



City of Del Mar Planning Department Submittal Checklist

DRB – DESIGN REVIEW BOARD PERMIT

DRB _____ - _____ Project Address: _____

Related Permits/Actions: _____ Owner (Last Name): _____

The following list of documents is exhaustive and the items noted below are typically required as part of an application. **Planning Department staff can assist you in determining which items will be required for your submittal** (staff highly recommends a pre-application conference be scheduled with staff to review the project submittal requirements). **Please note that as of September 2013, all applications materials must be submitted in hard copy and digital format (see description on page 3).**

| Submittal Requirements | Required? |
|--|-----------|
| 1. Uniform Application – owner <u>and</u> agent signatures | _____ |
| 2. Project Data Summary Table (attached to this checklist) | _____ |
| 3. Supplemental Questionnaire (e.g., CDP, FDP, LC, etc.) – owner or agent signature | _____ |
| 4. Application Fees | _____ |
| 5. Proof of Ownership and Title Report <i>Copy of Grant Deed; Title Report shall be no older than six months from the time of project submittal; If the property is under ownership by a Company, Trust, or Limited Liability Corporation (LLC), attach the authorizing document(s) listing the individual(s) authorized to sign on behalf of that entity.</i> | _____ |
| 6. Letter of Authorization – owner signature only <i>An agent acting on behalf of a property owner(s) shall present a written authorization signed by the property owner(s); a buyer in escrow shall present a written authorization signed by the owner-seller; a lessee shall provide the property owner(s) written approval</i> | _____ |
| 7. Building Valuation Worksheet – owner or agent signature <i>Required for projects proposing to remodel a structure with existing, legal zoning non-conformities</i> | _____ |
| 8. Citizen’s Participation Program (CPP) Report <i>Required for projects including a detached structure of 500+ sq.ft., a second story addition to a single story home or at the Planning Director and DRB Chair’s discretion.</i> | _____ |
| 9. Design Guideline Checklist | _____ |
| 10. Project Priority Assessment Form – owner or agent signature | _____ |
| 11. Stormwater Checklist for Standard Projects – owner or agent signature <i>Depending on the results of the Stormwater Checklist, a Best Management Practices (BMP) Site Plan may also be required; see Item 12.E and page 6 for plan requirements</i> | _____ |
| 12. Materials Board <i>8x11” color print of materials/colors or actual samples of materials to be used mounted on an 8x11” board</i> | _____ |
| 13. Design Review Standards Compliance Letter <i>For all new homes and major remodels please submit a letter explaining how the project has been designed to comply with the regulatory standards of the Design Review Ordinance. The letter must address, but is not limited to the following issues: preservation of views, privacy of neighbors, neighborhood scale and overall compatibility. This letter should summarize the steps taken to avoid potential negative impacts to neighboring properties and the community.</i> | _____ |

14. Site Photographs and Photo Key Map _____
Photos of the project site and adjacent properties
15. Project Plan Sets _____
*Sets are to be provided in PDF digital format (see description on page 5) and on 24" x 36" sheets, collated, stapled, and folded to approximately 8½" x 14". Submit **four (4)** complete sets of plans for initial review. When the initial review is complete, staff will require **eight (8)** sets of plans one week prior to the project's DRB meeting. Project plans shall include all of the information listed below unless staff determines otherwise. For architectural drawings, use of 1/8th or 1/4th scale is highly recommended. Subsequent copies of plans, including working drawings, must show use of the same scale as the original submittal.*
- A. Cover Sheet & Site Plan (See description on page 4) _____
- B. Architectural Plans (See description on page 5) _____
*Floor Plans, Elevations, Sections, and a Roof Plan – the existing **and** finished grade lines shall be shown; details describing exterior building materials and colors, including trim accents shall be shown; Roof Plan shall indicate chimneys, mechanical equipment, solar panels, and skylights.*
- C. Drainage and Grading Plans (See description on page 6) – **or** – a letter stating that no drainage improvements, grading or retaining walls are proposed _____
- D. Best Management Practices (BMP) Site Plan (See description on page 6) _____
BMP Site Plan shall be attached to the Stormwater Checklist or included in the SWMP
- E. Landscaping/Irrigation Plans (See description on page 6) – **or** – a letter stating that no new landscaping is proposed _____
Provide anticipated plant heights at maturity and show that all proposed irrigation meets the standards outlined in Chapter 23.60 of the Del Mar Municipal Code (Water Efficient Landscapes)
- F. Hardscape Plan – **or** – a letter stating that no new hardscape is proposed _____
Identify permeable and non-permeable surfaces
- G. Fence/Wall Plan – **or** – a letter stating that no new fences or walls are proposed _____
Site view and elevation; provide materials, color, and height (measured from outside face)
- H. Lighting Plan – **or** – a letter stating that no new exterior lighting is proposed _____
*All exterior lighting to be shown including soffit lighting, exterior wall lighting, and all stand-alone landscape or area lighting. **The Plan should indicate that all lighting is down-shielded to the maximum extent feasible, of low-intensity, and obscured so that no direct view of the lighting source is possible from adjacent properties or public rights-of-way.** The Plan shall note the manufacturer name, model name, maximum wattage/lumens, Kelvins, and model number of all fixtures proposed. Specification sheets should also be submitted for each fixture type proposed.*
- I. Exterior Mechanical Equipment Specifications (i.e., Air conditioners, pool/spa equipment, etc.) _____
Specifications for exterior mechanical equipment including dimensions and maximum decibel rating for the proposed unit(s), and visual and auditory mitigation details.

