



## City of Carmel-by-the-Sea Community Planning and Building Department Preliminary Site Assessment Application Requirements

### When is a Preliminary Site Assessment Required?

A Preliminary Site Assessment (PSA) is required prior to the submission of a Track 2 Design Study:

### Process

In response to the COVID-19 crisis, and in the interest of public health, the Planning Department has revised the procedures for conducting Preliminary Site Assessments. Unlike past Preliminary Site Assessment procedures, staff kindly request the applicant and/or property owner do not accompany staff during the site assessment. Staff will not need and access into the interior of the residence, but will require access to the areas of the property surrounding the residence. The owner or applicant may be present during the site visits to provide access to the property, but contact with staff should be minimal. Extended conversations regarding the project or site will not be accommodated during the site visit, but if necessary, will be held remotely at a later time. If the applicant or property owner are to be on-site during staff's visit, please wear a face covering and adhere to all social distancing guidelines. If requested, planning staff and the City Forester will schedule individual times to make the required site visit and visit the site separately.

The applicant is required to submit a topographic survey that is stamped and signed by a licensed surveyor. The survey will be reviewed by the City Forester and a Planning representative during the site visits of the subject residence. The Forester will review all trees on site and will classify each tree according to its significance and will note the species, approximate drip line, and state of health of each tree. The Planner will note design characteristics of the residence and surrounding neighborhood, and identify key regulations of the Zoning Code and Residential Design Guidelines. The Planner will also conduct an initial assessment on historic significance and potentially issue a Notice of Ineligibility for the Historic Resources Inventory. For additional information regarding Preliminary Site Assessments, please refer to [CMC 17.32.040.B](#).

After the site visit, the Planner and Forester will annotate both copies of the survey and complete a Preliminary Site Assessment report. A copy of the report will be returned to the applicant by the Community Planning and Building Department.

### Submittal Checklist

Please submit the following in PDF format to [planning@ci.carmel.ca.us](mailto:planning@ci.carmel.ca.us):

1. General Planning Application
2. Topographic survey that is stamped and signed by a licensed surveyor or a civil engineer. The survey shall document:
  - Property boundary;
  - Topographic contours;
  - The location of all trees over two inches;
  - The outline of all existing structures on the property;
  - The location of any easements;
  - Existing access;
  - The edge of pavement for all adjoining streets;
  - All existing areas of site coverage.
3. Check applicable box below and return this page with General Planning Application.
  - The property owner authorizes City Staff to visit the site and conduct the site assessment unaccompanied at staff's earliest convenience.
  - The property owner requires that a specific time be scheduled for the site assessment but the owner or the owner's representative need not be present.
  - The property owner and/or agent must be present during the site assessment. The property owner and/or agent will wear a face covering and adhere to social distancing guidelines while staff is present and acknowledges they will not accompany staff around the site during the site assessment nor engage in extended conversation on site.