



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)

**EP** - \_\_\_\_\_ - \_\_\_\_\_

Submittal Date: \_\_\_\_\_ Planner: \_\_\_\_\_

Fees: PL: \_\_\_\_\_ ENG: \_\_\_\_\_ GPF: \_\_\_\_\_ Traffic: \_\_\_\_\_ Noticing: \_\_\_\_\_  
 Inspection Fee: \_\_\_\_\_ Security Deposit: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Related Projects: \_\_\_\_\_ Improvement Drawing No.: \_\_\_\_\_

## Encroachment Permit Application

***Application(s) must be submitted at least twenty (20) working days prior to proposed dates of work***

APPLICATION:	
Project Location / Address:	
Public right-of-way location/area:	
Assessor's Parcel No(s).	
Zoning:	Overlay Zone(s)
Date(s) of work:	Time of Work:
APPLICANT:	
Applicant(s):	
Mailing Address:	
City / State:	Zip:
Phone No(s):	
Email:	
Signature(s):	
OWNER (if not primary applicant) above:	
Owner:	
Mailing Address:	
City / State:	Zip:
Phone No(s):	
Email:	
Signature(s) <small>(authorizing applicant to submit application):</small>	
APPLICANT'S CONTRACTOR (if applicable):	
Applicant's Contractor:	
Mailing Address:	
City / State:	Zip:
Phone No(s):	
Email:	
LICENSES REQUIRED:	
Contractor's License No.: _____	
<input type="checkbox"/> Insurance Certificate (must be attached)	
City of Del Mar Business License No.: _____	
<small>(Separate Business License for each subcontractor)</small>	

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

Application Number(s): \_\_\_\_\_

Site Address: \_\_\_\_\_

I, the undersigned owner (or authorized agent) 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, and 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if other than owner, must have letter from owner)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if other than owner, must have letter from owner)

**PROPOSED ENCROACHMENT(S):**

Describe the purpose, extent and nature of the proposed work, including any structures or other improvements to be located or constructed with a right-of-way and any proposals for storage of materials or other activities to occur within a right-of-way. List each aspect of the proposed project. Aspects not listed may not be considered authorized as part of an approved permit.

(A detailed plan showing the location of the right-of-way and a layout of the proposed construction or activity is also required as an attachment):

Empty box for providing details of the proposed encroachment(s).

**GRADING/TRENCHING (As applicable):**

Is any grading or earth movement proposed within a right-of-way?  Yes  No

If any grading is proposed within a right-of-way, the following information is required:

Number of Cubic Yards:	
Maximum depth of cut or fill:	
Proposed Street Haul Route:	

**HOUSE MOVING (as applicable):**

Dimensions of Structure:

Height:	Width:	Length:
---------	--------	---------

Proposed Street Route:

Proposed Street Route:		
------------------------	--	--

**AFFECTED UTILITIES:**

<input type="checkbox"/> <b>Water</b>	Provider:	
---------------------------------------	-----------	--

Between hours of:

How effected / modified:

<input type="checkbox"/> <b>Sewer</b>	Provider:	
---------------------------------------	-----------	--

Between hours of:

How effected / modified:

<input type="checkbox"/> <b>Electricity</b>	Provider:	
---	-----------	--

Between hours of:

How effected / modified:

<input type="checkbox"/> <b>Cable</b>	Provider:	
---------------------------------------	-----------	--

Between hours of:

How effected / modified:

<input type="checkbox"/> <b>Other</b>	Provider:	
---------------------------------------	-----------	--

Between hours of:

How effected / modified:

How effected / modified:		
--------------------------	--	--

**RECOMMENDED ACTION FORM CITY DEPARTMENTS**

A recommendation for denial of the application should be accompanied by a written statement as to how the application would fail to meet the applicable standards of review of DMMC Chapter 23.28.

	<input type="checkbox"/> <b>Approved with Conditions</b> <small>(see routing sheet)</small>	<input type="checkbox"/> <b>Denied</b> <small>(attach reasons)</small>
--	---	--

<b>Public Works Director</b>	<b>Date</b>		
		<input type="checkbox"/> <b>Approved with Conditions</b> <small>(see routing sheet)</small>	<input type="checkbox"/> <b>Denied</b> <small>(attach reasons)</small>

<b>Planning &amp; Community Development Director</b>	<b>Date</b>		
		<input type="checkbox"/> <b>Approved with Conditions</b> <small>(see routing sheet)</small>	<input type="checkbox"/> <b>Denied</b> <small>(attach reasons)</small>