The following items may also be required depending on the location and type of development proposed:

- | | |
|--|---|
| J. Sustainability Checklist | Q. Beach Erosion Report |
| K. Site Survey/Topographical Map <i>Prepared by a Registered Civil Engineer or a Land Surveyor with existing and proposed grades for the entire site indicated with two-foot contour lines.</i> | R. Noise Analysis |
| L. Title History | S. Parking / Circulation Plans |
| M. Photo Simulations of the Proposed Development | T. Construction Staging / Haul Route Plans |
| N. Arborist Report | U. Public Improvement Plan |
| O. Slope Stability Analysis | V. Historic Resources Survey |
| P. Soils Report | W. Floor Area Calculation Exhibit |
| | X. Other materials or reports deemed necessary by the Planning Director |

Owner/Agent Certification

I certify that the attached application contains the items required. I understand that additional information may be needed to process my application and if any of the items are missing or found deficient, the application will be deemed incomplete, may be rejected, or may constitute grounds for revocation of any permit issued.

Signature (Owner or Agent)

Date

Print Name

DRB Submittal – Plan Details

16. Digital Applications Submittal Requirements

All plans, forms, technical reports, and other materials submitted as part of a development application, or in response to a development application, must be submitted to the City in PDF digital format. Digital submittals may be transmitted through one of the following methods:

- Email to: planning@delmar.ca.us or the designated project planner
- Submit on a CD or DVD
- Submit via a large-file transfer service of the agents' choice, so long as the transfer service does not require the City to install any special file transfer software or to create an account. City Staff is available upon request to recommend transfer service providers that are free and easy to use.

To ensure ease of storage and retrieval, PDF files must be named as follows:

Project Address (Agent's Last Name)_Document Title.pdf

A cover sheet is required for each submittal package with the following information:

- City application number/Project name
- Location of development proposal, (as applicable), including street address and Assessor Parcel Number (APN)
- Date of submittal
- Party submitting the information
- Contact name/telephone number and e-mail of party submitting the material
- Table of Contents listing the documents included in the submittal package

• Cover Sheet

NOTE: Please include attached City of Del Mar Project Data Summary Table template onto Cover Sheet of plans. *Project Data Summary Table information must be included on a Cover Sheet.

Shall include:

- Project address, Assessor's Parcel Number (APN), Zoning designation, Community Plan Land use designation, property owner name, Agent name, scale of drawing
- Gross and net lot area
- Required and proposed setbacks
- Proposed and existing floor area ratio (FAR)
- Proposed and existing lot coverage
- Detailed project description
- Proposed and existing percentage of site devoted to landscape

• Site Plan

Shall include:

- Project address and APN
- Scale (preferably a 10 engineer scale or a 1/8th or 1/4th architectural scale)
- North Arrow
- Vicinity map
- Benchmark elevation (see City Benchmark Handout)
- Name and address of Agent, Architect, and/or Engineer
- Date of plan preparation, including revision date(s)
- Location and dimensions of all easements
- Indication of property encumbrances
- Proposed structure(s)
- Existing structure(s) –labeled “to be removed” or “to be retained”
- Cross-hatching delineating areas of new vs. existing structure(s)
- Location of all accessory structure(s) e.g., sheds, pools, fencing, etc.
- Maximum elevation of major building points (e.g., ridge lines)
- Dimensions of distances between all building and/or structures
- Required and proposed building setbacks (front, rear, and sides)
- Location of all structures adjacent to the subject property
- Extensions and rooflines beyond building walls
- Location of adjacent public right-of-way paving or improvements

