

# Residential Track 2 Design Study Submittal Process



Track 2 Design Study Applications are for new construction, large additions and substantial alterations that require Planning Commission approval. The purpose of the Track 2 Design Study is to promote orderly development, to ensure high quality neighborhood design that is harmonious with its surroundings, to implement the General Plan, and to preserve and promote the visual character of the City. This guide is meant to assist you in navigating the Track 2 Design Study process, which can be very complex. Please also feel free to contact our helpful Planning Staff if you have any questions along the way.

## What are the steps?

There are other steps to the process, but this list will highlight the major ones:

1. **Submit a Preliminary Site Assessment Application** – This is required for all Track 2 Projects. Please refer to the [Preliminary Site Assessment Handout](#) for additional information. After your assessment is completed by staff, you will move on to submitting your project application.
2. **Submit a Design Study Application** – This is your formal project application. Planning staff will review it for completeness and provide early feedback. An application [submittal checklist](#) can be found at the end of this document.
3. **Participate in a Forest and Beach Commission Hearing (If tree removal is proposed)**: A request to remove or prune a significant tree must be approved by the Forest and Beach Commission (FBC) prior to determining completeness of the application. The removal or pruning of any tree will require a separate [tree removal application](#) be submitted (Permit Type: Tree with Construction).
4. **Install Staking and Flagging (story poles)** – “[Story poles](#)” provide a visual representation of your proposed project for the public and the Planning Commission. Your story poles must be installed and heights certified by a California licensed surveyor or civil engineer at least 10 days prior to the scheduled Concept Hearing. To avoid having to relocate or reposition the story poles, it is recommended story poles be installed after the application has been deemed complete by your assigned Planner.
5. **Participate in a Historic Resource Board Hearing (Historic properties only)** – Projects on historic sites are subject to additional review from a city-retained historical consultant and review by the Historic Resources Board (HRB) prior to consideration by the Planning Commission. The historic status of your property will be determined during the Preliminary Site Assessment.
6. **Participate in a Concept Hearing** – The Concept Review phase by the Planning Commission (PC) will address site planning, access, building massing and neighborhood design issues, such as privacy and view impacts. Projects are evaluated using both the development standards in the Zoning Code and the Residential Design Guidelines – Introduction and Design Concept Review.
7. **Obtain a Volume Study** – Each site is permitted a certain amount of exterior volume. Volume is defined as the total space occupied by all structures located above average grade. The Planning Division will send the architectural design plans to a City-retained architect/engineer to calculate the volume. A deposit will be collected at the time of application submittal and the unused balance will be returned to the applicant.
8. **Participate in a Final Details Hearing** – In this review by the Planning Commission (PC), the project is reviewed for compliance with the City’s Residential Design Guidelines – Final Details Review. Issues such as landscaping, architectural character, and exterior materials are evaluated.
9. **Final Approval and Appeal Period** – The Planning Commission’s approval is subject to a 10-working day appeal period. Story poles must remain until the appeal period has expired. At the conclusion of the appeal period, and assuming no appeals are filed, you may proceed with submitting an application for a Building Permit. If an appeal is filed, the appeal will be considered by the City Council at the next available council meeting.

