



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

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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>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.: \_\_\_\_\_

**PLANNING DEPARTMENT – UNIFORM DEVELOPMENT APPLICATION**  
PAGE 2 OF 2

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	Hardscape / paving:	<input type="checkbox"/> Yes <input type="checkbox"/> No

4) Will the proposed project result in NEW or REHABILITATED landscaping:

New Landscaping:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Landscaped Area: _____ S.F.
Rehabilitated Landscaping:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Landscaped Area: _____ S.F.
Existing to Remain Untouched:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Landscaped Area: _____ S.F.

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

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

7) 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:

**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

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



# City of Del Mar Planning Department Submittal Checklist

## DRB – DESIGN REVIEW BOARD PERMIT

DRB \_\_\_\_\_ - \_\_\_\_\_ Project Address: \_\_\_\_\_

Related Permits/Actions: \_\_\_\_\_ Owner (Last Name): \_\_\_\_\_

The following list of documents is exhaustive and the items noted below are typically required as part of an application. **Planning Department staff can assist you in determining which items will be required for your submittal** (staff highly recommends a pre-application conference be scheduled with staff to review the project submittal requirements). **All applications materials must be submitted in digital format (see description on page 5).**

Submittal Requirements	Required?
1. Uniform Application – <i>owner and agent signatures</i>	_____
2. Project Questionnaire (attached to this checklist) – <i>owner or agent signature</i>	_____
3. Supplemental Questionnaire (e.g., CDP, FDP, LC, etc.) – <i>owner or agent signature</i>	_____
4. Application Fees	_____
5. Proof of Ownership and Title Report <i>Copy of Grant Deed; Title Report shall be no older than six months from the time of project submittal</i>	_____
6. Letter of Authorization – <i>owner signature only</i> <i>An agent acting on behalf of a property owner(s) shall present a written authorization signed by the property owner(s); a buyer in escrow shall present a written authorization signed by the owner-seller; a lessee shall provide the property owner(s) written approval</i>	_____
7. Building Valuation Worksheet – <i>owner or agent signature</i> <i>Required for projects proposing to remodel a structure with existing, legal zoning non-conformities</i>	_____
8. Citizen’s Participation Program (CPP) Report <i>Required for projects including a detached structure of 500+ sq.ft., a second story addition to a single story home or at the Planning Director and DRB Chair’s discretion.</i>	_____
9. Design Guideline Checklist	_____
10. Project Priority Assessment Form – <i>owner or agent signature</i>	_____
11. Stormwater Checklist for Standard Projects – <i>owner or agent signature</i> <i>Depending on the results of the Stormwater Checklist, a Best Management Practices (BMP) Site Plan may also be required; see Item 12.E and page 6 for plan requirements</i>	_____
12. Materials Board <i>8x11” color print of materials/colors or actual samples of materials to be used mounted on an 8x11” board</i>	_____
13. Site Photographs and Photo Key Map <i>Photos of the project site and adjacent properties</i>	_____
14. Project Plan Sets <i>Sets are to be provided in PDF digital format (see description on page 5) and on 24” x 36” sheets, collated, stapled, and folded to approximately 8½” x 14”. Submit <b>four (4)</b> complete sets of plans for initial review. When the initial review is complete, staff will require <b>eight (8)</b> sets of plans one week prior to the project’s DRB</i>	_____

meeting. Project plans shall include all of the information listed below unless staff determines otherwise. For architectural drawings, use of 1/8<sup>th</sup> or 1/4<sup>th</sup> scale is highly recommended. Subsequent copies of plans, including working drawings, must show use of the same scale as the original submittal.

- A. Cover Sheet (See description on page 5) \_\_\_\_\_
- B. Site Plan (See description on page 5) \_\_\_\_\_
- C. Architectural Plans (See description on page 6) \_\_\_\_\_  
*Floor Plans, Elevations, Sections, and a Roof Plan – the existing **and** finished grade lines shall be shown; details describing exterior building materials and colors, including trim accents shall be shown; Roof Plan shall indicate chimneys, mechanical equipment, solar panels, and skylights.*
- D. Drainage and Grading Plans (See description on page 6) – **or** – a letter stating that no drainage improvements, grading or retaining walls are proposed \_\_\_\_\_
- E. Best Management Practices (BMP) Site Plan (See description on page 7) \_\_\_\_\_  
*BMP Site Plan shall be attached to the Stormwater Checklist or included in the SWMP*
- F. Landscaping/Irrigation Plans (See description on page 7) – **or** – a letter stating that no new landscaping is proposed \_\_\_\_\_  
*Provide anticipated plant heights at maturity and show that all proposed irrigation meets the standards outlined in Chapter 23.60 of the Del Mar Municipal Code (Water Efficient Landscapes)*
- G. Hardscape Plan – **or** – a letter stating that no new hardscape is proposed \_\_\_\_\_  
*Identify permeable and non-permeable surfaces*
- H. Fence/Wall Plan – **or** – a letter stating that no new fences or walls are proposed \_\_\_\_\_  
*Site view and elevation; provide materials, color, and height (measured from outside face)*
- I. Lighting Plan – **or** – a letter stating that no new exterior lighting is proposed \_\_\_\_\_  
*All exterior lighting to be shown including soffit lighting, exterior wall lighting, and all stand-alone landscape or area lighting. **The Plan should indicate that all lighting is down-shielded to the maximum extent feasible, of low-intensity, and obscured so that no direct view of the lighting source is possible from adjacent properties or public rights-of-way.** The Plan shall note the manufacturer name, model name, maximum wattage/lumens, and model number of all fixtures proposed. Specification sheets should also be submitted for each fixture type proposed.*

**The following items may also be required depending on the location and type of development proposed:**

- J. Sustainability Checklist
- K. Site Survey/Topographical Map  
*Prepared by a Registered Civil Engineer or a Land Surveyor with existing and proposed grades for the entire site indicated with two-foot contour lines.*
- L. Title History
- M. Photo Simulations of the Proposed Development
- N. Arborist Report
- O. Slope Stability Analysis
- P. Soils Report
- Q. Beach Erosion Report
- R. Noise Analysis
- S. Parking / Circulation Plans
- T. Construction Staging / Haul Route Plans
- U. Public Improvement Plan
- V. Historic Resources Survey
- W. Other materials or reports deemed necessary by the Planning Director

