



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: <input type="checkbox"/> No <input type="checkbox"/> Yes, note location:			

## OWNER / APPLICANT:

Name(s):			
Mailing Address:			
City:		State:	
Phone:		Email:	

## AUTHORIZED REPRESENTATIVE: (LETTER OF AUTHORIZATION REQUIRED)

Name:			
Type:	<input type="checkbox"/> Architect/Designer	<input type="checkbox"/> Contractor	<input type="checkbox"/> Consultant
	<input type="checkbox"/> Engineer	<input type="checkbox"/> Other:	
Del Mar Business License No.:			
Mailing Address:			
City:		State:	
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>ADU</b> Accessory Dwelling Unit	_____
<input type="checkbox"/> Minor <input type="checkbox"/> Major		<input type="checkbox"/> <b>COC</b> Certificate of Compliance only	_____
<input type="checkbox"/> <b>ASR</b> Administrative Sign Review	_____	<input type="checkbox"/> <b>CPP</b> Citizens' Participation Program	_____
<input type="checkbox"/> <b>BA</b> Boundary Adjustment with COC	_____	<input type="checkbox"/> <b>D</b> Zoning Determination of Allowable Use	_____
<input type="checkbox"/> <b>BAN</b> Banner Permit	_____	<input type="checkbox"/> <b>DA</b> Development Agreement	_____
<input type="checkbox"/> <b>BP</b> Charitable Bingo Game Permit	_____	<input type="checkbox"/> DA <input type="checkbox"/> Amendment	
<input type="checkbox"/> <b>CDP</b> Coastal Development Permit	_____	<input type="checkbox"/> <b>DSC</b> Determination of Substantial Conformance	_____
<input type="checkbox"/> <b>CUP</b> Conditional Use Permit	_____	<input type="checkbox"/> <b>EA</b> Environmental Assessment	_____
<input type="checkbox"/> CUP <input type="checkbox"/> Modification		<input type="checkbox"/> Initial Study <input type="checkbox"/> EIR	
<input type="checkbox"/> <b>DP</b> Demo Permit	_____	<input type="checkbox"/> <b>GPA</b> General Plan Amendment	_____
<input type="checkbox"/> <b>DRB</b> Design Review Permit	_____	<input type="checkbox"/> <b>HZ</b> Horizontal Zoning Relief	_____
<input type="checkbox"/> < 500 sf <input type="checkbox"/> > 500 sf		<input type="checkbox"/> <b>I</b> Zoning Code Interpretation	_____
<input type="checkbox"/> Misc: _____		<input type="checkbox"/> <b>ILPF</b> In-Lieu Parking Fee Program	_____
<input type="checkbox"/> <b>DRB-S</b> Design Review Sign Permit	_____	<input type="checkbox"/> <b>LCPA</b> Local Coastal Program Amendment	_____
<input type="checkbox"/> <b>EP</b> Encroachment Permit	_____	<input type="checkbox"/> <b>OPP</b> Off-Hours Public Parking	_____
<input type="checkbox"/> Short-term <input type="checkbox"/> Long-term		<input type="checkbox"/> <b>PLZ</b> Plaza Tenant Improvement Review	_____
<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

## Verification Form

### ADU – Accessory Dwelling Unit

ADU \_\_\_\_\_ - \_\_\_\_\_ Project Address: \_\_\_\_\_

Related Permit(s): \_\_\_\_\_ Owner (Last Name): \_\_\_\_\_

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

*One Verification Form must be filled out for each ADU or JrADU on a property*

Supplemental Questions	
<b>1. Will the ADU or JrADU be accessory to:</b>	
Ø An existing or proposed Single Dwelling Unit?	Y / N
Ø An existing Duplex (two units)?	Y / N
Ø Existing Multiple Dwelling Units (three or more)?	Y / N
<b>2. Is the primary dwelling unit on the property an existing unit?</b>	Y / N
<b>3. Will the ADU or JrADU have more than one bedroom?</b>	Y / N
Ø Size of ADU/JrADU in square feet _____	Y / N
<b>4. Does the ADU/JrADU provide for a separate entrance to/from the primary dwelling unit?</b>	Y / N
<b>5. Is the property located between the ocean and the first public roadway (coastal appeals)?</b>	Y / N
<b>6. Does the proposed ADU/JrADU involve any of the following?</b>	Y / N
Ø ADU/JrADU within the walls of the primary dwelling unit?	Y / N
Ø New Attached ADU?	Y / N
Ø New Detached ADU?	Y / N
Ø Conversion of an existing detached accessory structure to an ADU?	Y / N
<b>7. Will the ADU require the elimination of existing parking?</b>	Y / N
Ø Is there a parking space proposed for the ADU/JrADU?	Y / N
<b>8. Do you plan to rent the ADU/JrADU?</b>	Y / N
Ø Approximate monthly rent: \$ _____	Y / N
<b>9. Are you interested in participating in the City's ADU Incentive Program?</b>	Y / N
Program grants 500 sq. ft. floor area bonus in exchange for 30 year low-income rental commitment	Y / N

#### Owner or Owner's Agent Certification

I certify that the information provided on this questionnaire is accurate to the best of my knowledge. I understand that additional information may be needed to process my request and, if any of the information provided herein is found to be in error or deficient, the application may not be deemed complete and may be rejected.

