



City of Del Mar  
 Department of Planning and Community Development  
 1050 Camino del Mar  
 Del Mar, CA 92014

Phone: 858-755-9313 Fax: 858-755-2794  
 Counter Hours: M & W 1:00 pm – 5:30 pm  
 Email: [planning@delmar.ca.us](mailto:planning@delmar.ca.us)  
 Web: [www.delmar.ca.us](http://www.delmar.ca.us)

# UNIFORM DEVELOPMENT APPLICATION

## PROPERTY INFORMATION:

Property Address: \_\_\_\_\_  
 Assessor Parcel No. (APN): \_\_\_\_\_  
 Zoning: \_\_\_\_\_ Overlay Zone(s): \_\_\_\_\_  
 Work proposed in the public right-of-way:  No  Yes, note location: \_\_\_\_\_

## OWNER / APPLICANT:

Name(s): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## AUTHORIZED REPRESENTATIVE: (LETTER OF AUTHORIZATION REQUIRED)

Name: \_\_\_\_\_  
 Type:  Architect/Designer  Contractor  Consultant  Engineer  Other:  
 Del Mar Business License No.: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## PROJECT DESCRIPTION (BRIEF):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## PERMITS, ACTIONS AND FEES TO BE PREPARED BY STAFF ONLY:

<u>Permits:</u>	<u>Fee</u>	<u>Actions:</u>	<u>Fee</u>
<input type="checkbox"/> <b>ADR</b> Administrative Design Review	_____	<input type="checkbox"/> <b>COC</b> Certificate of Compliance only	_____
<input type="checkbox"/> Minor <input type="checkbox"/> Major		<input type="checkbox"/> <b>CPP</b> Citizens' Participation Program	_____
<input type="checkbox"/> <b>ASR</b> Administrative Sign Review	_____	<input type="checkbox"/> <b>D</b> Zoning Determination of Allowable Use	_____
<input type="checkbox"/> <b>BA</b> Boundary Adjustment with COC	_____	<input type="checkbox"/> <b>DA</b> Development Agreement	_____
<input type="checkbox"/> <b>BAN</b> Banner Permit	_____	<input type="checkbox"/> DA <input type="checkbox"/> Amendment	
<input type="checkbox"/> <b>BP</b> Charitable Bingo Game Permit	_____	<input type="checkbox"/> <b>DSC</b> Determination of Substantial Conformance	_____
<input type="checkbox"/> <b>CDP</b> Coastal Development Permit	_____	<input type="checkbox"/> <b>EA</b> Environmental Assessment	_____
<input type="checkbox"/> <b>CUP</b> Conditional Use Permit	_____	<input type="checkbox"/> Initial Study <input type="checkbox"/> EIR	
<input type="checkbox"/> CUP <input type="checkbox"/> Modification		<input type="checkbox"/> <b>GPA</b> General Plan Amendment	_____
<input type="checkbox"/> <b>DP</b> Demo Permit	_____	<input type="checkbox"/> <b>HZ</b> Horizontal Zoning Relief	_____
<input type="checkbox"/> <b>DRB</b> Design Review Permit	_____	<input type="checkbox"/> <b>I</b> Zoning Code Interpretation	_____
<input type="checkbox"/> < 500 sf <input type="checkbox"/> > 500 sf		<input type="checkbox"/> <b>ILPF</b> In-Lieu Parking Fee Program	_____
<input type="checkbox"/> Misc: _____		<input type="checkbox"/> <b>LCPA</b> Local Coastal Program Amendment	_____
<input type="checkbox"/> <b>DRB-S</b> Design Review Sign Permit	_____	<input type="checkbox"/> <b>OPP</b> Off-Hours Public Parking	_____
<input type="checkbox"/> <b>EP</b> Encroachment Permit	_____	<input type="checkbox"/> <b>PLZ</b> Plaza Tenant Improvement Review	_____
<input type="checkbox"/> Short-term <input type="checkbox"/> Long-term		<input type="checkbox"/> <b>SDU</b> Second-Dwelling Unit	_____
<input type="checkbox"/> <b>ESP</b> Emergency Shelter Permit	_____	<input type="checkbox"/> <b>SP</b> Specific Plan	_____
<input type="checkbox"/> <b>FDP</b> Floodplain Development Permit	_____	<input type="checkbox"/> SP <input type="checkbox"/> Amendment	
<input type="checkbox"/> Without hardship relief		<input type="checkbox"/> <b>SV</b> Street Vacation	_____
<input type="checkbox"/> With hardship relief		<input type="checkbox"/> <b>TPM</b> Tentative Parcel Map	_____
<input type="checkbox"/> <b>IB</b> Emergency Beach Barrier	_____	<input type="checkbox"/> ≤ 4 New Lots <input type="checkbox"/> Condo Conversion	
<input type="checkbox"/> <b>LC</b> Land Conservation Permit	_____	<input type="checkbox"/> <b>TTM</b> Tentative Tract Map	_____
<input type="checkbox"/> LC <input type="checkbox"/> Administrative		<input type="checkbox"/> ≥ 5 New Lots <input type="checkbox"/> Condo Conversion	
<input type="checkbox"/> <b>MV</b> Mobile Vending Operations Permit	_____	<input type="checkbox"/> <b>TVS</b> Trees, Scenic Views and Sunlight	_____
<input type="checkbox"/> <b>NOI</b> Notice of Intent	_____	<input type="checkbox"/> <b>V</b> Variance	_____
<input type="checkbox"/> <b>NRP</b> News Rack Permit	_____	<input type="checkbox"/> <b>ZA</b> Zoning Code Amendment	_____
<input type="checkbox"/> <b>P</b> Parking Permit	_____	<input type="checkbox"/> Other: _____	_____
<input type="checkbox"/> Off-site <input type="checkbox"/> Shared			
<input type="checkbox"/> <b>RDP</b> Redevelopment Permit	_____	<b>Related Fees:</b>	
<input type="checkbox"/> <b>SEC</b> Sign Encroachment Permit	_____	<input type="checkbox"/> Community (General) Plan/Zoning Update	_____
<input type="checkbox"/> <b>SCP</b> Sidewalk Café Permit	_____	<input type="checkbox"/> Public Notice	_____
<input type="checkbox"/> <b>SPP</b> Shoreline Protection Permit	_____	<input type="checkbox"/> Engineering Review Fees	_____
<input type="checkbox"/> <b>SSP</b> Seawall Setback Permit	_____		
<input type="checkbox"/> <b>TRP</b> Tree Removal Permit	_____	<b>TOTAL FEES DUE:</b>	
<input type="checkbox"/> <b>TUP</b> Temporary Use Permit	_____		
		\$ _____	

