City of Carmel-by-the-Sea
Community Planning and Building
Information Handout - Residential Design Study Flowchart

Projects in the R-1 Residential Zone

Projects Exempt from a Design Study

See "*Projects That are Exempt from a Design Review*" Handout

Submit Scope of Work
- Include photographs

Staff Review
- Over-The-Counter Approval

Issuance of a Notice of Authorized Work
If no Building Permit is required

Track-One Design Study

Minor Architectural and Site Alterations

Submit *Track 1 Design Study Application*

Staff Review
- Completeness Determination
- Project approval by staff

Public Noticing Requirement
- Track 1 Minor: Notice posted on-site for 10 days
- Track 1 Major: Notice posted on-site for 10 days and mailed to neighbors within 100'

Track-Two Design Study

New Residences and Additions ≥ 10%

Preliminary Site Assessment Application
- Submit 2 copies of a topographic survey
- Site report is completed by the City
- Historic Determination

Submit *Track 2 Design Study Application*

Staff Review
- Completeness Determination
- Application scheduled for a public hearing

Public Noticing Requirement
- 10 Calendar days prior to the meeting
- Notice mailed to neighbors within 300' and hand delivered to neighbors within 100'
- Story poles are installed

Planning Commission Hearing
- Includes 2 meetings:
  - Concept Review
  - Final Review

Building Permit Application and Notice of Authorized Work
- Submit Construction Drawings
- Green Notice of Authorized Work is issued and must remain posted during the duration of the construction