\_\_\_\_\_  
Signature (Owner or Agent)

\_\_\_\_\_  
Date

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

**Staff Use Only**

**Planning Verification**

I have reviewed the information provided on this questionnaire and verified its accuracy.

\_\_\_\_\_  
**Planning Department**

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



# 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



**THIS CHECKLIST PROVIDES THE ENGINEERING-RELATED INFORMATION AND REQUIREMENTS FOR ADU PLANS.  
YOUR COOPERATION IN PROVIDING THIS INFORMATION EARLY ON WILL ENSURE THAT YOUR PROJECT CAN BE  
REVIEWED IN THE MOST EXPEDITIOUS MANNER POSSIBLE.**

**I APPLICABILITY**

**ENGINEERING REVIEW IS REQUIRED:**

- 1) Constructing an ADU that is to be attached to a primary dwelling unit
- 2) Constructing an ADU that is completely detached from a primary dwelling unit

**ENGINEERING REVIEW IS NOT REQUIRED:**

- 1) Locating an ADU within an existing primary dwelling unit or existing accessory structure, or
- 2) Converting an existing garage to an ADU

**II SUBMITTAL REQUIREMENTS**

- 1) One (1) Comprehensive Plan Set (see Plan Set Content Requirements below)
  - o All Engineering drawings should be coordinated with architectural drawings
  - o Use [City of San Diego Standard Drawings](#) where possible
  - o All Plan sets should also have standard ADU Notes (see ADU Plan Notes below)
- 2) One (1) Preliminary Title Report dated within 6 months of submittal
- 3) One (1) Checklist for Determination of Project Category (separate checklist)
- 4) One (1) Standard Project Stormwater Management Plan
- 5) Existing Sewer Determination (see Existing Sewer Determination below)
- 6) Engineering ADU Fees (to be collected at time of submittal)

**III PLAN SET CONTENT REQUIREMENTS**

- 1) Contact information for the Applicant, Property Owner, Contractor, and Plan Preparer (i.e. Business and/or contact name, mailing address, office and/or mobile number, and email)
- 2) Minimum 24" x 36" sheet, drawn at scale of 1" = 10' that includes a north arrow with the scale
- 3) Site address, Assessor's Parcel Number and complete Legal Description for subject property
- 4) List all easements of record affecting the subject property and include the easement owner, purpose, recorded date and instrument or map number
- 5) Vicinity map, showing site relationship to adjacent roads together with a north arrow (facing up), and a scale (or "N.T.S." stated)
- 6) Legend showing items depicted on the Site Plan with symbols (i.e. line types, hatches, abbreviations, etc.)
- 7) Provide at least one typical section of the ADU
- 8) Provide basic Erosion Control Plan within the site plan (as described in this checklist)

- 9) Show, label, and dimension all existing and/or proposed fences, gates, walls, and improvements that could be impacted by or impact ADU construction
- 10) Show, label, and dimension all existing and/or proposed driveways, and/or turnarounds
  - a. All proposed driveway approaches shall be per current City standards and be perpendicular to the street (if possible).
  - b. All proposed driveway Shall be per the Del Mar Municipal Code.
  - c. Any proposed decorative pavers shall be outside the public right-of-way.  
\*Note that a separate Encroachment Permit will be required for all work within the public right-of-way.
- 11) Delineate dimensioned property lines for the project site, together with the location of adjacent street rights-of-way, identified by name, and any on-site easements. Show all property line setbacks.
- 12) Delineate the building footprint of all existing and proposed structures on site.
- 13) Delineate and provide a summary of any existing structure(s) to be demolished on site.
- 14) Delineate location and identify species and size of all existing trees with trunk diameters of 4 inches or more at ground level, within the vicinity of the proposed Accessory Dwelling Unit. If the trees are Torrey Pines or Monterey Cypress, the drip line area shall be delineated.
- 15) Indicate on plans if the property is located within a Special Flood Hazard Area, per FEMA Map and confirm that the ADU design complies with Section 30.91.030(D3) for exemption from a (FDP) [Floodplain Development Permit](#).
- 16) Indicate existing and proposed site drainage system, consisting of pipes, catch basins, etc.
- 17) Details of any new sewer line and connection (if applicable, specify elevations, pipe material, clean-outs, trenching methods, trench backfill materials, and connection detail on the plan).