Primary File No.: \_\_\_\_\_

Additional File Nos.: \_\_\_\_\_





# City of Del Mar



DEL MAR

## LETTER OF AUTHORIZATION TO SUBMIT A PROJECT

\_\_\_\_\_ is authorized by me/us, as  
Owner's Representative - Print Name  
 the owner(s) of the property located at \_\_\_\_\_, to  
 submit an application to and obtain permits from the City of Del Mar Planning and Community  
 Development Department and to act on my/our behalf to process that application. This  
 authorization will be valid until revoked by me/us in writing.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Owner Name\*

Dated: \_\_\_\_\_

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Owner Name

\* 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.



# City of Del Mar Planning Department Submittal Checklist

## ADR – ADMINISTRATIVE DESIGN REVIEW PERMIT

ADR \_\_\_\_\_ - \_\_\_\_\_ 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). **All application materials must be submitted in digital format (see description on page 5).**

Submittal Requirements	Required?
1. Uniform Application – <i>owner and agent signatures</i>	_____
2. Project Questionnaire (attached to this checklist) – <i>owner or agent signature</i>	_____
3. Application Fees	_____
4. Supplemental Questionnaire (e.g., CDP, FDP, LC, etc.) – <i>owner or agent signature</i>	_____
5. Proof of Ownership <i>Copy of Grant Deed</i>	_____
6. Letter of Authorization – <i>owner signature only</i> <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 – <i>owner or agent signature</i> <i>Required for projects proposing to remodel a structure with existing, legal zoning non-conformities</i>	_____
8. Stormwater Checklist for Standard Projects – <i>owner or agent signature</i> <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>	_____
9. Project Priority Assessment Form – <i>owner or agent signature</i>	_____
10. Materials Board <i>8x11" color print of materials/colors or actual samples of materials to be used mounted on an 8x11" board</i>	_____
11. Site Photographs and Photo Key Map <i>Photos of the project site and adjacent properties</i>	_____
12. Project Plan Sets <i>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 <b>four (4)</b> complete sets of plans for initial review. Project plans shall include all of the information listed below unless staff determines otherwise. For architectural drawings, use of 1/8<sup>th</sup> or 1/4<sup>th</sup> scale is highly recommended. Subsequent copies of plans, including working drawings, must show use of the same scale as the original submittal.</i>	
A. Cover Sheet (See description on page 5)	_____
B. Site Plan (See description on page 5)	_____

