



**City of Carmel-by-the-Sea
Building Safety Division
Concurrent Review Agreement**

Date: _____ Bld. Permit App. # _____ Plan. Permit App. # _____

Project Name: _____

Project Location/Address: _____ APN#: _____

The City of Carmel-by-the-Sea regulates development through adopted construction, land-use and zoning regulations. Development projects often require both building and land-use permits (e.g. site plan review, design studies, variances, conditional use permits, etc.). Individuals submitting building permit applications for projects requiring one or more land use permits may choose to have building permits processed *concurrently* with other required land-use permit applications. The advantage of concurrent review is that the building permit is often ready for issuance as soon as the land use permits have been approved, provided the submitted plans fully conform to both building and land-use regulations. However, applicants requesting concurrent review run the risk of having to submit revised building plans – and therefore paying additional plan check, and possibly design professional fees – if their originally submitted plans do not comply with all development regulations or are modified during the land-use approval process. Applicants may request concurrent review upon execution of this agreement and compliance with the requirements referenced below:

Concurrent Review Requirements: Concurrent review will be provided by the Building Safety Division at the applicants’ request under the following conditions:

1. A Planning Division application has been submitted for review and has been deemed complete;
2. The Planning Division has determined that the project is feasible and is recommending approval by the Director, Historic Resources Board, and/or Planning Commission as applicable;
3. A complete building permit application, including construction ready plans, specifications and calculations have been submitted to the building official for review and approval;
4. A completed Concurrent Review Agreement (this form) has been completed and submitted to the building official.

Declaration of Agreement: I, the undersigned applicant for a building permit in the City of Carmel-by-the-Sea, have read and understand the limitations and obligations I accept in requesting concurrent review of my project plans by the Community Planning and Building Safety Department. I understand that concurrent review **may** result in additional design, engineering, and plan review fees required due to changes in the building design or submittal documents.

Signed (Applicant)

Date

Printed Name (Applicant)

Official Use Only

Approved by the City of Carmel-by-the-Sea, Building Safety Division

By: _____ Date: _____