**Owner/Agent Certification**

*I certify that the attached application contains the items required. I understand that additional information may be needed to process my application and if any of the items are missing or found deficient, the application will be deemed incomplete, may be rejected, or may constitute grounds for revocation of any permit issued.*

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

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

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

## DRB PROJECT QUESTIONNAIRE:

**Detailed Project Description:** *Include type of use and structure(s) proposed, number of stories, exterior building materials and colors, grading, fencing, walls, hardscape improvements, drainage improvements, exterior lighting, and landscaping*

### Lot Size, Coverage and Height

Lot Size (gross):		Existing Building Height:	
Lot Size (net): <i>Gross minus street easements or private road easements serving 5+ properties</i>		Proposed Building Height:	
Existing % of Lot Coverage: <i>Does not include paved areas, pools, or items less than 30 inches above grade</i>		Structure Height Above Average Adjoining Grade:	
Proposed % of Lot Coverage:		Structure Height Above Lower of Existing -or- Finished Adjoining Grade:	

### Floor Area Ratio (FAR) \*FAR is calculated from net lot size

Existing Square Feet:		Square feet / Lot Area (net):	%
New Square Feet:		Square feet / Lot Area (net):	%
Total Square Feet:		Square feet / Lot Area (net):	%

### Parking

Total Parking Required:		Total Parking Provided:	
# of Outdoor Spaces Provided:		# of Garage Spaces Provided:	

### Basement Area

Total Basement Area (sq. ft.):	
Portion Exempt from FAR (sq. ft.):	
Basement FAR Calculation (sq. ft.):	

### Building Setbacks

	Required (feet):	Existing (feet):	Proposed (feet):
Front:			
Rear:			
Side 1:			
Side 2:			

Corner Lot?  Yes  No

Flag-shaped Lot?  Yes  No

**ENGINEERING DATA QUESTIONNAIRE:**

**Impervious surfaces in square feet (total excluding pools and spas)**

Existing (sq. ft.):	
Proposed (sq. ft.):	
Net Change (sq. ft.):	
	<input type="checkbox"/> Increase <input type="checkbox"/> Decrease

**Roof surface area in square feet**

Existing (sq. ft.):	
Proposed (sq. ft.):	
Net Change (sq. ft.):	
	<input type="checkbox"/> Increase <input type="checkbox"/> Decrease

**Grading and excavation in cubic yards (Cut and Fill)**

Total Cut (c.y.):		Max Cut Height (ft.):	
Net Cut Understructure (c.y.):		Max Fill Height (ft.):	
Total Fill (c.y.):		Max Exposed Retaining Wall Height (ft.):	
Net Fill Understructure (c.y.):		Height of Fence on Retaining Wall (ft.):	
Import (c.y.):			
Export (c.y.):			

**Modified vehicular access (Driveways)**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**Proposed subterranean improvements greater than two-feet in depth within five-feet of property line (basements, footings, pools, spas, etc.)**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**Proposed improvements within ten-feet measured from the top of an existing bluff or top of slope**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**Proposed impact of existing drainage courses (redirecting, blocking, etc.)**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**Known geological or soils issues or sensitivities (sliding, faulting, erosion, etc.)**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**Additional description of engineering work proposed (if necessary)**

*You may use this space to provide any additional information (related to the proposed engineering work) for consideration by the City Engineer*

## DRB Submittal – Plan Details

### 13. Digital Applications Submittal Requirements

All plans, forms, technical reports, and other materials submitted as part of a development application, or in response to a development application, must be submitted to the City in PDF digital format. Digital submittals may be transmitted through one of the following methods:

- § Email to: [planning@delmar.ca.us](mailto:planning@delmar.ca.us) or the designated project planner
- § Submit on a CD or DVD
- § Submit via a large-file transfer service of the agents' choice, so long as the transfer service does not require the City to install any special file transfer software or to create an account. City Staff is available upon request to recommend transfer service providers that are free and easy to use.

To ensure ease of storage and retrieval, PDF files must be named as follows:

**Project Address (Agent's Last Name)\_Document Title.pdf**

A cover sheet is required for each submittal package with the following information:

- § City application number/Project name
- § Location of development proposal, (as applicable), including street address and Assessor Parcel Number (APN)
- § Date of submittal
- § Party submitting the information
- § Contact name/telephone number and e-mail of party submitting the material
- § Table of Contents listing the documents included in the submittal package

#### 13.A. Cover Sheet

**Shall include:**

- § Project address, Assessor's Parcel Number (APN), Zoning designation, Community Plan Land use designation, property owner name, Agent name, North arrow, scale of drawing
- § Gross and net lot area
- § Required and proposed setbacks
- § Proposed and existing floor area ratio (FAR)
- § Proposed and existing lot coverage
- § Detailed project description
- § Proposed and existing percentage of site devoted to landscape

#### 13.B. Site Plan

**Shall include:**

- § Project address and APN
- § Scale (preferably a 10 engineer scale or a 1/8<sup>th</sup> or 1/4<sup>th</sup> architectural scale)
- § North Arrow
- § Vicinity map
- § Benchmark elevation (see City Benchmark Handout)
- § Name and address of Agent, Architect, and/or Engineer
- § Date of plan preparation, including revision date(s)
- § Location and dimensions of all easements
- § Indication of property encumbrances
- § Proposed structure(s)
- § Existing structure(s) –labeled “to be removed” or “to be retained”
- § Cross-hatching delineating areas of new vs. existing structure(s)
- § Location of all accessory structure(s) e.g., sheds, pools, fencing, etc.
- § Maximum elevation of major building points (e.g., ridge lines)
- § Dimensions of distances between all building and/or structures
- § Required and proposed building setbacks (front, rear, and sides)
- § Location of all structures adjacent to the subject property
- § Extensions and rooflines beyond building walls
- § Location of adjacent public right-of-way paving or improvements
- § Location of all existing Torrey Pine and Monterey Cypress trees onsite and within 10 feet on neighboring properties. Indicate if the trees will be removed or retained. If the site is within the Commercial or Open Space Overlay Zones, indicate the location of all existing trees, regardless of the species.
- § Location of off-street parking and loading facilities, and provide appropriate dimensions