- C. Architectural Plans (See description on page 6) \_\_\_\_\_  
*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.*
- D. Drainage and Grading Plans (See description on page 6) – **or** – a letter stating that no drainage improvements, grading or retaining walls are proposed \_\_\_\_\_
- E. Best Management Practices (BMP) Site Plan (See description on page 7) \_\_\_\_\_  
*BMP Site Plan shall be attached to the Stormwater Checklist or included in the SWMP*
- F. Landscaping/Irrigation Plans (See description on page 7) – **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)*
- G. Hardscape Plan – **or** – a letter stating that no new hardscape is proposed \_\_\_\_\_  
*Identify permeable and non-permeable surfaces*
- H. 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 fascade)*
- I. 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, and model number of all fixtures proposed. Specification sheets should also be submitted for each fixture type proposed.*

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

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

**Owner or Owner’s 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 Owner’s Agent)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

**ADR PROJECT QUESTIONNAIRE:**

**Detailed Project Description:** *Include type of use and structure(s) proposed, number of stories, exterior building materials and colors, grading, fencing, walls, hardscape improvements, drainage improvements, exterior lighting, and landscaping*

**Lot Size, Coverage and Height**

Lot Size (gross):		Existing Structure Height:	
Lot Size (net): <i>Gross minus street easements or private road easements serving 5+ properties</i>		Proposed Structure Height:	
Existing % of Lot Coverage: <i>Does not include paved areas, pools, or items less than 30 inches above grade</i>		Structure Height Above Average Adjoining Grade:	
Proposed % of Lot Coverage:		Structure Height Above Lower of Existing -or- Finished Adjoining Grade:	

**Floor Area Ratio (FAR)** *\*FAR is calculated from net lot size*

Existing Square Feet:		Square feet / Lot Area (net):	%
New Square Feet:		Square feet / Lot Area (net):	%
Total Square Feet:		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 (feet):	Existing (feet):	Proposed (feet):
Front:			
Rear:			
Side 1:			
Side 2:			
<b>Corner Lot?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Flag-shaped Lot?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		



## ADR Submittal – Plan Details

### 12. Digital Applications Submittal Requirements

All plans, forms, technical reports, and other materials submitted as part for 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 on of the following methods:

- § Email to: [planning@delmar.ca.us](mailto:planning@delmar.ca.us) or the designated project planner
- § Submit through the City's online portal e-Trakit
- § 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

### 12.A. Cover Sheet

**Shall include:**

- § Project address, Assessor's Parcel Number (APN), Zoning designation, Community Plan Land use designation, property owner name, agent name, North arrow, 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

### 12.B. Site Plan

**Shall include:**

- § Project address and APN
- § Scale (preferably a 10 engineer scale or a 1/8<sup>th</sup> or 1/4<sup>th</sup> 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

## 12.C. 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.
- § Label Elevations as North, South, East and West
- § 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.
- § Location of proposed solar panels
- § 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

## 12.D 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

**12.E 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

**12.F 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)
- § 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



# CITY OF DEL MAR

## Checklist for Determination of Project Category

Based on Federal, State, and local regulations, all project applicants must submit stormwater documentation for all proposed development or redevelopment projects. Responses to the checklist represent an initial assessment of the proposed project conditions and impacts. City of Del Mar (City) staff will confirm this checklist based on assessment of the development application and/or project plans. Results of the checklist will classify a project as one of the following: Priority Development Project (PDP), Standard Project, or Non-development Project. If additional information is needed while completing this checklist, please refer to the City's *BMP Design Manual*. Alternatively, you may contact City Planning staff at (858) 755-9313.

