



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

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:

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

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 Planning Department Submittal Worksheet

ASR – ADMINISTRATIVE SIGN REVIEW PERMIT

ASR ____ - _____

BUSINESS INFO:	
Business Name:	Business License No:
Business Address:	
Assessor's Parcel No(s).	
Zoning:	Overlay Zone
Does project involve work within the public right-of-way: If yes, please explain:	× yes × no
PROPERTY OWNER:	
Property Owner(s):	
Mailing Address:	
City / State:	Zip:
Phone No(s):	

Place Color Copy
of Proposed Signage
HERE

PROCESS: The ASR process includes detailed eligibility requirements. Only proposals, which meet the eligibility requirements, may be processed through the ASR process.

Signs which do not meet all of the eligibility requirements can be processed under a separate Design Review Application process. The eligibility requirements include the type of material used, the size of the lettering and logo as well as lighting and location.

CITY CRITERIA FOR PERMANENT SIGNAGE:

The City of Del Mar provides two choices for calculating the allowable signage square footage for your business establishment:

Option #1: Floor Area of Business

This option bases the business' allowable signage area on the total amount of floor area of that business, the allowable signage totals are displayed below:

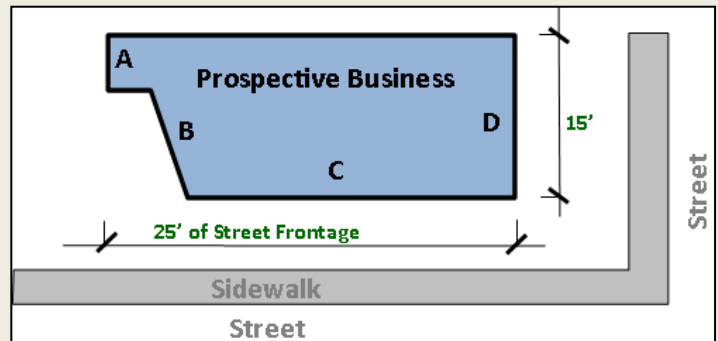
- 1,000 sq. ft. or less = 10 sq. ft. of signage
- 1,001-3,000 sq. ft. = 15 sq. ft. of signage
- 3,001 or more sq. ft. = 20 sq. ft. of signage

Option #2 [See Diagram Below]: Linear Feet of Street Frontage (does not include alleyways)

This option bases the business' allowable signage area on the total linear feet of street frontage per business the allowable signage total is as follows:

1sq. ft. of signage area for every linear foot of street frontage per business (1 to 1 ratio)

- BC, PC, RC and CC Zones = 40 sq. ft. maximum
- VC and NC Zones = 60 sq. ft. maximum



<u>Choose your calculation method (circle):</u>	Option #1	Option #2
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Business Floor Area (in sq.ft.)		
Business Street Frontage (linear feet)	Side 1:	Side 2:
Proposed Sign Area of Business (in sq.ft.)		
TOTAL SIGNAGE AREA (in sq.ft.)		

A sign and its supports shall be composed of one or more of the following materials ONLY : DMMC 23.09.040.A	
1) Painted, treated or weathered metal	5) Ceramics
2) Natural finished, stained or painted wood	6) Masonry
3) Ornamental glass	7) Durable, weather-resistant fabric
4) Stone or inlaid stone	8) Custom generated computer vinyl
Highlight all proposed sign materials above	

Individual Letter or lettering shall not be greater than 10 inches in height or width; and individual logos displayed on the sign shall be no greater than 15 inches in height or width. DMMC 23.09.040.C&D	
Height and Width of Lettering:	
Height and Width of Logo:	
Type of Sign Illumination (if proposed):	

CITY CRITERIA FOR A-FRAME SIGNS (EXEMPT FROM TOTAL SIGN AREA):

Definition: An A-Frame sign is a single or double-faced moveable sign consisting of a smooth, hard panel for the display of changeable messages or copy as advertising for a business. (Note: A-Frame signs do not count towards total allowable sign area)

Please verify that your proposed A-Frame sign will meet the following criteria (initials required):
DMMC 30.84.050.D

- ___ 1) Installed/placed only during open business hours and removed at the close of business each day;
- ___ 2) Located entirely on private property, on the premises of the business establishment for which advertising is provided;
- ___ 3) Placed so as to not block access to a parking stall, drive aisle or pedestrian travel way;
- ___ 4) Limited to changeable message/copy for the advertisement of products or services available in the establishment for which advertising is provided;
- ___ 5) Composed of a hinged A-frame structure;
- ___ 6) Devoid of any strobe, blinking or flashing lights, electronic animation, or electronic reader copy;
- ___ 7) Devoid of any flags, balloons, pendants, flyers, handouts or other attachments; and
- ___ 8) Is anchored or secured to maintain the sign in a stable, upright position.