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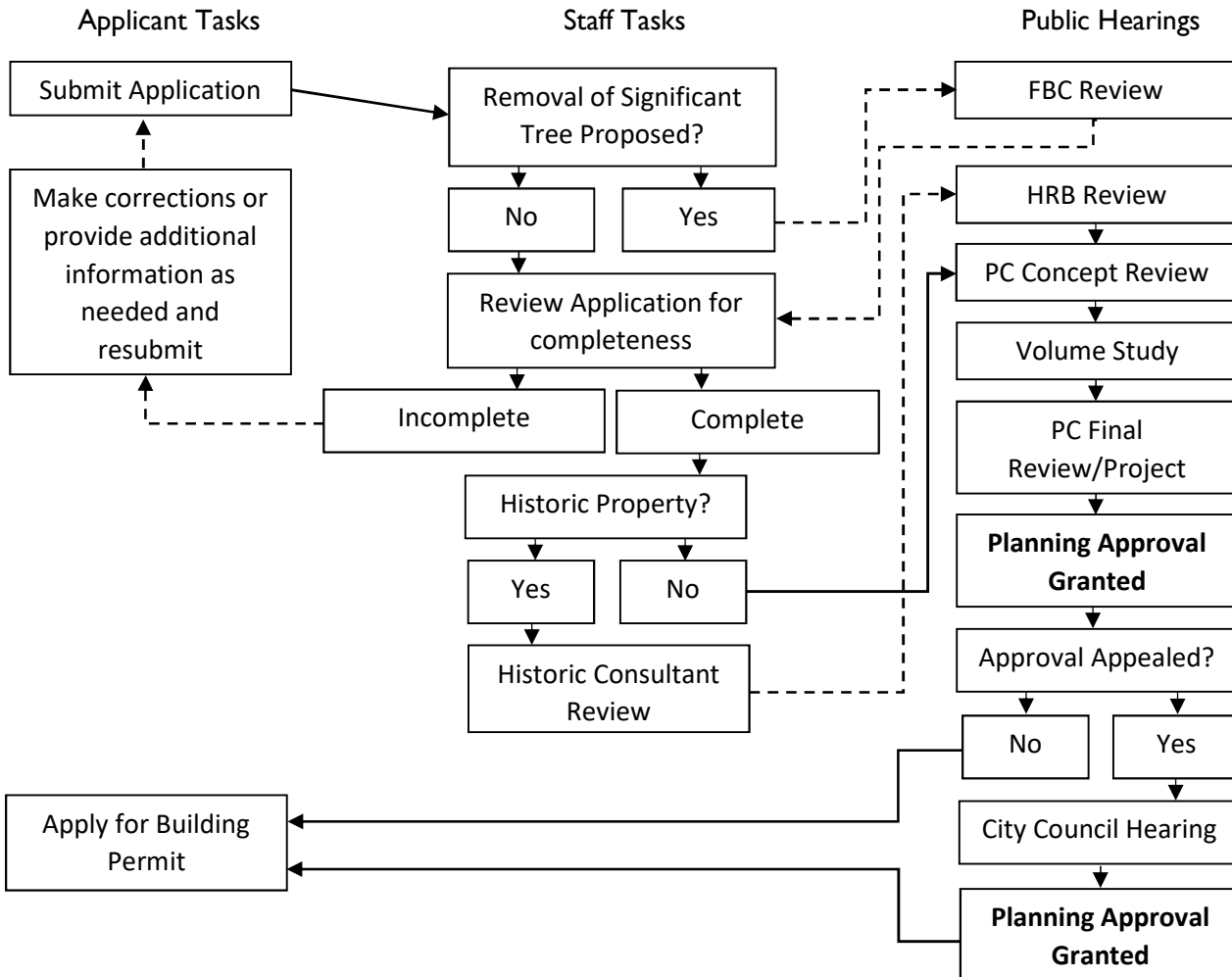


## What's the timing?

In order for the Planning Commission or Historic Resources Board to consider an application, it must first be deemed complete by staff. If Forest and Beach Commission review is required, their review shall come prior to determining completeness of the application as their decision may affect the design of the project. The Forest and Beach Commission meets the 2<sup>nd</sup> Thursday of each month at 3:30pm.

Once the application is deemed complete, the application is generally scheduled for hearing at the appropriate board/commission within 30 days on a first-come, first-served basis. The boards/commissions meet once a month: The Planning Commission on the 2<sup>nd</sup> Wednesday of the month at 4:00pm; the Historic Resources Board on the 3<sup>rd</sup> Monday at 4:00pm. *A commitment for consideration at a specific hearing date cannot be made prior to determining the completeness of the application.*

## Track 2 Design Study Flowchart:





## How do I submit my application?

Track 2 Design Study Applications can be submitted electronically via our e-permit portal, or in-person at City Hall located on the [east side of Monte Verde between Ocean Ave and 7<sup>th</sup> Ave.](#)

### Electronic Submittal (Preferred):

- Applications may be submitted electronically at: <https://carmel.portal.iworq.net/portalhome/carmel>.
  - Please upload all plans, attachments, and forms under the “Upload Files” section. Project plans shall be combined as a single PDF optimized for web viewing. Individual plan sheets will not be accepted.
  - Please see the [Electronic Submittal Guide](#) for help submitting permits electronically.