- § Location of all driveways, access roads and curb cuts
- § Indicate the dimensions and the type of construction material
- § Project in the FEMA floodway or floodplain, note the Base Flood Elevation

### 13.C. Architectural Plans

#### **Floor Plans Shall Include:**

- § Scale and North Arrow
- § Floor area ratio (FAR), including exempted areas
- § Square footage of each room and level
- § Square footage of all proposed decks
- § Designation for each room's use
- § Lines and labels indicating alignment of Cross-Sections

#### **Building Elevations Shall Include:**

- § Accurate drawings to depict the proposed finished building appearance, consistent with the Site and Floor Plans. Elevations are not to be conceptual.
- § Label Elevations as North, South, East and West
- § Proposed and existing grades adjacent to the structure(s)
- § Floor elevations and building heights relative to the City Benchmark
- § Maximum elevation of all major building points, including ridge lines
- § Lines, chimneys and other roof penetrations e.g., solar, skylights, mechanical equipment, etc.
- § Location, height and materials of walls, fences and hedges in relation to the Elevation of Adjacent Grade. The tops and bottoms of walls/fences/hedges shall be indicated.
- § Location of proposed solar panels
- § Exterior mechanical equipment and the proposed screening
- § Building material and color including the roof material, window and door trim and accent materials
- § For new basements, the line of the basement from all elevations with proposed ceiling heights and adjacent proposed and existing grades.

#### **Building Sections Shall Include:**

- § Structural height dimensions
- § Drawing through the structure and adjacent grade at critical points in at least two directions
- § If a basement is proposed, provide a detailed Section indicating the dimensions and heights for the basement ceiling, top of floor above, lightwells, and adjacent proposed and existing grades.

#### **Roof Plan Shall Include:**

- § Maximum elevations of all roof ridgelines
- § Location of all skylights (Operable or Non-Operable), solar panels, and chimneys
- § Topographical lines adjacent to structure
- § Note that the Roof Plan may be used as the basis for a Story Pole Plan

### 13.D Drainage and Grading Plans

*Note: the City Engineer reviews both types of plans on essentially the same criteria; however, Grading Plans will have added requirements for bonding, a Soils Report, and increased Plan Check fees)*

#### **Shall include:**

- § Date prepared
- § Scale and north arrow
- § Street names
- § Right-of-way and property lines
- § All existing and proposed contours (at 2' intervals)
- § Existing grade elevations of adjacent properties
- § If walls are proposed, show elevations for T.O.W. and B.O.W. (at outer face where it meets grade)
- § Wall subdrains and discharge locations
- § Source of topography and survey date
- § Cut and fill areas colored or shaded
- § Amounts of cut and fill in cubic yards
- § A benchmark or reference elevation located on the site
- § Size and type of existing trees
- § Maximum driveway slope
- § Drainage indicated by arrows in the direction of flow
- § Existing drainage facilities

- § Proposed drainage facilities (size, material, and invert elevation)
- § Permanent post-construction BMPs
- § Temporary construction BMPs (including both erosion and sediment control measures)
- § Existing and proposed easements
- § Existing and proposed water and sewer services
- § Required notes as follows:
  - An additional permit is required by the City of Del Mar, Public Works Department for the improvements in the public right-of-way; such as for driveway, sidewalks, etc.
  - Soil removed from site and placed within the City of Del Mar requires additional Grading or Land Conservation Permits.
  - All Contractors and Sub-contractors must have a valid City of Del Mar Business License prior to the performance of any work (Ord. #234).
  - No grading shall occur outside the limits of the approved grading plan unless prior written authorization is obtained from the City and the owners of any other affected properties.

**Grading Plan Sections:**

- Section cuts through the site at critical cut and fill areas
- Show existing and proposed contours
- Show any existing or proposed buildings

**13.E Best Management Practices (BMP) Site Plan**

*BMP Site Plan shall be attached to the Stormwater Checklist or included in the Stormwater Management Plan (SWMP)*

**Shall include:**

- § Clear distinction between existing and proposed impervious area (shown graphically, and also with a numeric summary)
- § Site design BMPs
- § Source control BMPs
- § Treatment control BMPs

**13.F Landscape/Irrigation Plan**

*Shall meet the standards outlined in Chapter 23.60 of the Del Mar Municipal Code (Water Efficient Landscapes) and;*

**Shall Include:**

- § Scale and North Arrow
- § Plants which are proposed and existing plants to be retained onsite for each planting zone
- § An estimate of the yearly amount of irrigation (supplemental) water in gallons required to maintain each zone
- § Alphabetical listing of plant species using botanical and common names
- § Number and container size of each species to be planted
- § Mature heights of all species
- § Indication of landscape maintenance responsibility (Private or Common)
- § Percentage of site devoted to turf (maximum 15% of site allowed)
- § Total square footage of all landscape areas
- § Percentage of site devoted to landscape
- § Approximate location of irrigation lines and heads
- § Proposed trails, walks, fences, and walls (freestanding and retaining walls shall be clearly differentiated)
- § Parkway planting and irrigation
- § Areas to be paved for parking or driving, differentiated from areas intended for Landscape Planting or Hardscape
- § Calculation of site devoted to landscaping

**Project Data Summary Table**  
**(TO BE INCLUDED ON COVER SHEET OF PLANS)**

<b>Project Information</b>				
<b>Project Address:</b>				
<b>Assessor's Parcel Number (APN):</b>				
<b>Zoning Designation:</b>				
<b>Overlays:</b>				
<b>Community Plan Land Use Designation:</b>				
<b>Property Owner Name:</b>				
<b>Agent Name:</b>				
<b>City Application # / Project Name:</b>				
<b>Scale Of Plans:</b>				
<b>Date Of Submittal:</b>				
<b>Project Description</b>				
<b>Scope Of Work:</b>				
<b>Lot Size &amp; Site Coverage</b>				
<i>All Figures Shall Be In Sq. Ft., Unless Otherwise Noted</i>	<b>Existing</b>	<b>Proposed</b>	<b>Max Allowed (if applicable)</b>	<b>Total % Of Lot (if applicable)</b>
<b>Lot Size (gross):</b>				
<b>Lot Size (net):</b> <i>Gross minus street easements or private road easements serving 5+ properties</i>				
<b>% of Lot Coverage:</b> <i>Does not include paved areas, pools, or items less than 30 inches above grade</i>				
<b>Complete Footprint of Home:</b> <i>(including garage &amp; roof overhangs)</i>				