### Project Information

Project Name:

Project Address:

Project APN:

Prepared by:

Prepared for:

### SECTION 1: POST CONSTRUCTION STORMWATER REQUIREMENT EXEMPTIONS

*This section determines whether your project is exempt from post-construction BMP requirements and would be classified as a Non-Development Project. Please check "YES" or "NO" after every question.*

YES

NO

**Will the work involve the replacement of impervious surfaces that are part of a routine maintenance activity, such as:**

- Replacing roof material on an existing building
- Rebuilding a structure to original design after damage from earthquake, fire or similar disasters
- Restoring pavement or other surface materials affected by trenches from utility work
- Resurfacing existing roads and parking lots, including slurry, overlay and restriping
- Routine replacement of damaged pavement, including full depth replacement, if the sole purpose is to repair the damage
- Resurfacing existing sidewalk, pedestrian ramps or bike lanes on existing roads (within existing street right-of-way)
- Restoring a historic building to its original historic design
- Routine replacement of damaged pavement, such as pothole repair

ø

ø

**Note:** Work that creates impervious surface outside of the existing impervious footprint is not considered routine maintenance.

**Will the work involve the repair or improvements to an existing building or structure that does not alter the size:**

- Plumbing, electrical and HVAC work
- Interior alterations including major interior remodels and tenant build-out within an existing commercial building
- Exterior alterations that do not change the general dimensions and structural framing of the building (does not include building additions or projects where the existing building is demolished)

ø

ø

If you answered YES to either question above, your project is considered a Non-Development Project, and post construction BMP requirements do not apply. Please proceed to Section 4 and check the Non-Development Project box.

If you answered NO, please proceed to Section 2.

## SECTION 2: PRIORITY DEVELOPMENT PROJECT DETERMINATION

*This section determines whether your project is a Priority Development Project (PDP) or a Standard Project. This includes commercial, industrial, residential, mixed-use, and public development projects on public or private land. The following types of projects are defined as PDPs:*

YES

NO

*For additional information see Section 1.4 and Appendix A-1 of the Del Mar BMP Design Manual.*

New development projects that create 10,000 square feet or more of impervious surfaces (collectively over the entire project site). This includes commercial, industrial, residential, mixed-use, and public development projects on public or private land.

ø

ø

Redevelopment projects that create and/or replace 5,000 square feet or more of impervious surface (collectively over the entire project site on an existing site of 10,000 square feet or more of impervious surfaces).

ø

ø

New and redevelopment projects that create and/or replace 5,000 square feet or more of impervious surface (collectively over the entire project site), and support one or more of the following uses:

- Restaurants. This category is defined as a facility that sells prepared foods and drinks for consumption, including stationary lunch counters and refreshment stands selling prepared foods and drinks.
- Hillside development projects on any natural slope that is twenty-five percent or greater.
- Parking lots for the temporary parking or storage of motor vehicles.
- Streets, roads, highways, freeways, and driveways.

ø

ø

New or redevelopment projects that create and/or replace 2,500 square feet or more of impervious surface (collectively over the entire project site), and discharge directly to an Environmentally Sensitive Area (ESA) or Water Quality Sensitive Area (WQSA). "Discharging directly to" includes flow that is conveyed overland a distance of 200 feet or less from the project to the ESA, or conveyed in a pipe or open channel any distance as an isolated flow from the project to the ESA (i.e. not commingled with flows from adjacent lands).

ø

ø

New development projects, or redevelopment projects that create and/or replace 5,000 square feet or more of impervious surface, that support one or more of the following uses:

- Automotive repair shops.
- Retail gasoline outlets. This category includes Retail gasoline outlets that meet the following criteria: (a) 5,000 square feet or more or (b) a projected Average Daily Traffic of 100 or more vehicles per day.

ø

ø

New or redevelopment projects that result in the disturbance of one or more acres of land and are expected to generate pollutants post construction. This means any activity that moves soils or substantially alters the pre-existing vegetated or man-made cover of any land. This includes, but is not limited to the following:

- Grading, digging, cutting, scraping, stockpiling, pavement removal, and exterior construction;
- Substantial removal of vegetation where soils are disturbed including but not limited to removal by clearing or grubbing; or
- Any activity which bares soil or rock or involves streambed alterations or the diversion or piping of any watercourse.