#### **IV. EXISTING SEWER DETERMINATION**

The existing sewer lateral shall be videoed and certified clear of obstructions or damage by a licensed plumber. A video documentation and report shall be provided to the Del Mar Director of Public Works certifying the soundness and viability of the existing sewer lateral, prior to connection of the proposed sewer lateral to the existing residential lateral. Should the lateral be damaged and beyond repair, a new lateral shall be installed to service the existing residence and the Accessory Dwelling Unit.

#### **V. ADU PLAN NOTES**

##### **I General Notes - Add the following notes to all ADU Site Plans:**

- 1) Only site work and the construction of drainage facilities are to be constructed by this plan, in coordination with the building permit required for the construction of all structures.
- 2) An encroachment permit shall be obtained from the City of Del Mar prior to performing any work within public right-of-way.
- 3) The contractor is required to take precautionary measures to locate and protect utility lines. The contractor shall be required to notify underground service alert for utility mark-out prior to excavating.
- 4) All operations conducted on premises, including the warming up, repair, arrival, departure or running of trucks, and equipment shall be limited to the period between 7:00 a.m. and 6:00 p.m. each day, Monday through Friday. No operation of equipment shall be conducted on the premises on Sundays or City-observed holidays.

- 5) If any archaeological resources are discovered on the site during construction, then all construction shall cease immediately, and the permittee must notify the City of Del Mar Planning Department of the discovery. Construction shall not resume until the permittee has received written authorization from the City of Del Mar.
- 6) The contractor agrees to assume complete and sole responsibility for provision and maintenance of all traffic and pedestrian safety. Traffic and pedestrian control shall conform to all city requirements, and the California Department of Transportation “Manual Work of Traffic Controls for Construction and Maintenance Zones” latest editions.
- 7) The permittee is responsible for the prevention of damage to adjacent public or private property or improvements. No excavation, or demolition, shall be performed so close as to endanger adjacent property. The permittee shall assume full responsibility for repair or correction of any damage caused by excavation or demolition activities.
- 8) Permittee shall be responsible for complete and adequate control of surface water run-off and erosion control. All drainage improvements and erosion control facilities shall be constructed as may be required by the City of Del Mar prior to approval of rough grading. Between October 1<sup>st</sup> and April 30<sup>th</sup> the applicants shall be required to have on site, a City approved Erosion Control Plan, unless waived by the City Engineer.
- 9) Revisions to the Site Plan shall not be made without approval of the Planning Department and the City Engineer.
- 10) Contractor is responsible for final cleanup of work area.
- 11) The limit of work shall be delineated in the field prior to the start of site clearing or construction.
- 12) A final site inspection is required by the City Engineering Department prior to acceptance of the work.

**II. ADU Demolition Notes – Add the following notes to the Site Plan if building demolition is proposed as part of the ADU development:**

- 1) Demolition contractor is to arrange for shut off of existing utilities to structure. Contractor shall arrange all temporary power.
- 2) Noise and dust shall not to be disruptive to the adjacent building and properties. No leaf blowers shall be used for sweeping.
- 3) Demolition is to be done in a careful and orderly manner so as not to damage other items to remain.
- 4) Contractor is responsible for demolishing and removing all materials from premises in order to accomplish the scope of the new work. All removed material shall be disposed of at a legal dumping site.
- 5) If existing structure(s) are to be demolished, a summary of those structures uses, and areas should be provided on the Site Plan.

**III. ADU Erosion Control & Stormwater Notes – ADU Erosion Control (Applies to Projects Disturbing Less Than 2,000 Square Feet)**

*The Site Plan shall clearly delineate and label limit of disturbance line measuring an area of disturbance less than 2,000 square feet. The line must be depicted clearly on the plan. The Preparer of the Site Plan shall indicate what type of erosion control devices will be utilized within the limit of disturbance. A list of erosion control devices which can be utilized can be obtained from the California Stormwater Quality Association at the following website [www.casqa.org/resources/bmp-handbooks](http://www.casqa.org/resources/bmp-handbooks)*

*Add the following notes to the Site Plan for Erosion Control:*

#### **CONCRETE WASHOUT**

**SW1** Contractor shall establish and use an adequately sized concrete washout area to contain washout wastes on site. It is illegal to wash concrete, slurry, mortar, stucco, plaster and the like into the stormwater conveyance system or any receiving water. Contractor shall post a sign designating the washout location.

#### **CONSTRUCTION SITE ACCESS**

**SW2** A stabilized construction site access shall be provided for vehicles egress and ingress to prevent tracking dirt off site. This shall include using material such as gravel and/or corrugated steel panels/plates.