<b>Lot Size &amp; Site Coverage</b>				
<i>All Figures Shall Be In Sq. Ft., Unless Otherwise Noted</i>	<b>Existing</b>	<b>Proposed</b>	<b>Max Allowed (if applicable)</b>	<b>Total % Of Lot (if applicable)</b>
<b>Basement:</b>				
<b>Garage:</b>				
<b>1<sup>st</sup> Floor:</b>				
<b>2<sup>nd</sup> Floor:</b>				
<b>Balconies:</b>				
<b>Total Impervious Surfaces:</b>				
<b>Driveway:</b>				
<b>Walkways:</b>				
<b>Decks:</b>				
<b>Patios:</b>				
<b>Other:</b> <i>(pools, tennis court, water features, etc.)</i>				
<b>Total Permeable Surfaces:</b>				
<b>Driveways:</b>				
<b>Walkways:</b>				
<b>Decks:</b>				
<b>Patios:</b>				
<b>Total Landscaped Area:</b>				
<b>Landscaping in Front Yard Setback:</b> <i>(maximum 50% hardscape allowed)</i>				
<b>Landscaping in Street Side Setback (corner lot):</b> <i>(maximum 50% hardscape allowed)</i>				
<b>Percentage of Site Devoted to Turf:</b> <i>(maximum 15% of site allowed)</i>				
<b>Minimum Landscape Requirements Per Design Guidelines:</b>				

<b>Floor Area Ratio (FAR) *FAR is calculated from net lot size</b>			
Existing Square Feet:	Sq. Ft.	Square feet / Lot Area (net):	%
New Square Feet:	Sq. Ft.	Square feet / Lot Area (net):	%
Total Square Feet:	Sq. Ft.	Square feet / Lot Area (net):	%
<b>EXEMPT Structures: Floor Area Ratio (FAR) *FAR is calculated from net lot size</b>			
Type of Exempt Structure And Location (Please List Below)	Exempt Sq. Ft.	Square feet / Lot Area (net)	
			%
			%
			%
			%
			%
			%
			%
			%
			%
<b>Parking</b>			
Total Parking Required:			
Total Parking Provided:			
# of Outdoor Spaces Provided:			
# of Garage Spaces Provided:			
<b>Basement Area</b>			
Total Basement Area (sq. ft.):			
Portion Exempt From FAR (sq. ft.):			
Basement FAR Calculation (sq. ft.):			
<b>Building Setbacks</b>			
	Required	Existing	Proposed
Front 1 <sup>st</sup> Floor:			
Front 2 <sup>nd</sup> Floor:			
Left Side 1 <sup>st</sup> Floor:			
<b>Building Setbacks</b>			
	Required	Existing	Proposed
Left Side 2 <sup>nd</sup> Floor:			
Right Side 1 <sup>st</sup> Floor:			
Right Side 2 <sup>nd</sup> Floor:			
Rear 1 <sup>st</sup> Floor:			
Rear 2 <sup>nd</sup> Floor:			
Corner Lot:	q Yes    q No		
Flag-Shaped Lot:	q Yes    q No		
<b>Heights</b>			
	Existing	Proposed	
Building Height:			
Structure Height Above Average Adjoining Grade:			
Structure Height Above Lower of Existing -or- Finished Adjoining Grade:			

<b>Heights</b>			
	<b>Proposed</b>	<b>Max Allowed</b>	
<b>Max Apparent Height:</b>			
<b>Max Horizontal Run:</b>			
<b>Plate Height</b>	<b>Existing</b>	<b>Proposed</b>	
1 <sup>st</sup> Floor:			
2 <sup>nd</sup> Floor:			
Basement:			
Outdoor Structures:			
Accessory Structures:			
Attached Structures:			
<b>Decks and Balconies</b>			
<b>Location of Decks and Balconies (Please List Below)</b>	<b>Existing Sq. Ft.</b>	<b>Proposed Sq. Ft.</b>	
<b>Engineering Data Questionnaire</b>			
	<b>Existing (Sq. Ft.)</b>	<b>Proposed (Sq. Ft.)</b>	<b>Net Change (Sq. Ft.)</b>
<b>Impervious Surfaces in Square Feet:</b> <i>(total excluding pools and spas)</i> <input type="checkbox"/> Increase <input type="checkbox"/> Decrease			
<b>Roof Surface Area in Square Feet:</b> <input type="checkbox"/> Increase <input type="checkbox"/> Decrease			
<b>Grading &amp; Excavation In Cubic Yards (Cut &amp; Fill)</b>			
<b>Total Cut (C.Y.):</b>			
<b>Net Cut Understructure (C.Y.):</b>			
<b>Total Fill (C.Y.):</b>			
<b>Max Exposed Retaining Wall Height (Ft.):</b>			
<b>Height of Fence on Retaining Wall (Ft.):</b>			
<b>Modified Vehicular Access (Driveways):</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Proposed Subterranean Improvements Greater Than Two-Feet in Depth Within Five-Feet of Property Line:</b> <i>(basements, footings, pools, spas, etc.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Proposed Improvements Within Ten-Feet Measured From The Top of an Existing Bluff or Top of Slope:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Proposed Impact of Existing Drainage Courses:</b> <i>(redirecting, blocking, etc.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Known Geological or Soils Issues or Sensitivities:</b> <i>(sliding, faulting, erosion, etc.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

<b>Other Components To Plans</b>	
<b>Air Conditioning Units:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  *If YES, please include air conditioning unit manufactures specifications. Also, please demonstrate adequate sound attenuation and visual screening measures for the proposed air conditioning units.  *Please Note: The air conditioning unit must comply with DMMC Section 9.20.090, the City's Noise Ordinance, which allows a maximum of 40 decibels between the hours of 10pm and 7am, and 50 decibels between 7am and 10pm, at all property lines.
<b>Lighting:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  *If YES, please include Lighting Plans.
<b>Swimming Pool or Spa:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  *If YES, please include pool/spa equipment manufactures specifications. Also, please demonstrate adequate sound attenuation and visual screening measures for the proposed air conditioning units.  *Please Note: The pool/spa equipment must comply with DMMC Section 9.20.090, the City's Noise Ordinance, which allows a maximum of 40 decibels between the hours of 10pm and 7am, and 50 decibels between 7am and 10pm, at all property lines.
<b>Skylights:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  *If YES, please include a skylight film specifications sheet, which allows a maximum of 10% visible light transmission (VLT).
<b>Outdoor Fire Feature:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Outdoor Sound:</b> <i>(tv, speakers, etc.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No



# 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

## 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

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**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)

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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.