- Location of all existing Torrey Pine and Monterey Cypress trees onsite and within 10 feet on neighboring properties. Indicate if the trees will be removed or retained. If the site is within the Commercial or Open Space Overlay Zones, indicate the location of all existing trees, regardless of the species.
- Location of off-street parking and loading facilities, and provide appropriate dimensions
- Location of all driveways, access roads and curb cuts
- Indicate the dimensions and the type of construction material
- Project in the FEMA floodway or floodplain, note the Base Flood Elevation
- Location of all exterior mechanical equipment

- **Architectural Plans**

Floor Plans Shall Include:

- Scale and North Arrow
- Floor area ratio (FAR), including exempted areas
- Square footage of each room and level
- Square footage of all proposed decks
- Designation for each room's use
- Lines and labels indicating alignment of Cross-Sections

Building Elevations Shall Include:

- Accurate drawings to depict the proposed finished building appearance, consistent with the Site and Floor Plans. Elevations are not to be conceptual.
- 3D views of colored elevations that accurately depict height and mass of proposed developments. 3D views should depict all sides of property.
Note: (3D depictions are ONLY needed for projects that have gone through a Citizen Participation Program (CPP) process, include a new structure, and/or a remodel of 50% or more is being proposed.)
- Label Elevations as North, South, East and West
- Existing and proposed windows shall be properly dimensioned on elevations.
- Proposed and existing grades adjacent to the structure(s)
- Floor elevations and building heights relative to the City Benchmark
- Maximum elevation of all major building points, including ridge lines
- Lines, chimneys and other roof penetrations e.g., solar, skylights, mechanical equipment, etc.
- Location, height and materials of walls, fences and hedges in relation to the Elevation of Adjacent Grade. The tops and bottoms of walls/fences/hedges shall be indicated. Projects that include retaining walls shall accurately depict mentioned design guidelines on a Wall Detail Plan sheet.
- Exterior mechanical equipment and the proposed screening
- Building material and color including the roof material, window and door trim and accent materials
- For new basements, the line of the basement from all elevations with proposed ceiling heights and adjacent proposed and existing grades.

Building Sections Shall Include:

- Structural height dimensions
- Drawing through the structure and adjacent grade at critical points in at least two directions
- If a basement is proposed, provide a detailed Section indicating the dimensions and heights for the basement ceiling, top of floor above, lightwells, and adjacent proposed and existing grades.

Roof Plan Shall Include:

- Maximum elevations of all roof ridgelines
- Location of all skylights (Operable or Non-Operable), solar panels, and chimneys
- Topographical lines adjacent to structure
- Note that the Roof Plan may be used as the basis for a Story Pole Plan

Exterior Lighting Plans Shall Include:

- Floor Plans showing all existing and proposed exterior lights
- Photo key map linked to the type of light fixture
- Manufacturer specification sheet for each type of proposed exterior lighting fixtures
- Specification sheet shall show maximum wattage, lumen output, and Kelvin rating
- All lighting shall be oriented in a downward direction and/or be shielded from adjacent sites, public right of way or otherwise limit lighting levels to the property itself

- **Drainage and Grading Plans**

Note: the City Engineer reviews both types of plans on essentially the same criteria; however, Grading Plans will have added requirements for bonding, a Soils Report, and increased Plan Check fees)

Shall include:

- Date prepared
- Scale and north arrow
- Street names
- Right-of-way and property lines
- All existing and proposed contours (at 2' intervals)
- Existing grade elevations of adjacent properties
- If walls are proposed, show elevations for T.O.W. and B.O.W. (at outer face where it meets grade)
- Wall subdrains and discharge locations
- Source of topography and survey date
- Cut and fill areas colored or shaded
- Amounts of cut and fill in cubic yards
- A benchmark or reference elevation located on the site
- Size and type of existing trees
- Maximum driveway slope
- Drainage indicated by arrows in the direction of flow
- Existing drainage facilities
- Proposed drainage facilities (size, material, and invert elevation)
- Permanent post-construction BMPs
- Temporary construction BMPs (including both erosion and sediment control measures)
- Existing and proposed easements
- Existing and proposed water and sewer services
- Required notes as follows:
 - An additional permit is required by the City of Del Mar, Public Works Department for the improvements in the public right-of-way; such as for driveway, sidewalks, etc.
 - Soil removed from site and placed within the City of Del Mar requires additional Grading or Land Conservation Permits.
 - All Contractors and Sub-contractors must have a valid City of Del Mar Business License prior to the performance of any work (Ord. #234).
 - No grading shall occur outside the limits of the approved grading plan unless prior written authorization is obtained from the City and the owners of any other affected properties.