### In-Person Submittal:

- If submitting printed plans in person at City Hall, please provide one full size (24”x36”), one reduced (11”x17”), and one PDF (USB Drive or CD) set of complete project plans. PDF plans shall be combined as a single PDF optimized for web viewing. Individual plan sheets will not be accepted.

## What are the application fees?

Application fees for [Fiscal Year 2022-2023](#) are as follows:

### Non-Historic Properties:

Track 2 Review - \$5,392  
Volume Study Application - \$135  
Volume Study (deposit) - \$1,500  
**Total: \$7,027**

### Historic Properties:

Fees for historic properties- \$7,027  
Historic Resources Board Review - \$1,579  
Historic Consultant Review (deposit) - \$1,500  
**Total: \$10,106**

Application fees are adjusted annually on July 1<sup>st</sup>. Application fees can be paid by providing a credit card number over the phone, mailing a check, or paying in-person with a check or credit card ([note](#): we currently only accept Visa and MasterCard and a 3.5% bank fee will apply to all credit card transactions). The City will be offering an online payment option soon.

If paying over the phone or by mail, please do not remit payment until after the application has been submitted. To pay with a credit card over the phone, please call the department main line at (831) 620-2010. If you would like to mail a check, please have the check made payable to “City of Carmel-by-the-Sea” and mailed to:

City of Carmel-by-the-Sea  
c/o Community Planning & Building  
PO Box CC  
Carmel-by-the-Sea, CA 93921

Formal review of applications will not begin until all fees have been paid in full.



## What are the submittal requirements?

### 1. Application Form and Handouts

#### A. [General Planning Application](#)

- Ink or digital signatures are required from both the property owner and the applicant. Both page 1 and page 2 of the application must be signed, as appropriate. Digital signatures must comply with [Govt. Code section 16.5](#) requirements.
- [Digital Submittals](#): Please upload all required forms and a PDF version of the project plans under the “Upload Files” section.

#### B. Volumetric Worksheet

- Please complete and return the “[Allowed Volume Worksheet](#)”.

#### C. Submittal Requirements Handout

- You must return pages 4-8 of this document and sign page 8 as an acknowledgement of the process and submittal requirements.

### 2. Schematic Plan Set\*\*

The order of the sheets in the plan sets shall be as directed below. An accurate bar scale and north arrow are required on all plan sheets. All sheets shall be oriented in the same direction and drawn to fill the page at 1/4 inch or 1/8 inch scale, as appropriate.

#### A. Title Sheet with Project Data (Sheet 1)

- Project Address, APN, and Owners Name
- Architect/plan preparer’s name and contact information
- Date of preparation and/or all revisions
- Written project scope/scope of work
- Project Data Table with the following information:
  - Lot Area
  - Floor Area – Existing and Proposed
  - Site Coverage – Existing and Proposed
    - Pervious/Impervious surface calculations – Existing and Proposed
  - Setbacks (Front, Rear, Sides, Composite) – Existing and Proposed
  - Height – Existing and Proposed
    - Include maximum plate and ridge heights (1<sup>st</sup> and 2<sup>nd</sup> story)
  - Tree Removal – Number and species of trees to be removed

#### B. Topographic Survey (Sheet 2)

- Annotated topographic survey prepared by the City Forester as part of the Preliminary Site Assessment including printed copy of the tree survey report. The survey shall be stamped and signed by a licensed surveyor or a civil engineer. The survey shall document:
  - Lot Area
  - Property boundaries
  - 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