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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).

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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.

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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).

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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.

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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.

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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)

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**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



# City of Del Mar

## Planning Department

### Goals for Project Sustainability

### Pilot Program

DRB \_\_\_\_\_ - \_\_\_\_\_

Project Address: \_\_\_\_\_

Owner: \_\_\_\_\_

### Sustainability Checklist

The following checklist can be submitted in conjunction with your DRB Permit application. This checklist is meant to show that due diligence was performed in regard to achieving residential sustainability. Please note that the following checklist is recommended but not required.

Please identify the status of each goal in your project as either:

**Incorporated ( Y ) or Not Incorporated ( N )**

Then check mark the boxes of individual methods used to obtain that goal:

- |    |   |       |
|----|---|-------|
| 1. | <p>Decreased Energy Demand (Exterior)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Building oriented to reduce direct sun exposure</i></li> <li><input type="checkbox"/> <i>Increased glazing on east and west facing walls</i></li> <li><input type="checkbox"/> <i>Use of light colored hardscapes / roofs</i></li> <li><input type="checkbox"/> <i>Solar powered exterior lights</i></li> <li><input type="checkbox"/> <i>Other: _____</i></li> </ul>  | Y   N |
| 2. | <p>Decreased Energy Demand (Interior)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>ENERGY STAR rated appliances</i></li> <li><input type="checkbox"/> <i>ENERGY STAR ceiling fans in common areas and bedrooms</i></li> <li><input type="checkbox"/> <i>ENERGY STAR rated lighting fixtures and bulbs</i></li> <li><input type="checkbox"/> <i>ENERGY STAR rated HVAC system</i></li> <li><input type="checkbox"/> <i>Solar powered energy system</i></li> <li><input type="checkbox"/> <i>Natural Ventilation Only</i></li> <li><input type="checkbox"/> <i>Energy Efficient Insulation</i></li> <li><input type="checkbox"/> <i>Other: _____</i></li> </ul> | Y   N |
| 3. | <p>Reduced Water Use (Exterior)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Rainwater Harvesting System for surface and/or roof runoff</i></li> <li><input type="checkbox"/> <i>Graywater reuse system for landscape irrigation</i></li> <li><input type="checkbox"/> <i>High-efficiency water fixtures</i></li> <li><input type="checkbox"/> <i>Use of drought-tolerant plants and/or</i></li> <li><input type="checkbox"/> <i>Replacement of conventional lawn on the property</i></li> <li><input type="checkbox"/> <i>Incorporation of highly permeable hardscapes</i></li> <li><input type="checkbox"/> <i>Other: _____</i></li> </ul>                  | Y   N |
| 4. | <p>Reduced Water Use (Interior)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>High-efficiency water fixtures in all lavatories</i></li> <li><input type="checkbox"/> <i>High-efficiency water fixtures on all showers/bathtubs</i></li> <li><input type="checkbox"/> <i>Other: _____</i></li> </ul>  | Y   N |

5. Reduced Toxins Y | N

- Use of non-toxic pest control practices
- HVAC system with non-HCFC refrigerant
- Use of air filters greater than MERV 10
- Use of an exhaust fan in the garage that is rated for continuous operation
- Use of non-toxic paint (low or zero VOC paint)
- Use of other non-toxic materials: \_\_\_\_\_

6. Decreased Reliance of Non-Renewable Materials Y | N

- Use of high quality salvaged materials
- Use of recycled content materials
- Use of rapidly renewable materials
- Enrollment in EPA's Environmentally Preferable Purchasing (EPP) Program
- Electric vehicle charging station
- Use of FSC or SFI certified lumber
- Other: \_\_\_\_\_

7. Reduction of Construction Impacts Y | N

- Building reuse, maintain 75% of existing walls, floors and roof
- Material reuse, reuse at least 10% of existing materials
- Construction waste management, divert over 50% from disposal
- Reduction of development footprint
- Other: \_\_\_\_\_

8. Designed to Achieve LEED Certification\* Y | N

- LEED Platinum
- LEED Gold
- LEED Silver
- LEED Certified

\* For more information about LEED Certification please visit <http://www.usgbc.org/leed>

9. With respect to project sustainability, are there additional methods you are incorporating? Y | N

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<p><b>7-9 Goals</b></p>  <p><input type="checkbox"/></p>	<p><b>4-6 Goals</b></p>  <p><input type="checkbox"/></p>	<p><b>1-3 Goals</b></p>  <p><input type="checkbox"/></p>
---	---	---

Owner/Agent Signature: \_\_\_\_\_

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

# City of Del Mar

## Design Guidelines Checklist

Consider each Design Guideline below and whether or not it applies to your project. If your project meets the Guideline, mark "Yes". If your project does not meet the Guideline or the Guideline does not apply, mark "No" or "N/A" respectively. For every item you mark "No", please attach a brief explanation on a separate page when you submit the Checklist. Items marked with   do not apply to the North Beach Neighborhood. Grayed-out boxes should not be marked. The full Design Guidelines may be found at [www.delmar.ca.us/designguidelines](http://www.delmar.ca.us/designguidelines)

