



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

Applicability:

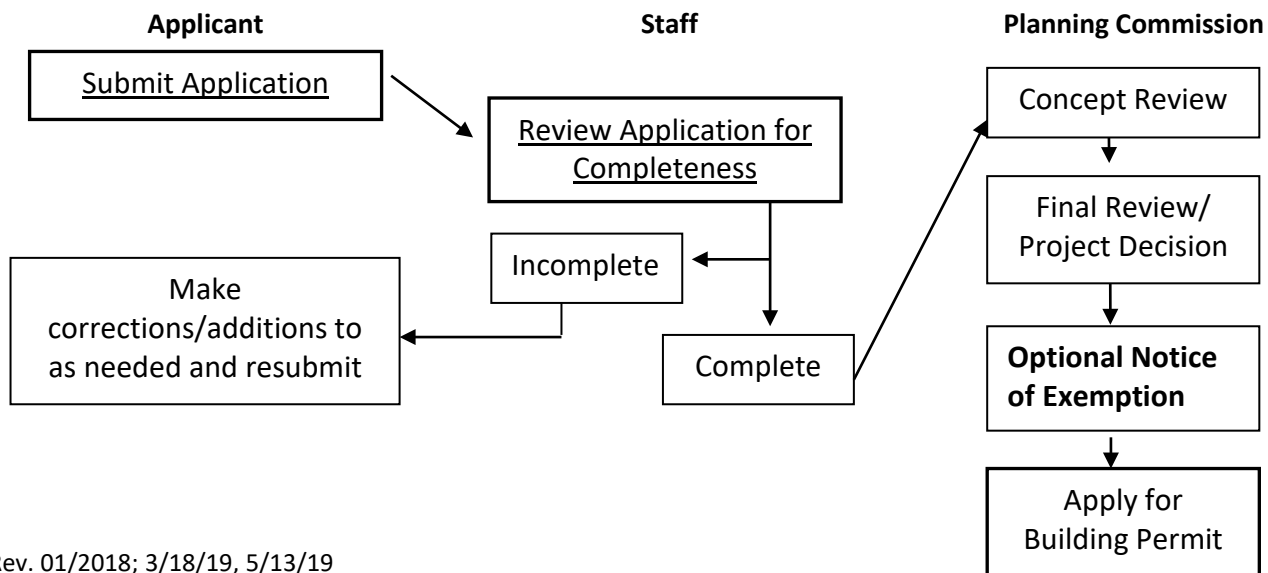
Track 2 Design Study Applications are for new residences, large additions and substantial alterations and require Planning Commission approval. The purpose of the Track 2 Design Study is to promote orderly development, to ensure high quality neighborhood design that is harmonious with its surroundings, 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. Staking and Flagging must be installed and heights certified by California licensed surveyor or civil engineer at least 10 days prior to Concept hearing.
4. *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.
5. *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.
6. CEQA - Notice of Exemption (NOE): the applicant has **the option** to initiate a 35-day statute of limitations on legal challenges to the City’s decision that the project is exempt from CEQA. The applicant would request staff to initiate the work and pay both City and County Recorder fees. If a NOE is not filed, a 180-day statute of limitations will automatically apply.

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 2nd 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

Note: At the discretion of the Community Planning & Building Director, submittal of any 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.

THE FOLLOWING IS REQUIRED FOR CONCEPT PROJECT REVIEW:

1. General Planning Application Form

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

2. Two 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
 - Site Coverage – Existing and Proposed
 - Yard Setbacks – Existing and Proposed
 - Grading – Existing and Proposed – show existing contour lines
 - 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 (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 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 existing contour lines
- 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) Preliminary Site Assessment

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

4) 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.

5) 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 area in areas that do not overlap and the total amount of floor area in areas that do overlap (required for determining exterior volume)

6) Building Elevations

- Existing and Proposed building elevations for each side of the project (north, south, east, west)
- Include height call-outs for the ridge and plate lines on each elevation based on measurement from existing, or finished grade, whichever is most restrictive.

7) Streetscape Elevations

- Existing and proposed street profiles of proposed structures and all adjacent neighbor structures

8) Proposed Roof Plan

- Top Down view of the roof with all hips, valleys, crickets, form, and projections
- Identify the roof pitch at all locations
- Show the location and dimensions of all skylights

9) 3-D Colored Rendering

- Three dimensional colored rendering(s) of the proposed project

THE FOLLOWING IS REQUIRED FOR FINAL PROJECT REVIEW:*

10) Window and Door Schedule

- Data Table showing the make, style, location, and material of each

11) 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

12) Landscape Plan, Lighting Plan and Lighting Details

- 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 exterior lights including path 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) and limits path lighting to no more than 15 watts (incandescent equivalent; i.e. approximately 225 lumens)

13) Material Details

- Material cut sheets of all exterior materials, including driveway pavers, building stonework, exterior wall siding, roof materials, etc.

*** These items may be submitted for concept review in order to receive preliminary feedback.**

Other Reports: Archaeological Biological

Staking and Flagging must be installed and heights certified by California licensed surveyor or civil engineer at least 10 days prior to Concept hearing.

Additional Recommended Submittal Items: Building Sections Photo Montage
 Material samples/Color Board/Paint Samples