



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

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 Email: [planning@delmar.ca.us](mailto:planning@delmar.ca.us)  
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# 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.: \_\_\_\_\_

**PLANNING DEPARTMENT – UNIFORM DEVELOPMENT APPLICATION**

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1) Is development proposed on a vacant parcel?     No     Yes

2) How many dwellings are currently on the parcel? \_\_\_\_\_

3) Will the proposed project result in NEW or a CHANGE to the following:

Site floor area ratio (FAR):	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Fencing / walls:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Roof structures:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Grading (outside footprint):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Exterior walls:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Foundation:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Use of the site / structure:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Landscaping:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Intensification of use:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Hardscape / paving:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

4) Based on the information provided above, please provide a detailed project description and explain the scope of the entire project, including the type of use and structure(s) proposed, number of stories, building materials, grading, fencing and/or hardscape improvements (attach additional sheets if necessary).

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5) Is the parcel involved in any current code enforcement cases?

No                       Yes, describe violation: \_\_\_\_\_

6) To the best of your knowledge, answer the following supplemental questions (staff can assist if needed):

Is the parcel located within the appeal jurisdiction of the California Coastal Commission?

No                       Yes

Is the parcel located in/adjacent to a wetland, floodplain, beach, wildland urban area, or other sensitive area?

No                       Yes, describe location: \_\_\_\_\_

Does the project involve maintaining any existing structural or use non-conformities on the site such as setbacks, multiple accessory structures, floor area, insufficient parking, etc.? If so, please describe:

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Are there other active projects currently in construction on the site? If so, please describe:

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**PROPERTY OWNER AND AUTHORIZED REPRESENTATIVE CERTIFICATIONS**

I certify that I am presently the legal owner of the above-described property. I, the undersigned owner (and, when applicable, the authorized agent acting on behalf of the owner) of the property herein described, hereby make application for approval of the plans submitted and made a part of this application in accordance with the provisions of the City of Del Mar ordinances. I understand that during review of the project, additional permits and/or actions may be required. I hereby certify that the information given is true and correct to the best of my knowledge and belief.

I understand that the requested approval is for my benefit (or that of my principal). Therefore, if the City of Del Mar grants the approval, with or without conditions, and that action is challenged by a third party, I will be responsible for defending against this challenge. I, therefore, agree to accept this responsibility for defense at the request of the City and also agree to defend, indemnify and hold the City of Del Mar harmless from any costs, claims or liabilities arising from the approval, including, without limitation, any award of attorney’s fees that might result from the third party challenge.

I acknowledge that plan sets may be reproduced and distributed to City representatives and members of the public for project review purposes only.

I grant permission to the City to conduct site visits necessary to investigate the proposed project.

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE                      PROPERTY OWNER NAME (PRINT)                      DATE

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE                      PROPERTY OWNER NAME (PRINT)                      DATE

\_\_\_\_\_  
REPRESENTATIVE SIGNATURE                      REPRESENTATIVE NAME (PRINT)                      DATE



# 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.