View Presentation Guidelines (B.1)	Yes	No	N/A
<b>A.</b> When designing for a replacement home, attached addition, or detached addition on a lot, careful consideration should be given to the existing scenic views from the Primary Living Areas (PLA) of residences on neighboring properties. A PLA is the main gathering and entertainment room used by residents and guests at the residence. Each residence should be limited to the designation of only one (1) PLA. The following strategies should be employed to ensure the reasonable protection of scenic views from neighboring homes (continue to A-1-A-6):			
<b>A-1:</b> Whether or not a CPP is required, designers should visit the PLA of neighboring homes identified early in the design process to determine the quality and quantity of scenic view that can be observed from each neighboring residence. Designers should study the immediate neighborhood by walking the street(s) to understand and document existing primary views to assess potential view impacts of a proposed development and contact those neighbors to discuss the proposed development plans.			
<b>A-2:</b> Scenic views from neighboring homes should be considered from multiple vantage points within the PLA. The full extent of the view (100%) should be a culmination of all views observed from the PLA, both sitting and standing.			
<b>A-3:</b> With the exception of designing within a "borrowed view" (see B on the following page), proposed development should not obstruct more than 0% - 20% of an existing private or public scenic view, depending on the amount and quality of the view. Refer to Table 2-1.			
<b>A-4:</b> Ocean whitewater is commonly considered to have the highest value of scenic views. Obstruction of existing whitewater views should not exceed 0% - 10% of visible wave action during average surf conditions, depending on the amount and quality of the view. Refer to Table 2-1.			
<b>A-5:</b> Landscape plans should consider existing private and public views without diminishing the screening, aesthetic and environmental benefits provided by trees and plants.			
<b>A-6:</b> Cumulative loss of private or public views should be avoided when such loss can be substantiated through the public record.			

<b>B:</b> A borrowed view is one which is temporary in nature due to the fact that a lot is vacant and never previously developed. In the case of a borrowed view across a vacant lot, care should be taken to avoid obstructing more than 10% - 40% of an existing private or public scenic view across the vacant lot, depending on the amount and quality of the view, as described in the Table 2-2.			
<b>C:</b> To provide staff and the community with a greater understanding of how scenic views from the PLA of neighboring properties are being affected by a proposed project, applicants are required to provide a 3D visual simulation from up to three (3) neighboring PLA vantage points. Staff should approve the identified PLA vantage points prior to development of the exhibits and will be responsible for determining if they are adequate to include as part of the submittal requirement.			
<b>Privacy Design Guidelines-Window Placement (B.2)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>A:</b> Privacy concerns can be mitigated through design and appropriate placement and location of the home, windows, decks, and balconies. Vegetation screening should not be utilized as the only consideration to minimize privacy concerns			
<b>B:</b> Windows should be located so that sight lines maximize privacy on adjacent properties. The following strategies should be employed (continue on to B1-B5):			
1. Avoid sight lines into neighboring homes and yards by carefully sizing and placing windows and other forms of glazing;			
2. Avoid direct views into existing neighboring windows by offsetting or staggering windows facing neighbors' windows;			
3. Translucent or obscured window glass should be considered when window placement would create privacy issues. This allows for interior illumination while protecting privacy;			
4. Clerestory windows or windows with higher sills should be considered; and/or			
5. Windows to properly frame views may be used to minimizing privacy concerns on neighboring properties.			
<b>Privacy Design Guidelines-Decks And Balconies (B.2)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>A:</b> Rooftop decks in hillside areas should be avoided.			
<b>B:</b> Upper-story balconies or decks should be oriented towards the street. Avoid upper-story decks that overlook onto neighboring properties.			
<b>C:</b> Where a second-story balcony or deck is proposed that is not facing toward the street, the following strategies should be employed to maximize privacy to neighboring properties: (Continue to 1-5)			
1. Locate to avoid direct sight lines into neighbors' windows, open yard, patio, deck, and/or loggia areas;			
2. Limit the size of the deck to promote passive use. If the area is larger than 20 square feet it should be located at least 15' from a side or rear property line;			
3. Second-story balconies or decks accessed solely from a bedroom should be limited to less than 100 square-feet;			

4. Install screening devices such as solid railing walls, frosted/opaque glass, awnings, and latticework above the required railing height instead of open railings; and/or			
5. Integrate perimeter planters with screening plantings to avoid view angles into neighboring yards and private areas.			
D: Roofs of lower levels may be used as deck open spaces for upper levels in order to keep outdoor amenities and spaces as low as possible. Avoid overhanging decks on the downhill side.			
<b>Potential Disturbances Design Guidelines- Fireplaces (B.3)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
A: Outdoor fireplaces and chimneys should be located to minimize the impact on neighbors' views, privacy, noise and air quality.			
B. All fireplaces and chimneys exceeding 6-feet in height, whether affixed to a primary structure or provided as an accessory structure, should not project into any required yard setback			
C. Chimneys on upper-story decks or balconies should be avoided where they block neighbors' primary views.			
D. Chimneys should not be the dominant visual feature from the street.			
E. Avoid placing fireplaces with chimneys on outdoor decks separated from the main structure where they could block a neighbor's primary view.			
<b>Potential Disturbances Design Guidelines- Noise (B.3)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Screen and control active spaces to avoid noise pollution sources.			
A. Outdoor living or active use areas should be located adjacent to neighbors' outdoor living and active use areas, rather than near a neighbor's noise-sensitive areas (e.g. bedrooms).			
B. Pools and spas should be located to maximize in-ground landscape screening opportunities (five (5) feet minimum width) at the edges of the property.			
C. Pools and spas should be located away from neighboring properties, closer to the home, and so that they are not visible from a public street.			
D. Exterior mechanical equipment should be selected, located and screened in a manner that would achieve compliance with the maximum allowed decibel levels of the City's Noise Ordinance (DMMC Chapter 9.20). Additional guidelines for screening mechanical equipment are located in D.6. of this document.			
E. Outdoor speakers, televisions, or other permanent entertainment features should be avoided.			
<b>Neighborhood Compatibility Design Guidelines (C.1)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
A: Residents value Del Mar's eclectic architectural styles and unique neighborhood character, as exemplified in the diverse setbacks of homes, which distinguishes Del Mar from typical tract home development. Front and side setbacks of new homes should relate to those on adjacent parcels, rather than conform to minimum zoning construction standards.			
B: In cases where setbacks along a street front are uniform, new development should match those setbacks.			