## C. Existing and Proposed Site Plans (Sheet 3)

- Separate existing and proposed site plans are required. The existing site plan should only show the existing site conditions and the proposed site plan should only show the resulting site conditions, as proposed.
  - Show, dimension, and call out all property lines
  - Show all structures, including buildings, decks, fences, walls, etc., and depict and dimension all setbacks from property boundaries
  - Depict and dimension hardscape (driveways, patios, paths, etc.), and note existing and proposed. Include a note stating the site coverage materials (asphalt, pavers, decomposed granite, etc.)
  - Note all existing and proposed fences and walls, including the height, material, and style (grape-stake, picket, etc.) as appropriate
  - Include the City Right-of-Way (ROW) for all adjacent roadways. Identify the street, edge of pavement and depict all existing and proposed encroachments (i.e. paving, gravel, boulders, walls, etc) within the ROW.
  - Show, dimension, and describe any easements that affect the property
  - Indicate building footprints on adjacent sites within fifteen feet (15') of the subject property
  - Identify what will be demolished, reconstructed or removed from the site (buildings, trees, paving, decks, fences and walls)
  - Indicate all trees and large shrubs and indicate their status (to be preserved, removed, or relocated)

## D. Preliminary Grading and Drainage Plan (Sheet 4)

- All projects:
  - Provide a preliminary storm water management and drainage plan
    - Refer to [SOG 17-07](#) for storm water management and drainage requirements
- If grading is proposed:
  - Show all areas of proposed cut and fill, show existing and final grades, any proposed staging areas, and provide a data table on cut, fill, and net import/export grading volumes, if applicable. Indicate if grading will be balanced on site or if soil export if proposed. – show existing contour lines
  - Clearly identify if any proposed shoring is temporary or permanent

## E. Demolition Plan / Existing and Proposed Floor Plans (Sheet 5)

- Separate existing and proposed floor plans are required. The demolition plan may be included on the existing floor plan or as a separate diagram.
  - Room layout, walls, stairways, chimneys, doors and windows for each floor
  - Identify all interior and exterior walls proposed for demolition and the walls proposed to remain. Shade all new walls and unshade walls that will remain in place. Note on the plans the percentage of the existing exterior structural walls that are proposed for demolition, removal or reconstruction.



- For addition/remodel projects, provide linear wall calculations identifying the total percentage of new, removed, and replaced walls. Refer to SOG 17-11.
  - If bonus basement floor area is proposed, show which areas count as a story, a basement, and as bonus floor area.
  - Provide a table specifying the total amount of floor area in areas that do not overlap and the total amount of floor area in areas that do overlap (required for determining exterior volume)
  - Window and Door Schedule
    - Data Table showing the make, style, location, and material of each
    - The window and door schedule may be submitted with the floor plans or as a supplemental sheet at the end of the schematic plan set.
- F. Existing and Proposed Elevations: Front and Rear of Building (Sheet 6)**
- Separate existing and proposed elevations are required for each side of the building. If there is no change to an elevation, the diagram shall be labeled to indicate as such.
    - Include height call-outs for the ridge and plate lines, as well as finish floor levels, on each elevation based on measurement from existing, or finished grade, whichever is most restrictive.
    - Show elevation call-outs for existing and finished grade on all elevations
- G. Existing and Proposed Elevations: Sides of Building (Sheet 7)**
- Separate existing and proposed elevations are required for each side of the building. If there is no change to an elevation, the diagram shall be labeled to indicate as such.
    - Include height call-outs for the ridge and plate lines, as well as finish floor levels, on each elevation based on measurement from existing, or finished grade, whichever is most restrictive.
    - Show elevation call-outs for existing and finished grade on all elevations
- H. Streetscape Elevations (Sheet 8)**
- Existing and proposed street profiles of proposed structures and all adjacent neighbor structures are required. The elevations shall be drawn to demonstrate the massing of the project in comparison to adjacent homes.
    - Multiple streetscape elevations are required if a building site faces multiple street frontages (i.e. corner lot, through lot, etc)
- I. Existing and Proposed Roof Plan (Sheet 9)**
- Top Down view of the roof with all hips, valleys, crickets, form, and projections for both the existing and proposed roof forms.
    - Identify the roof pitch at all locations
    - Show the location and dimensions of any skylights
- J. Landscape Plan, Lighting Plan and Lighting Details (Sheet 10) \***
- Fence/gate/wall elevations
    - Elevation drawing, rendering, representative photo, or specification cut sheet of the fences/walls/gates showing the height, location, and proposed material of each
      - Also include the location of fences, gates, and walls on the site plans (Sheet 3)
  - Landscape Plan