#### **CONSTRUCTION VEHICLES**

**SW3** A specific area away from gutters and storm drain shall be designated for construction vehicles parking, vehicle refueling, and routine equipment maintenance. All major repairs shall be made off-site.

#### **EROSION CONTROL**

**SW4** Erosion control must be provided for all erosive surfaces. Sloped surfaces especially shall be protected against erosion by installing erosion resistant surfaces such as erosion control mats, adequate ground cover vegetation, and bonded fiber matrix.

**SW5** No excavation and grading activities are allowed during wet weather.

**SW6** Diversion dikes shall be constructed to channel runoff around the construction site. Contractor shall protect channels against erosion using permanent and temporary erosion control measures.

**SW7** Remove existing vegetation only when necessary. Large projects shall be conducted in phases to avoid unnecessary removal of the natural ground cover. Do not remove trees or shrubs unnecessarily; they help decrease erosion.

**SW8** Plant permanent vegetation as soon as possible, once excavation and grading activities are complete.

**SW9** Water usage for dust control shall be minimized.

#### **ON-SITE CONSTRUCTION MATERIAL STORAGE**

**SW10** Stored materials shall be contained in a secure place to prevent seepage and spillage. Contractor shall store these products where they will stay dry out of the rain. Contractor shall provide secondary containment for all fuel stored on-site.

**SW11** Eliminate or reduce pollution of stormwater from stockpiles kept on-site. Stockpiles may include soil, asphalt concrete, aggregate base, etc. Stockpiles shall be located away from concentrated stormwater flows and storm drain inlets. Stockpiles shall always be covered or protected with soil stabilization measures and provided with a temporary sediment barrier around the perimeter.

#### **TRAINING**

**SW12** Contractors' employees who perform construction in the City of Del Mar shall be trained to be familiar with the City of Del Mar Stormwater Pollution Control Requirements. These storm water and erosion control notes shall be available to everyone working on site. The property owner(s) and the prime contractor must inform subcontractors about stormwater requirements and their own responsibilities.

**SW13** Contractor shall be responsible for properly disposing of all waste and unused construction materials. Dumping of unused or waste products on the ground, where water can carry them into the conveyance system is strictly prohibited.

**SW14** No seepage from dumpsters shall be discharged into stormwater. Berms/dikes shall be placed around dumpsters to divert the natural storm runoff. Dumpsters shall be checked frequently for leaks.

- Dumpster lids shall remain closed at all times. Dumpsters without lids shall be placed within structures with impervious roofing or covered with tarps in order to avoid rain contact with any trash material.
- SW15 Many construction materials, including solvents, water-based paints, vehicle fluids, broken asphalt and concrete, wood, and cleared vegetation can be recycled. Non-recyclable materials must be taken to an appropriate landfill or disposed of as hazardous waste. For information on disposal of hazardous material, call the hazardous waste hotline toll free at (800) 714-1195.
- SW16 Pollutants shall be kept off exposed surfaces. Place trash cans and recycling receptacles around the site.
- SW17 Portable toilets must be in good working order and checked frequently for leaks. Contractor shall provide secondary containment and locate portable toilets away from storm drain inlets on pervious surfaces.
- SW18 All construction debris shall be kept away from the street, gutter, and storm drain. Contractor must routinely check and clean up material that may have traveled away from construction site.
- SW19 All sediment and erosion control devices shall be put into place prior to beginning any construction or demolition.

## **VI SPECIAL PROVISIONS**

### **I Discharge or Runoff**

- 1) ADUs shall not discharge stormwater received during and after development at a rate or volume greater than that discharged prior to development in order that downstream properties shall not be unreasonably burdened with surface waters as a result of the development.
- 2) Should the proposed ADU be located in an area which is already impervious, then no runoff mitigation shall be required. In order to be exempt from any mitigation requirements the net increase in impervious surface area should be zero, this includes the ADU and any associated walkways and patios, which are proposed. An example would be the removal of an existing concrete patio to facilitate the placement of the proposed ADU.
- 3) As a result, the owner, or owner's agent, shall contract with a design professional to adequately design a drainage system, i.e. a drywell, bio-retention and/or bio-infiltration system, for the proposed ADU for review and approval by the City's Engineer.
- 4) Under no circumstances shall the disturbed area exceed 5,000 square feet.

### **II Special Site Conditions**

**If the project design includes any of the following, additional permits/technical reports (i.e. Land Conservation Permit, drainage plan, grading plan) may be required and must be processed prior to approval of the ADU application:**

- a. Project would alter existing or natural grade more than 18 inches, unless the grade alteration is temporary and would be replaced with the ADU structure and adjacent grade restored to within 18 inches of original grade elevation; **AND** would require grading more than 25 cubic yards of combined grading cut and/or fill; or
- b. Project would be located on any portion of an existing or manufactured slope that is 4 to 1 or greater.