<b>C:</b> Where adjacent lots have a nonconforming setback, new development may have the option of conforming to the required zoning setback. In some instances, a varied setback from the neighborhood pattern may be necessary or appropriate (such as lot constraints from topography and natural features, trees and lot design constraints). It is the applicant's responsibility to justify any request for a setback variation from the intent of the Design Guidelines.			
<b>D:</b> In cases where setbacks are varied in the neighborhood, new homes should match those of adjacent homes.			
<b>E:</b> Where adjacent homes have differing setbacks, an attempt should be made to locate the new home with an average setback of the two existing homes.			
<b>F:</b> Where front wall setbacks are varied in the neighborhood, new homes should relate more to those of adjacent homes. The width of projecting building masses and the amount of horizontal offsets in wall planes should also be similar.			
<b>G:</b> Design with conscious recognition of the treatment of street and sidewalk edges in the neighborhood.			
<b>H:</b> Development of one-story homes is encouraged in predominantly one-story neighborhoods. Two-story homes in these neighborhoods should be designed to blend with the smaller homes and minimize two-story appearance.			
<b>I:</b> Avoid structures with height and bulk at the front and side setback lines that are significantly greater than those of adjacent homes, especially those on slopes which may impact the privacy of adjacent properties.			
<b>J:</b> Protect historic landmarks, structures, and residences per the Community Development Element Goal 3.F.5 and 3.F.6.			
<b>Floodplain Overlay Zone Design Guidelines (C.2)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>A:</b> Where a property is required to elevate a finished floor due to its location within a designated floodplain, additional consideration by an applicant should be given to maximizing privacy of neighboring properties and minimizing the perception of height at the street elevation			
<b>B:</b> Porches and garages for properties located within a floodplain should be used as transitional elements when a floodplain designated property is located adjacent to single-story buildings, and/or non-floodplain designated properties. Where porches are proposed for floodplain-designated properties, steps, railing, and other architectural features should complement the chosen architectural style of the building and aid in minimizing the appearance of a heightened structure.			
<b>C:</b> To ensure a greater level of neighborhood compatibility for floodplain designated properties, any additional foundation area required to raise the finished floor level of a building should be concealed with materials consistent with the chosen architectural style of a project. Special considerations will also be needed to address privacy issues. (See sections B.1-B.3)			
<b>Hillside Development Design Guidelines (C.3)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>A:</b> Avoid locating homes and accessory structures at the crest, ridgeline, or top of a hill. A ridgeline is the top of a hill, ridge, or promontory, which drops or slopes down on at least one side			

<b>B:</b> In the Bluff, Slope and Canyon Overlay Zone, projects designed to maximize the preservation of open space may exceed the 14-foot height limit if the Design Review Board finds that scenic view sheds and open space appearance will be less affected by higher structures.			
<b>C:</b> Siting a new home uphill near an existing home can create a silhouetting effect that can potentially obstruct the views currently enjoyed by an uphill home. To minimize potential view impacts, developments should incorporate one or more of the following methods: (continue to items 1-5)			
1. Tuck structures into hillsides;			
2. Locate the structure on a lower portion(s) of a hillside lot; and/or			
3. Terrace homes using the slope. Use split-level and multi-level plans on hillside lots;			
4. In the Bluff, Slope and Canyon Overlay Zone, use earth tone colors for the structure's exterior roofing materials, fencing and walls to blend into the natural terrain; and/or			
5. Perimeter fencing on hillside properties should be visually open (e.g., split rail, picket, post and cable, etc.) in order to maximize views.			
<b>D:</b> Within the Bluff, Slope and Canyon Overlay Zone, the proposed design of the structure within a hillside viewshed, including grading of the site should incorporate development techniques which demonstrate sensitivity to the natural terrain, such as split level design or second story step-backs from downhill slopes, reduced building pads and roof pitches that parallel existing slopes. The height of the structure, its location on the site, and its architectural elements should be designed to avoid unreasonable impacts to community viewsheds.			
<b>Natural Topography Design Guidelines (C.4)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>A:</b> New development and home additions should avoid altering the natural character of a site by blending into the natural land forms and environment through one or more of the following methods: (Continue to 1-5)			
1. Step the home up or down the hill;			
2. Set the home into the hillside while minimizing grading. Utilize a tiered design approach to reduce the massing and visual bulk of the house to fit in with hillside topography and background;			
3. Screen foundations and underside of structures;			
4. Utilize existing home pad areas and follow existing grade contours to the maximum extent feasible;			
5. Use berms, plants, and trees to screen and blend the structure with the surrounding environment and conceal unsightly site elements and surface parking.			
<b>B:</b> Where practically feasible, utilize a 20-foot setback from top of slope and a 10-foot setback from bottom of slope for the design and placement of homes to maintain the natural topography and minimize grading.			

<b>Grading Design Guidelines (C.5)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>A:</b> Siting of a new home or ground-level addition should be located to avoid excessive alteration of grade or the need for soil retention. Avoid physical (erosion), visual, and/or other impacts by incorporating the following methods into grading for a development: (Continue to 1-7)			
1. Strive to balance cut and fill on site, while recognizing that export may be necessary to preserve the natural topography.			
2. Grading of any site, based upon the percent of the natural slope, should follow these standards: a. 0-15%. Redistribution of earth over larger areas may be permitted. b. 15-25%. Some grading may occur, but landforms shall retain their natural character. c. 25-30%. Limited grading may occur, but landforms and major topographic features shall retain their natural character. d. 30% or more. Preserve slopes greater than 30% by avoiding grading and clearing.			
3. Minimize the visual impact of grading by focusing most of the cut and fill under the home			
4. Provide man-made contours to mimic the natural contours of a site.			
5. Create smooth transitions in grade between homes and between adjacent properties and natural grades. Transition grades within setback area while maintaining a natural appearance.			
6. Hillside cuts should be limited to the area required for the structure and should not be extended to create flat surfaces for yard and recreational areas.			
7. Avoid excavation or grading that may force the topography to be subservient to the development of the site.			
<b>B:</b> Grading Setbacks- cut and fill slopes should be set back from property line in accordance with this section. Setback dimensions should be horizontal distances measured perpendicular to the property line. (Continue to 1-2)			
1. Top of Cut Slope. The top of cut slopes should not be made nearer to a property line than one-fifth of the height of cut with a minimum of two feet and a maximum of ten feet. The setback may need to be increased for any required interceptor drains;			
2. Toe of Fill Slope. The toe of the fill slope should not be made nearer the property line than one-half the height of the slope with a minimum of two feet and maximum of twenty feet. Where a fill slope is to be located near the property line and the adjacent off-site property is developed to such grading, special precautions should be incorporated as deemed necessary to protect the adjoining property from damage as a result of such grading. These precautions may include, but are not limited to: a. Additional setbacks b. Provision for retaining or slough walls c. Mechanical or chemical treatment of the fill slope surface to minimize erosion d. Provisions to control surface drainage			
<b>Retaining Walls and Fencing Guidelines (C.6)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>A:</b> To reduce the visual impact of a property line retaining wall, use terraced walls to conform with the maximum height and setback line established by Chapter 30.86.090 of the DMMC.			

