



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

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 a site visit to 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.

Application Submittal and **Submittal Checklist:**

To apply for the Preliminary Site Assessment submit all of the following in PDF format as an attachment to your application to be submitted through the city's online permitting portal. Printed applications may also be submitted directly to City Hall, however, we require the survey to be submitted electronically. The fee for the site assessment may be adjusted annually as adopted by the City Council; please refer to the city's fee schedule for the current fee for the Preliminary Site Assessment.

- [General Planning Application](#)
- Topographic survey that is stamped and signed by a licensed surveyor or a civil engineer. The survey shall have been prepared within one year of the date of the the application and document all of the following:
 - Property boundary;
 - Lot size (square feet);
 - Topographic contours at one foot intervals;
 - Steep slope areas (i.e. continuous portions of the site, occupying at least 10% of the site area, with a slope greater than 30%). Identify the total square footage of the steep slope area, if applicable;
 - The location of all trees over two inches;
 - The outline of all existing structures on the property;
 - The location of any easements;
 - Existing site access;
 - The edge of pavement for all adjoining streets;
 - All existing areas of site coverage;
 - Building footprints on adjacent properties within 15' of the subject property
- Check applicable box below and return this page with General Planning Application, or note preference on your 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. Staff shall contact the applicant to coordinate a time where all parties can be present at the site.