<b>City Engineer</b>	<b>Date</b>		
		<input type="checkbox"/> <b>Approved with Conditions</b> <small>(see routing sheet)</small>	<input type="checkbox"/> <b>Denied</b> <small>(attach reasons)</small>

<b>Fire Chief</b>	<b>Date</b>		
		<input type="checkbox"/> <b>Approved with Conditions</b> <small>(see routing sheet)</small>	<input type="checkbox"/> <b>Denied</b> <small>(attach reasons)</small>

<b>Finance Director (deposit received)</b>	<b>Date</b>		
		<input type="checkbox"/> <b>Approved with Conditions</b> <small>(see routing sheet)</small>	<input type="checkbox"/> <b>Denied</b> <small>(attach reasons)</small>

<b>Action by the City Manager</b>	<b>Date</b>		
<small>(or recommendation to City Council as applicable)</small>			

**CONDITIONS OF APPROVAL (found on conditional approval letter)**

The applicant, representatives and contractor should read all of the conditions carefully before work begins.

Failure to comply with the conditions of approval could result in the issuance of fines and the possible revocation of the Permit.

Signature: \_\_\_\_\_  
(of applicant, representative or contractor)

## CHECK OFF LIST FOR ENCROACHMENT PERMITS

All questions and all plans should be attached to application. Also, all other planned work within Right of Way along with property survey indicating location with the property line located to the edge of street.

### Driveway construction:

- Contractor name and license number
- Contractor insurance certificate with Del Mar named as co insured (Please attach paper work to EP)
- What is the cross section of apron to be constructed at street?
- Where are planned expansion joints?
- Are you altering or adding curbs?
- Please indicate the existing edge of pavement and the planned edge of new driveway apron.
- Provide planned excavation at street interface and advise: Will edge of street be saw cut?
- Is street drainage being altered?
- Do you plan to have utilities notified before excavation?
- What traffic controls are planned during construction?
- Will an open cut adjacent to road be left open at night, if so what are planned controls for safety?
- Is this part of an earlier approved application?
- Who is primary contact 24 hrs a day, if problems arise?

### Utility Construction:

- Contractor name and license number
- Contractor insurance certificate with Del Mar named as co insured
- Have you paid fees to Finance Department for connection services including capacity fees? (Please attach paper work to EP)
- If sewer: Do you plan to install a backflow prevention device?
- Is lowest level open in structure above the highest street manhole on connecting line by at least 1 foot?
- If water line: Do you have a backflow device?
- Have you noticed Finance of plans to install backflow device?
- Are you aware of backflow device certification requirements?
- Describe by attaching regional standards proposed utility construction installation. (Example sewer pipe specs and construction details)
- Describe by attaching regional standards planned trench construction.
- Describe planned compaction of trench and who will perform compaction testing.
- What traffic controls are planned during construction?
- Will an open cut adjacent to road be left open at night, if so what are planned controls for safety?
- Is this part of an earlier approved application?
- Is street drainage being altered?
- Do you plan to have utilities notified before excavation?
- Who is primary contact 24 hrs a day, if problems arise?

### Landscape Plantings:

- Contractor name and license number
- Contractor insurance certificate with Del Mar named as co insured
- Are plants taller at maturity over 30 inches?
- Will plantings affect sight distance for approaching Vehicles?
- Have you attached an irrigation plan?
- Do you have a backflow device?
- Have you noticed Finance of plans to install backflow device?
- Are you aware of backflow device certification requirements?
- What traffic controls are planned during construction?
- Will an open cut adjacent to road be left open at night, if so what are planned controls for safety?
- Is this part of an earlier approved application?
- Is street drainage being altered?
- Do you plan to have utilities notified before excavation?
- Who is primary contact 24 hrs a day, if problems arise?



# 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**

<i>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:  For additional information see Section 1.4 and Appendix A-1 of the Del Mar BMP Design Manual.</i>	YES	NO
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: <ul style="list-style-type: none"> <li>• 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.</li> <li>• Hillside development projects on any natural slope that is twenty-five percent or greater.</li> <li>• Parking lots for the temporary parking or storage of motor vehicles.</li> <li>• Streets, roads, highways, freeways, and driveways.</li> </ul>	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: <ul style="list-style-type: none"> <li>• Automotive repair shops.</li> <li>• 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.</li> </ul>	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: <ul style="list-style-type: none"> <li>• Grading, digging, cutting, scraping, stockpiling, pavement removal, and exterior construction;</li> <li>• Substantial removal of vegetation where soils are disturbed including but not limited to removal by clearing or grubbing; or</li> <li>• Any activity which bares soil or rock or involves streambed alterations or the diversion or piping of any watercourse.</li> </ul>	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*.**