



# City of Carmel-by-the-Sea

## Community Planning and Building Department

### Track 1 Residential Design Study Application Requirements

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#### **Applicability:**

Track 1 Design Study Applications are projects that can be approved at the staff level and typically do not require a public hearing. The following applications are eligible for track one review:

- Exterior alterations and additions that do not increase existing floor area by more than 10%
- Changes in exterior materials of structures
- Changes in site coverage and/or landscaping
- Changes in windows, doors, chimneys and skylights
- New fences and walls in the front-yard setback
- Minor alterations to historic resources

The Track One 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 or substantial alteration of any dwelling unit
- Are sited and designed to protect public views to and along the ocean and scenic coastal access.

#### **Process:**

Once the application is received, staff will review the plans for completeness. If staff determines the application to be complete, staff will make a decision to either approve or deny the application. 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. The Notice of Approval is required to be posted on-site a 10-day appeal period. After the appeal period has completed, the applicant may proceed to apply for a Building Permit.

**See the Residential Design Study Process Flowchart Handout for additional information.**

#### **Timing**

An application is generally reviewed within 2 weeks but may take a maximum of 30 days. Once approved, a public notice is required to be posted at the project site or mailed to neighbors within 100'. A 10-business day appeal period begins the day that the public notice is posted or mailed..

#### **Submittal Requirements**

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

1. Submit one full size set of plans (24"x36") and one set of 11"x17" plans
2. A written project description is required. The description should note the existing structures including the size (square footage for buildings and site coverage changes, length and height for walls and fences), number of stories, and (for changes to the exterior) architectural style, and a detailed description of the proposed work, new improvements, or alterations.

Fences & Walls:

- Site plan showing the property lines and the location of the fence or wall
- Elevation drawing of the fence showing the height of the fence and the proposed material(s)
- Rendering, representative photo, or specification cut sheet depicting proposed material(s)

Changes in site coverage and/or landscaping:

- Site plan outlining all structures on the property and the location of all site coverage elements (walls, driveways, stone paths, stairs, decks and etc.) with a notation indicating whether permeable, impermeable or semi-permeable.
- Data table showing calculations for existing and proposed site coverage (refer to CMC Section 17.10.030.C)
- Location, size and species of all existing and proposed plant materials (if proposing new vegetation)

Windows, doors and skylights:

- For a window or door is being added, relocated, or enlarged, include an elevation drawing depicting the existing and proposed elevation.
- Site plan outlining all structures on the property and showing property lines when proposing new window or door openings.
- Indicate the material and design of the proposed window or door (include photos or a specification brochure cut sheet).
- Provide a roof plan and elevation for skylights. Include information regarding the size, style and materials.

Changes in exterior materials:

- Submit a photo or elevation drawing of the structure showing the existing siding and a photo, drawing, or sample of the proposed siding material to be used.
- If proposing new stonework, indicate the type of stone and pattern to be used. Include a rendering, representative photograph, or specification cut sheet depicting proposed material(s) as well as an elevation drawing showing the termination points.

Additions not increasing existing height and floor area by more than 10%:

- Site plan:
  - Show and dimension all property boundaries and existing structures on the site (buildings, decks, fences, wall, etc.)
  - Depict all areas of existing and proposed hardscape (driveways, walkways, patios, etc.)
  - Data table noting existing and proposed floor area and site coverage.
  - Show all existing
- Separate site plan depicting the proposed additions and the resultant structure.
- Proposed floor plan
- Existing and proposed building elevation drawings.
- A volume study may also be needed. (See CMC Section 17.10.030.D.3.)

*Additional information may be needed, and if so, a list of supplemental requirements will be provided by the assigned case planner.*