ø

ø

If you answered YES to any of the categories above, your project is considered a PDP. Please proceed to section 3 and

check the Priority Development Project Box in Section 4.

If you answer NO, then your project is considered a Standard Project. Please proceed to Section 4 and check the Standard Project Box.

### SECTION 3: SPECIAL CONSIDERATIONS FOR REDEVELOPMENT PROJECTS

*This section determines additional considerations required for **Redevelopment PDPs**.*

**YES**    **NO**

Will redevelopment result in the creation or replacement of impervious surface in an amount of more than 50 percent of the surface area of the previously existing development? See calculation of the ratio of impervious surface below.

These requirements for managing storm water on an entire redevelopment project site are commonly referred to as the "50 Percent Rule".

The total existing (pre-project) impervious area at the site: \_\_\_\_\_ ft<sup>2</sup>(A)

The total proposed newly created or replaced impervious area: \_\_\_\_\_ ft<sup>2</sup>(B)

Percent impervious surface created or replaced (B/A)\*100: \_\_\_\_\_ %

The percent impervious surface created or replaced is (select one based on the above calculation):

less than or equal to fifty percent (50%) – **only new impervious areas are considered a PDP** (check NO in the right column)

ø

ø

**OR**

greater than fifty (50%) – **the entire project is considered a PDP** (check YES in the right column)

For example, a 10,000 square foot development proposes replacement of 4,000 square feet of impervious area. The treated area is less than 50 percent of the total development area and only the 4,000 square foot area is required to be treated.

If instead, the development proposes replacement of 6,000 square feet of impervious area. The treated is greater than 50 percent of the total and the entire 10,000 square foot area is required to be treated.

### SECTION 4: FINAL DETERMINATION

Based On The Information Provided In Sections 1-3, This Project Is Determined To Be A:

- Priority Development Project.** Priority requirements apply and a PDP Stormwater Management Plan (SWMP) must be submitted at the time of application.
  - This Is a redevelopment project subject to the 50 percent rule.
  - This Is Not a redevelopment project subject to the 50 percent rule.
- Standard Project.** Standard requirements apply and applicable sections of a Standard SWMP must be submitted at the time of application.
- Non-Development Project.**

**Applicant Information and Signature Box**

Applicant Name:	Applicant Title:
Applicant Signature:	Date:

**Supporting discussion for this checklist, as well as BMP requirements for Priority Development Projects and Standard Projects, is provided in the City of Del Mar's *BMP Design Manual*.**



# CITY OF DEL MAR

## Standard Project Stormwater Management Plan

The Standard Project Stormwater Management Plan (SWMP) is intended to comply with the Standard Project requirements of the City of Del Mar BMP Design Manual, which is a design manual for compliance with the City of Del Mar and MS4 Permit (California Regional Water Quality Control Board San Diego Region Order No. 2013-0001, as amended by Order No. R9-2015-0001) requirements for storm water management.

### Project Summary Information

Project Name:

Project Address:

Assessor's Parcel Number(s) (APN(s)):

Permit Application Number:

Prepared by:

Prepared for:

**Project Description:** Please provide a brief description of the work to be performed, current drainage conditions, and proposed drainage conditions.

### Project Size's

Parcel Area (total area of Assessor's Parcel(s) associated with the project) \_\_\_\_\_ Acres ( \_\_\_\_\_ Square Feet)

Area to be Disturbed by the Project (Project Area) \_\_\_\_\_ Acres ( \_\_\_\_\_ Square Feet)

Project Existing Impervious Area (subset of Project Area) \_\_\_\_\_ Acres ( \_\_\_\_\_ Square Feet)

Project Proposed Impervious Area (subset of Project Area) \_\_\_\_\_ Acres ( \_\_\_\_\_ Square Feet)

Project Proposed Pervious Area (subset of Project Area) \_\_\_\_\_ Acres ( \_\_\_\_\_ Square Feet)

**Attachment 1: BMP Site Plan** – A BMP Site Plan must be attached to this Standard SWMP. The BMP Site Plan must show, at a minimum: the change in impervious area for the site (Pre vs Post), the locations of all proposed stormwater BMPs, existing and proposed drainage patterns, and locations of all existing and proposed stormwater improvements.

