated cost of the undergrounding work. The bond shall be maintained until such time that the service lateral is placed underground. ([CMC 15.36.020](#))

Wildland/Urban Interface (WUI)

- The City of Carmel-by-the-Sea, like most of California, is subject to wildland/urban interface fires that may threaten structures throughout the City. The State Fire Marshal’s Office, and City of Carmel, have adopted regulations for protection of structures built in areas susceptible to wildland fires –refer to SOG 18-04, below.
 - [SOG 18-04](#) Exterior Wildfire Exposure Protection

Additional Resources

- [Information Handouts](#)
 - Resources for information on Floor Area, Site Coverage, Heights, Setbacks, Etc.
- Residential Design Guidelines
 - [Concept Review Design Guidelines](#)
 - [Final Details Review Design Guidelines](#)
- [Zoning Code](#)
 - Title 17 – Carmel Municipal Code

Submittal Requirement/Process Acknowledged by:

Applicant’s Signature

Date

Applicant’s Printed Name