Grading Plan Sections:

- Section cuts through the site at critical cut and fill areas
- Show existing and proposed contours
- Show any existing or proposed buildings

- **Best Management Practices (BMP) Site Plan**

BMP Site Plan shall be attached to the Stormwater Checklist or included in the Stormwater Management Plan (SWMP)

Shall include:

- Clear distinction between existing and proposed impervious area (shown graphically, and also with a numeric summary)
- Site design BMPs
- Source control BMPs
- Treatment control BMPs

- **Landscape/Irrigation Plan**

Shall meet the standards outlined in Chapter 23.60 of the Del Mar Municipal Code (Water Efficient Landscapes) and;

Shall Include:

- Scale and North Arrow
- Plants which are proposed and existing plants to be retained onsite for each planting zone
- An estimate of the yearly amount of irrigation (supplemental) water in gallons required to maintain each zone
- Alphabetical listing of plant species using botanical and common names

- Number and container size of each species to be planted
- Mature heights of all species
- Indication of landscape maintenance responsibility (Private or Common)
- Percentage of site devoted to turf (maximum 15% of site allowed)
- Total square footage of all landscape areas
- Percentage of site devoted to landscape
- Minimum landscape requirements per design guidelines
- Approximate location of irrigation lines and heads
- Proposed trails, walks, fences, and walls (freestanding and retaining walls shall be clearly differentiated)
- Parkway planting and irrigation
- Areas to be paved for parking or driving, differentiated from areas intended for Landscape Planting or Hardscape
- Calculation of site devoted to landscaping
- Percentage and type of native landscaping
- Identity all existing protected trees (e.g. Torrey Pine, Monterey Cyprus, etc.) and locations of such trees.

Project Data Summary Table
(TO BE INCLUDED ON COVER SHEET OF PLANS)

| Project Information | | | | |
|--|----------|----------|---------------------------------------|--|
| Project Address: | | | | |
| Assessor's Parcel Number (APN): | | | | |
| Zoning Designation: | | | | |
| Overlays: | | | | |
| Community Plan Land Use Designation: | | | | |
| Property Owner Name: | | | | |
| Agent Name: | | | | |
| City Application # / Project Name: | | | | |
| Scale Of Plans: | | | | |
| Date Of Submittal: | | | | |
| Project Description | | | | |
| Scope Of Work: | | | | |
| Lot Size & Site Coverage | | | | |
| <i>All Figures Shall Be In Sq. Ft., Unless Otherwise Noted</i> | Existing | Proposed | Max Allowed <i>(if applicable)</i> | Total % Of Lot <i>(if applicable)</i> |
| Lot Size (gross): | | | | |
| Lot Size (net): <i>Gross minus street easements or private road easements serving 5+ properties</i> | | | | |
| % of Lot Coverage: <i>Does not include paved areas, pools, or items less than 30 inches above grade</i> | | | | |
| Complete Footprint of Home: <i>(including garage & roof overhangs)</i> | | | | |

| Lot Size & Site Coverage | | | | |
|--|-----------------|-----------------|------------------------------------|---------------------------------------|
| <i>All Figures Shall Be In Sq. Ft., Unless Otherwise Noted</i> | Existing | Proposed | Max Allowed (if applicable) | Total % Of Lot (if applicable) |
| Basement: | | | | |
| Garage: | | | | |
| 1 st Floor: | | | | |
| 2 nd Floor: | | | | |
| Balconies: | | | | |
| Total Impervious Surfaces: | | | | |
| Driveway: | | | | |
| Walkways: | | | | |
| Decks: | | | | |
| Patios: | | | | |
| Other: <i>(pools, tennis court, water features, etc.)</i> | | | | |
| Total Permeable Surfaces: | | | | |
| Driveways: | | | | |
| Walkways: | | | | |
| Decks: | | | | |
| Patios: | | | | |
| Total Landscaped Area: | | | | |
| Landscaping in Front Yard Setback: <i>(maximum 50% hardscape allowed)</i> | | | | |
| Landscaping in Street Side Setback (corner lot): <i>(maximum 50% hardscape allowed)</i> | | | | |
| Percentage of Site Devoted to Turf: <i>(maximum 15% of site allowed)</i> | | | | |
| Minimum Landscape Requirements Per Design Guidelines: | | | | |

