



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 Supplemental Information

## CPP – Citizens’ Participation Program

CPP \_\_\_\_\_ - \_\_\_\_\_ Project Address: \_\_\_\_\_

Zone: \_\_\_\_\_ Overlay Zone(s): \_\_\_\_\_

Submittal of this application will initiate the Citizens’ Participation Program for your future project. Once this application is submitted, a project planner will be assigned to your CPP process and schedule a 1-on-1 meeting to review the submitted application and ensure your understanding of the overall CPP process.

### Applicant Contact Information

<b>Property Owner Name:</b> _____	
Phone Number: _____	Email Address: _____
<b>Architect Firm:</b> _____	<b>Contact Name:</b> _____
Phone Number: _____	Email Address: _____
<b>Engineer Firm:</b> _____	<b>Contact Name:</b> _____
Phone Number: _____	Email Address: _____
<b>Additional Representative:</b> _____	
Phone Number: _____	Email Address: _____

### First CPP Meeting (Initial Neighborhood Consultation)

Prior to any preparation of architectural plans, the Property Owner shall conduct an informal meeting to discuss their desired proposal. The purpose of this meeting is to receive initial feedback and identify areas of potential concern from attendees of the meeting. Every effort shall be taken to hold the meeting at the site of the proposed development.

**The Introductory Meeting required shall be scheduled within the following time/date parameters:**

- Ø Weekdays after 6:00 p.m.;
- Ø Non-Holiday weekends after 10:00 a.m.; and
- Ø Not during the City Council, Design Review or Planning Commission meeting times.

**Proposed First Meeting Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Proposed Notice Language** (provide as much detail as possible):

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# CPP

## CITIZENS' PARTICIPATION PROGRAM

Planning & Community Development Dept.  
1050 Camino del Mar, Del Mar, CA 92014  
(858) 755-9313  
[www.delmar.ca.us](http://www.delmar.ca.us)



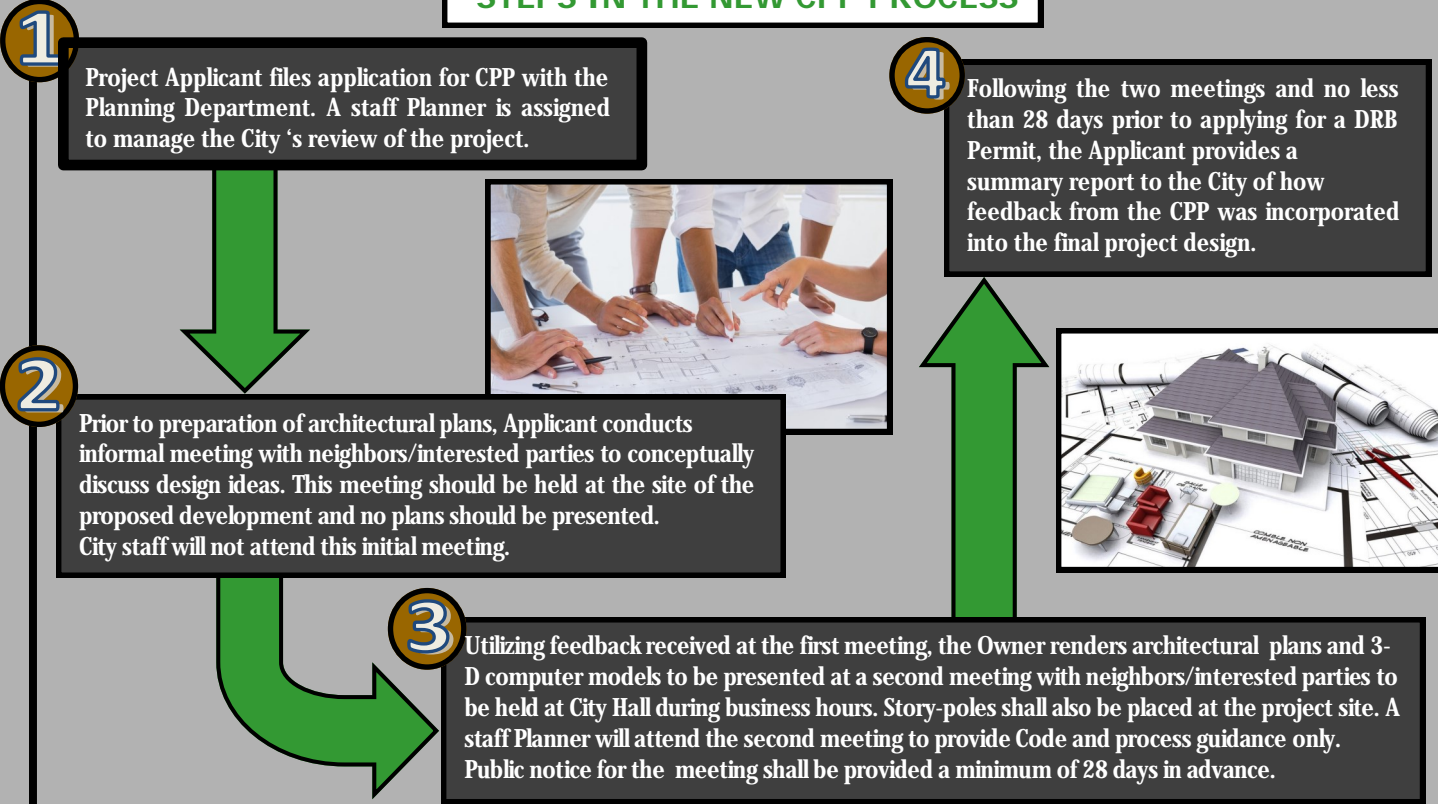
### WHAT IS THE CITIZENS' PARTICIPATION PROGRAM?