Will your business display an A-Frame sign? (Circle one) (limit one per business)	Yes	No
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A-Frame signs shall have a maximum size 10.5 square feet, with maximum dimensions of 36 inches in width by 42 inches in height, please specify the dimensions.
DMMC 30.84.040.F

Height of A-Frame:

Width of A-Frame:

Please describe the location of your proposed A-Frame:

VERIFICATION OF REQUIRMENTS:

I, the undersigned owner (or authorized agent) of the business herein described, hereby make application for approval of the plans submitted and made a part of this application and hereby certify that the information given is true, correct and that the proposed sign will conform to the requirements set forth in Section 30.84 of the DMMC. Additionally, I agree to indemnify, protect and hold the City of Del Mar, and its elected officials, representatives, agents and employees harmless from and against all claims asserted or liability established for damages or injuries to any person or property which arise from or are connected with any A-Frame sign associated with the business I own or am responsible for provided, however, that my duty to indemnify and hold harmless shall not include any claims or liability arising from the established sole negligence or sole willful misconduct of the City.

Business Owner Signature: _____ **Date:** _____

Authorized Agent Signature: _____ **Date:** _____
 (Agent must obtain a signed letter of authorization from the Business Owner prior to filing application)

CITY CRITERIA FOR BLADE SIGNS (EXEMPT FROM TOTAL SIGN AREA):

Definition: A Blade Sign shall be defined as a single or double-faced sign mounted perpendicular, or nearly perpendicular, from an exterior building wall or hanging from a support feature mounted perpendicular, or nearly perpendicular from an exterior building wall. (Note: Blade signs do not count towards total allowable sign area)

Will your business display a Blade sign? (Circle one)	Yes	No
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**Blade signs have shall maximum of six (6) square feet of area displayed by each individual business with street frontage (sign message may repeat to be on both sides).
DMMC 30.84.040.E**

Please specify the dimensions below.

Height of Blade sign:

Width of Blade sign:

Clearance Height (amount of clearance above any sidewalk or pedestrian access):

**A sign and its supports shall be composed of one or more of the following materials ONLY:
DMMC 23.09.040.A**

- | | |
|---|---|
| 1) <i>Painted, treated or weathered metal</i> | 5) <i>Ceramics</i> |
| 2) <i>Natural finished, stained or painted wood</i> | 6) <i>Masonry</i> |
| 3) <i>Ornamental glass</i> | 7) <i>Durable, weather-resistant fabric</i> |
| 4) <i>Stone or inlaid stone</i> | 8) <i>Custom generated computer vinyl</i> |

Proposed Sign Materials (be specific/see list above):

**Individual letters or lettering shall not be greater than 10 inches in height or width; and Individual logos displayed on the sign to shall be no greater than 15 inches in height or width.
DMMC 23.09.040.C&D**

Height and Width of Lettering:

Height and Width of Logo:

Type of Sign Illumination (if proposed):

CITY OF DEL MAR SIGNAGE AREA CALCULATION: HOW-TO

DMMC 30.84.020.10

10. "Sign Area" is the entire area within a single, contiguous perimeter enclosing the extreme limits of a sign. The perimeter shall include all elements and ornamentation forming an integral part of the design of the sign and the sign structure. Where the sign is an integral part of a wall or awning, or any other supporting structure, the sign area shall include the smallest rectangular area which includes all letters, designs, logos, and other features and including all intervening and enclosed open spaces. The "sign area" of a double-faced sign is the area of one side only.

EXAMPLE #1 (SIGNAGE WITH LETTERING ONLY)

(window or wall)



DMSCO
Del Mar Supply Co.
1050 Camino Del Mar

A diagram showing a rectangular sign with a red dotted border. The sign contains the text "DMSCO", "Del Mar Supply Co.", and "1050 Camino Del Mar".



The red dotted line is considered the "sign area", the smallest rectangular area which includes all letters, designs or logos.

EXAMPLE #2 (SIGNAGE WITH LETTERING AND BACKGROUND DESIGN)

(window or wall)



DMSCO
Del Mar Supply Co.
1050 Camino Del Mar

A diagram showing a rectangular sign with a red dotted border. The sign contains the text "DMSCO", "Del Mar Supply Co.", and "1050 Camino Del Mar". The background of the sign is a complex, light blue pattern.



The red dotted line is considered the "sign area", the perimeter which includes ALL elements and ornamentation forming an integral part of the design of the sign.

CALCULATION TIP:

To easily convert inches to square feet, simply times the width (in inches) by the height (in inches) and then divide that total by 144 inches. That will produce your square foot total.

Example: 24in. X 60in. = 1,440 in. 1,440in. ÷ 144in. = 10sq.ft.