| Floor Area Ratio (FAR) *FAR is calculated from net lot size | | | |
|---|--|-------------------------------|----------|
| Existing Square Feet: | Sq. Ft. | Square feet / Lot Area (net): | % |
| New Square Feet: | Sq. Ft. | Square feet / Lot Area (net): | % |
| Total Square Feet: | Sq. Ft. | Square feet / Lot Area (net): | % |
| EXEMPT Structures: Floor Area Ratio (FAR) *FAR is calculated from net lot size | | | |
| Type of Exempt Structure And Location (Please List Below) | Exempt Sq. Ft. | Square feet / Lot Area (net) | |
| | | % | |
| | | % | |
| | | % | |
| | | % | |
| | | % | |
| | | % | |
| | | % | |
| | | % | |
| | | % | |
| Parking | | | |
| Total Parking Required: | | | |
| Total Parking Provided: | | | |
| # of Outdoor Spaces Provided: | | | |
| # of Garage Spaces Provided: | | | |
| Basement Area | | | |
| Total Basement Area (sq. ft.): | | | |
| Portion Exempt From FAR (sq. ft.): | | | |
| Basement FAR Calculation (sq. ft.): | | | |
| Building Setbacks | | | |
| | Required | Existing | Proposed |
| Front 1 st Floor: | | | |
| Front 2 nd Floor: | | | |
| Left Side 1 st Floor: | | | |
| Building Setbacks | | | |
| | Required | Existing | Proposed |
| Left Side 2 nd Floor: | | | |
| Right Side 1 st Floor: | | | |
| Right Side 2 nd Floor: | | | |
| Rear 1 st Floor: | | | |
| Rear 2 nd Floor: | | | |
| Corner Lot: | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Flag-Shaped Lot: | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Heights | | | |
| | Existing | Proposed | |
| Building Height: | | | |
| Structure Height Above Average Adjoining Grade: | | | |
| Structure Height Above Lower of Existing -or- Finished Adjoining Grade: | | | |

| Heights | | | |
|---|--------------------|--|----------------------|
| | Proposed | Max Allowed | |
| Max Apparent Height: | | | |
| Max Horizontal Run: | | | |
| Plate Height | Existing | Proposed | |
| 1 st Floor: | | | |
| 2 nd Floor: | | | |
| Basement: | | | |
| Outdoor Structures: | | | |
| Accessory Structures: | | | |
| Attached Structures: | | | |
| Decks and Balconies | | | |
| Location of Decks and Balconies (Please List Below) | Existing Sq. Ft. | Proposed Sq. Ft. | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Engineering Data Questionnaire | | | |
| | Existing (Sq. Ft.) | Proposed (Sq. Ft.) | Net Change (Sq. Ft.) |
| Impervious Surfaces in Square Feet: <i>(total excluding pools and spas)</i> <input type="checkbox"/> Increase <input type="checkbox"/> Decrease | | | |
| Roof Surface Area in Square Feet: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease | | | |
| Grading & Excavation In Cubic Yards (Cut & Fill) | | | |
| Total Cut (C.Y.): | | | |
| Net Cut Understructure (C.Y.): | | | |
| Total Fill (C.Y.): | | | |
| Max Exposed Retaining Wall Height (Ft.): | | | |
| Height of Fence on Retaining Wall (Ft.): | | | |
| Modified Vehicular Access (Driveways): | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Proposed Subterranean Improvements Greater Than Two-Feet in Depth Within Five-Feet of Property Line: <i>(basements, footings, pools, spas, etc.)</i> | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Proposed Improvements Within Ten-Feet Measured From The Top of an Existing Bluff or Top of Slope: | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Proposed Impact of Existing Drainage Courses: <i>(redirecting, blocking, etc.)</i> | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Known Geological or Soils Issues or Sensitivities: <i>(sliding, faulting, erosion, etc.)</i> | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| Other Components To Plans | |
|---|---|
| Air Conditioning Units: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | <p>*If YES, please include air conditioning unit manufactures specifications. Also, please demonstrate adequate sound attenuation and visual screening measures for the proposed air conditioning units.</p> <p>*Please Note: The air conditioning unit must comply with DMMC Section 9.20.090, the City's Noise Ordinance, which allows a maximum of 40 decibels between the hours of 10pm and 7am, and 50 decibels between 7am and 10pm, at all property lines.</p> |
| Lighting: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | <p>*If YES, please include Lighting Plans.</p> |
| Swimming Pool or Spa: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | <p>*If YES, please include pool/spa equipment manufactures specifications. Also, please demonstrate adequate sound attenuation and visual screening measures for the proposed air conditioning units.</p> <p>*Please Note: The pool/spa equipment must comply with DMMC Section 9.20.090, the City's Noise Ordinance, which allows a maximum of 40 decibels between the hours of 10pm and 7am, and 50 decibels between 7am and 10pm, at all property lines.</p> |
| Skylights: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | <p>*If YES, please include a skylight film specifications sheet, which allows a maximum of 10% visible light transmission (VLT).</p> |
| Outdoor Fire Feature: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Outdoor Sound: <i>(tv, speakers, etc.)</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No |