The Citizens' Participation Program (CPP) is an outreach process intended to foster early and open communication between neighbors about the potential impacts of a new project on the surrounding community. While the CPP process is not intended to produce complete consensus on all applications, the process provides opportunities for potential applicants and their agents to understand and respond to neighborhood concerns about a project's design prior to formal submittal of an application for review by the City of Del Mar. The intended result is improved awareness of proposed changes in the built environment and projects that better integrate into their surroundings by complementing the existing community character.

While the CPP process has been in place since 2010, the new changes adopted by the City Council in November 2016 require more thorough outreach to surrounding neighbors, as well as provision of additional illustrative materials (such as 3D models and photo-simulations comparing a proposed project to existing, surrounding development) to facilitate better communication and understanding of the potential impacts a new project may have on its surrounding neighborhood. These efforts will now also be monitored by a City staff Planner and tracked by the Planning and Community Department as a formal project submittal.

The full text and requirements of the Citizen Participation Program (Chapter 23.08 of the Del Mar Municipal Code) are available online at [www.delmar.ca.us](http://www.delmar.ca.us). It is also recommended that you review the "Good Neighbor Guide to Design Review in Del Mar" (online at <http://www.delmar.ca.us/138/Development-Applications-Guides>) and the "Resident Guide to Understanding the Design Review Process in Del Mar" (online at [www.delmar.ca.us/DocumentCenter/Home/View/422](http://www.delmar.ca.us/DocumentCenter/Home/View/422)).

### STEPS IN THE NEW CPP PROCESS



23.08.065 Citizens' Participation Program - Purpose.

A. The purpose of the Citizens' Participation Program is to ensure that applicants for projects requiring the receipt of a Design Review Permit conduct efforts to notify potentially affected parties of proposed developments early in the design phase of a project. The Citizens' Participation Program is also intended to give the applicants and their agents the opportunity to understand and respond to concerns raised about the project's potential impacts on the community. [Ord. 849, 872]

B. The Citizens' Participation Program is not intended to produce complete consensus on all applications but to facilitate dialogue among applicants and neighbors early in the development review process. Completion of the Citizen's Participation Program shall not be construed as any prejudgment, commitment, or guarantee that an application for a Design Review Permit will be approved with or without any particular conditions. Approval of a Design Review Permit is at the sole discretion of the Design Review Board or City Council on appeal.

23.08.066 Projects Requiring Implementation of a Citizens' Participation Program.

A. The requirement to implement a Citizens' Participation Program, as regulated in this chapter, shall apply to those applications for Design Review Permits that involve one or more of the following: [Ord. 872]

1. Any new detached structure that would contain more than 500 square feet of bulk floor, as bulk floor area is measured pursuant to the DMMC; or

2. Any addition of a second-story element to a one-story structure; or

3. Any project that, in the determination of the Planning Director, working in consultation with the Chairperson of the Design Review Board, holds the potential to cause adverse impacts on the surrounding neighborhood and therefore, warrants the implementation of a Citizens' Participation Program.

B. In order for an application for a Design Review Permit to be deemed complete and eligible for inclusion on a noticed agenda of the Design Review Board, the applicant shall submit evidence to the Director of Planning and Community Development that a Citizens' Participation Program has been implemented, where required and as regulated by this Chapter.

C. A Citizens' Participation Program shall be considered valid for a period of one (1) year following City acceptance of the report required by this Chapter, unless an extension is granted by the Planning and Community Development Director based upon a corresponding schedule of CEQA environmental review, Specific Plan, or other similar process.

D. For the purposes of this section, a person or their agents/representatives required to implement a Citizens' Participation Program shall be referred to as "Property Owner."

23.08.067 Procedure for Initiating a Citizens' Participation Program.

A. A Property Owner shall file an application for commencement of a Citizens' Participation Program with the Department of Planning and Community Development on a form approved by the City. To be received, that application must be accompanied by a filing fee in an amount set, from time to time, by resolution of the City Council together with whatever additional plans and information the Planning Department deems necessary to accomplish the purposes of this Chapter.

B. A City staff planner shall be assigned to each CPP application. The staff planner shall be responsible for City oversight of the program and adherence to all required CPP criteria provided by this Chapter.