- Identify the location, size and species of all existing and proposed plant materials on the project site and in the City ROW
- Type of irrigation system, if any, to be installed
- Exterior lighting
  - Identify the location, fixture type, luminaire type (CFC, LED, etc.), wattage and lumen output of all exterior lights including path lights. Wall-mounted lighting is limited to no more than 25 watts (incandescent equivalent; i.e. approximately 375 lumens) and limits path lighting to no more than 15 watts (incandescent equivalent; i.e. approximately 225 lumens)

## **K. Finish Materials (Sheet 11)\***

- Provide material cut sheets of all exterior materials, including driveway pavers, building stonework, exterior wall siding, roof materials, etc.
- Identify all building colors –provide color swatches
- A physical material sample board may be requested

## **L. Color Renderings (Sheet 12)\***

- A minimum of one (1) 3-D color rendering of the project is required.

\*These items may be deferred upon request until after concept review.

*\*\*At the discretion of the Community Planning & Building Director, submittal of any items listed above may be waived if the project can be sufficiently described and considered without such information. Similarly, additional information or supplemental materials, such as shadow studies, soils reports, biological reports, archeological reports, etc., may be required based on the scope of the project.*

## **Is there anything else I should be aware of?**

This is not an exhaustive list of things to be aware of, but does provide some of the more common parts of the permit process which require additional attention from applicants.

### **Public Noticing Requirements**

- In preparation for each Planning Commission hearing, project applicants are responsible for the following:
  - Posting the notice of hearing (“Public Notice”) on-site where it is visible to the public from the right-of-way. The Public Notice must remain posted until a final decision is rendered on the project.
  - Hand deliver copies of the public notice to all tenants or occupants of property within 100-feet of the project site

Staff will contact the applicant via email with the “Noticing Packet” that will include a copy of the Public Notice to be posted on-site and distributed to neighboring properties and a map showing the properties that require the hand-delivery.

### **Fire Sprinklers**

- New structures, or existing structures to which additions, alterations or repairs are made that involve the addition, removal or replacement of fifty percent (50%) or greater of the linear length of the walls of the existing building (exterior plus interior) within a five-year period, are required to be outfitted with an automatic fire sprinkler system. Fire sprinklers shall be addressed as part of the building permit review.

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- [SOG 17-05](#) Residential Fire Sprinkler Requirements
- [SOG 17-11](#) Determining Fire Sprinkler Retrofit Requirements

## **Underground Utilities**

- All electrical service laterals to any new building or structure, or to any building or structure being remodeled when such remodeling requires the relocation or replacement of the property owner’s main service equipment, shall be placed underground on the premises upon which the building or structure is located. Undergrounding utilities shall be addressed as part of the building permit review.

Exceptions to undergrounding of utilities for remodeling:

1. Undergrounding of utilities will not be required when a valuation is less than \$200,000. The permit applicant shall submit contractor bids and other documentation verifying that the valuation is under \$200,000 upon request by the Building Official.
2. Undergrounding of utilities will not be required when it is determined by the City Forester that the undergrounding operation will damage or destroy significant tree(s); provided, that the property owner posts a bond in an amount equal to the estimated cost of the undergrounding work. The bond shall be maintained until such time that the service lateral is placed underground. ([CMC 15.36.020](#))

## **Wildland/Urban Interface (WUI)**

- The City of Carmel-by-the-Sea, like most of California, is subject to wildland/urban interface fires that may threaten structures throughout the City. The State Fire Marshal’s Office, and City of Carmel, have adopted regulations for protection of structures built in areas susceptible to wildland fires –refer to Standard Operating Guidance (SOG) 18-04, below.
- [SOG 18-04](#) Exterior Wildfire Exposure Protection

## **Additional Resources**

- [Information Handouts](#)
  - Resources for information on Floor Area, Site Coverage, Heights, Setbacks, Etc.
- Residential Design Guidelines
  - [Concept Review Design Guidelines](#)
  - [Final Details Review Design Guidelines](#)
- [Zoning Code](#)
  - Title 17 – Carmel Municipal Code

## ***Submittal Requirement/Process Acknowledged by:***

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant’s Printed Name