Project Hydrologic Unit (choose one – see Watershed Map)

- San Dieguito 905.11       Los Peñasquitos 906.1

<b>Source Control BMPs required for Requirements for All Projects (check boxes where applicable)</b>	
<b>Required (see Section 4.2 of the City BMP Design Manual for additional information)</b>	<b>Describe how it is shown on BMP Site Plan OR why it is not applicable. Each box must be completed.</b>
<input type="checkbox"/> Prevention of Illicit Discharges into the MS4 (SC-1)	
<input type="checkbox"/> Storm drain system stenciling or signage (SC-2)	
<input type="checkbox"/> Include properly designed outdoor material storage areas. Protect Materials Stored in Outdoor Work Areas from Rainfall, Run-On, Runoff, and Wind Dispersal (SC-3&4)	
<input type="checkbox"/> Protect Trash Storage Areas from Rainfall, Run-On, Runoff, and Wind Dispersal (SC-5)	
<b>Additional BMPs Based on Potential Sources of Runoff Pollutants – SC-6 (check boxes where applicable) :</b>	
<b>Potential pollutant source present (check indicates present)</b>	<b>Describe the BMP implemented for each applicable pollutant source (see Appendix E.1 of the City BMP Design Manual). Provide justification if no BMP is implemented but the pollutant source is present. Each box must be completed.</b>
<input type="checkbox"/> Interior floor drains and elevator shaft sump pumps	
<input type="checkbox"/> Interior parking garages	
<input type="checkbox"/> Need for future indoor & structural pest control	
<input type="checkbox"/> Landscape/Outdoor Pesticide Use	
<input type="checkbox"/> Pools, spas, ponds, fountains, and other water features	
<input type="checkbox"/> Food service	
<input type="checkbox"/> Refuse areas	
<input type="checkbox"/> Industrial processes	
<input type="checkbox"/> Outdoor storage of equipment or materials	
<input type="checkbox"/> Vehicle and Equipment Cleaning	
<input type="checkbox"/> Vehicle/Equipment Repair and Maintenance	
<input type="checkbox"/> Fuel Dispensing Areas	
<input type="checkbox"/> Loading Docks	
<input type="checkbox"/> Fire Sprinkler Test Water	
<input type="checkbox"/> Miscellaneous Drain or Wash Water	
<input type="checkbox"/> Plazas, sidewalks, and parking lots	

**Site Design/LID Requirements for All Projects (check boxes where applicable)**

**Site Design Requirements: Check if used**

**Describe how it will be implemented OR why it is not applicable OR not feasible. Each box must be completed.**

SD-1: Maintain Natural Drainage Pathways and Hydrologic Features

SD-2: Conserve Natural Areas, Soils, and Vegetation

SD-3: Minimize Impervious Area– Specify net change in impervious area in the adjacent box.

SD-4: Minimize Soil Compaction

SD-5: Impervious Area Dispersion – Route runoff from impervious surfaces such as hardscape, driveways and roofs to pervious areas (landscaping).

SD-6: Runoff Collection – Collect and store runoff at the source to minimize the transport of runoff and pollutants.

SD-7: Landscaping with Native or Drought Tolerant Species

SD-8: Harvesting and Using Precipitation – Collect runoff in rain barrels or cisterns.

**Certification**

Owner's Certification:

I, the undersigned, certify that the provisions of this document have been reviewed and accepted. The selected BMPs will be incorporated into the project design and constructed per the plan(s).

Property Owner: \_\_\_\_\_

Date: \_\_\_\_\_

For Office Use Only:

Verified by: \_\_\_\_\_

Date: \_\_\_\_\_

# **ATTACHMENT 1**

## **BMP Site Plan**

This is the cover sheet for Attachment 1.

**Use this checklist to ensure the required information has been included.**

### **The BMP Site Plan should include:**

- All applicable permanent site design and source control BMPs
- Show and call out the change in impervious area for the site (Pre vs Post)
- Show and callout the location of all existing and proposed stormwater improvements
- Show and call out the existing and proposed drainage patterns