23.08.068 Required Components of a Citizens' Participation Program.

A. Meetings:

1. All Property Owners required by this Chapter to implement a Citizens' Participation Program shall hold two meetings with neighbors and interested parties prior to submittal of any Design Review Permit applications for the project. The meetings shall consist of the following:

a) Introductory Meeting - Prior to any preparation of architectural design plans, the Property Owner shall conduct an informal meeting with neighbors and all interested parties to discuss the development desires and conceptual design ideas of the owner. The purpose of this meeting is to receive initial feedback and identify areas of potential concern from attendees of the meeting. Meeting attendees are encouraged to convey any

information during this meeting that may help the Property Owner develop a plan that would avoid adverse impacts to the surrounding neighborhood and community. Every effort shall be taken to hold the meeting at the site of the proposed development.

b) Project Proposal Meeting - After conducting the Introductory Meeting as discussed in subsection (a) above, the Property Owner shall conduct a second meeting with neighbors and all parties interested in the development project. For this meeting, the Property Owner shall provide the following to help facilitate understanding of the project and development review processing at the meeting:

i. Conceptual architectural plans consisting of a site plan, floor plans, and all exterior building elevations.

ii. A photographic exhibit that depicts structures located on the next three consecutive properties located to each side (left and right) of the subject property to be improved.

iii. 3-D computer modeling images of the new building(s), or existing building(s) with proposed additions, as viewed from each home located on property directly adjacent to the potential project site. At a minimum, the model shall depict the exterior massing/envelope of the buildings and shall be viewable from all above-ground angles. Architectural details, window/door placements, exterior finishes, etc. are not required for the model.

iv. Story poles, erected in accordance with the Design Review Board's Story Pole Guidelines, shall be erected on the potential development site no less than fourteen (14) calendar days prior to the Project Proposal Meeting.

2. The Introductory Meeting required in this Section shall be scheduled within the following time/date parameters:

- a) Weekdays after 6:00 p.m.; and
- b) Non-Holiday weekends after 10:00 a.m.; and
- c) Not during the City Council, Design Review or Planning Commission meeting times.

3. The "Project Proposal Meeting" shall be attended by one member of the City of Del Mar Planning and Community Development Department. Scheduling of the meeting shall be coordinated with City to assure staff availability for meeting attendance during City business hours. The role of the City staff member at the meeting shall be to educate and inform meeting attendees of the City's development review processes and provide procedural guidance.

4. Property Owners shall provide the opportunity to meet individually with neighbors and interested parties who are unable to attend either of the required meetings at their scheduled times.

#### B. Provision of Notice for CPP Meetings

1. Notice for all Citizens' Participation Program meetings shall be provided by the City to the owners and current residents of all properties located within 300 feet of the potential project site.

2. Notices for each of the required meetings shall: state the purpose of the meeting, as described by this Chapter; briefly describe the Property Owners' intentions (project description); encourage recipients to participate; and shall contain the date, time and location of the meeting. All notices must also include the Property Owner's name, mailing address, email address and a telephone number.

3. Notices for the Project Proposal Meeting shall include the most recent preliminary project plans, as required in Section 23.08.067 A.1.a(i) of this Code.

4. Notices required by this Code shall be mailed and postmarked no less than twenty eight (28) calendar days prior to the proposed [CPP] meeting date.

5. All required meeting notices shall be posted on the potential development site and on the City's website at least twenty eight (28) calendar days prior to a required CPP meeting. Parties interested in receiving notice of all CPP meeting posted on the City's website may sign-up to receive "E-Blast" communications from the City regarding scheduled CPP meetings.

6. The requirements for notice of a Citizens' Participation Program are separate and distinct from the noticing

requirements for provision of notice of a Design Review Board hearing, as required in this Chapter.

23.08.069 Submittal of Reports Documenting Implementation of a Citizens' Participation Program.

A. At least twenty eight (28) calendar days prior to the submittal of a Design Review Permit application for the project, the Property Owner shall provide the City with a written response to any concerns raised during the CPP Meeting process explaining how the draft project plans would be modified as a result the concerns that neighbors raised at the Citizens' Participation meeting, or if not, the rationale thereof. This information, and any additional comments by the interested neighbors, shall be reviewed by the City for accuracy and shall be sent to all CPP meeting attendees no less than fourteen (14) days prior to Design Review Permit application submittal.

B. Following implementation of the Citizens' Participation Program, the applicant or applicant's agent shall submit a written report to the Director of Planning and Community Development documenting the steps taken to implement, and the results of, the Citizens' Participation Program. The report required herein shall include all of the following information: [Ord. 872]

1. The Map and distribution (address) list for the meeting notices;

2. The dates and locations of all meetings to which interested parties were invited to discuss the development proposal;

3. The content, dates mailed, and number of mailings, including letters, meeting notices, newsletters and other writings distributed by the applicant or his/her representatives as part of the Citizens' Participation Program;

4. A list of the parties who attended meetings or otherwise participated in the Citizens' Participation Program;

5. A list of the comments raised at each of the Citizen Participation Program meetings, along with any correspondence received as part of the Citizens' Participation Program; and

6. An explanation as to how the project was modified as a result of those comments from the Citizens' Participation meeting(s), or if not, the rationale thereof.

7. A copy of the written response sent to all meeting attendees.