<b>B:</b> All retaining walls outside of the building footprint should be at least 6 feet from a building wall to allow for adequate landscaping and/or a walkway adjacent to the home.			
<b>C:</b> The distance between two terraced retaining walls should be, at a minimum, the average height of the two walls. Avoid retaining walls over 4 feet in height.			
<b>D:</b> Planting pockets should be integrated into stepped retaining walls to allow for screening plantings at multiple levels.			
<b>E:</b> Retaining walls and planters should be designed with stone or other native, natural materials. If block wall systems are proposed, they should appear to be made of natural materials.			
<b>F:</b> Fences and walls should be located so as to follow the natural site topography.			
<b>G:</b> Walls should be earth tone colors that blend with the surrounding natural hues of the hillsides and minimize visual effects. Avoid use of colors contrasting with the surrounding natural terrain, such as bright white walls and railings.			
<b>H:</b> Perimeter fencing on hillside properties should be visually open (e.g., split rail, picket, post and cable, etc.) in order to maximize views.			
<b>I:</b> Chain-link fencing is discouraged for perimeter enclosure purposes and if allowed, should be black vinyl-coated or other dark color.			
<b>Driveways and Access Design Guidelines (C.7)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>A:</b> Projects should be designed to satisfy the requirements and standards identified by the American Association of State Highway and Transportation Officials (AASHTO). Designers must design to the stricter requirement if there is a conflict between the City manual and AASHTO requirements.			
<b>B:</b> Parking, vehicular and fire truck access and turnarounds, should be as minimal as possible while serving their necessary purposes.			
<b>C:</b> Curb-cuts should be located to maximize sight distances for motorists and pedestrians entering or exiting the property and to limit interference with off-site circulation and safety. Any vegetation proposed to be planted adjacent to a driveway should be chosen and located so as to maintain adequate sight lines to and from the property.			
<b>D:</b> Vehicular access/curb-cuts should be located in existing locations and redesigned to meet current Municipal Code standards, rather than relocating altogether. Avoid siting driveways in blind corners.			
<b>E:</b> Consider efficiency of on-street parking when locating or relocating curb-cuts.			
<b>F:</b> Overflow parking for guests should be screened to conceal parked vehicles.			
<b>G:</b> Avoid circular driveways when they would result in a net decrease of formal on-street parking.			
<b>H:</b> Where a lot is adjacent to an alley, the garage and all on-site parking should be accessed from that alley.			
<b>I:</b> The slope angle for manufactured driveway grades should not exceed 15%.			

<b>Hardscape Design Guidelines (C.8)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<p><b>A:</b> The width of paved driveways, as well as their curb cuts, should be as narrow as feasible to limit paved areas, maximize front yard landscaped areas, and decrease stormwater runoff.</p> <p>1. Limit hardscape surfaces to pedestrian pathways and driveways sized at the minimum width required for access to a garage or other required parking spaces.</p> <p>2. Utilize a “ribbon driveway” to minimize pavement and add permeability.</p>			
<p><b>B:</b> Maintain the minimum required landscape area (excluding pools and other bodies of water) on a lot to keep impervious surfaces at a minimum:</p> <p>Lot size: Min. Landscape Area</p> <p>5,000-35%</p> <p>7,000-40%</p> <p>10,000-45%</p> <p>12,000-50%</p> <p>14,000-55%</p> <p>20,000-60%</p> <p>40,000-65%</p> <p>(Lot sizes should be rounded up to the next minimum landscape percentage)</p>			
<p><b>C:</b> Limit hardscape to no more than 50% of the front yard/streetside setback. (Continue to 1-2)</p>			
<p>1. Avoid compacted landscaped areas which can inhibit site drainage.</p>			
<p>2. Maximize the use of pervious materials for driveways, walkways, and/or patios.</p>			
<p><b>D:</b> Paved areas should be broken up by using colored or textured materials.</p>			
<p><b>E:</b> Stormwater and non-stormwater runoff from the site to the street or neighboring properties should be minimized through the use of permeable materials, preservation of open space, and limiting paved areas.</p>			
<p><b>F:</b> Changes to existing drainage patterns should not be altered in a way that would negatively affect neighboring properties or homes.</p>			
<p><b>G:</b> Direct runoff from driveways, walkways, roofs, and/or patios onto pervious or vegetated areas.</p>			
<b>Landscape and Vegetation Design Guidelines (C.9)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<p><b>A:</b> Provide landscaping that is harmonious with the chosen architectural style of a home and respects the character-defining landscape elements of the lot and adjacent neighborhood. New landscaping should utilize a similar degree of formality or informality as seen on other neighboring lots and use landscape materials similar to other homes along the block front. Equal or exceed the quality and density of landscaping, and respect the tree and planting patterns of the block front.</p>			
<p><b>B:</b> Utilize drought tolerant shrubs and landscape materials to soften the appearance of building bulk and mass and to screen parking areas. To further soften a home’s appearance, landscaping should be provided in areas where a home comes into contact with the ground plane, where possible.</p>			
<p><b>C:</b> Locate homes so as to avoid existing trees and their root systems, whether on or adjacent to the project site.</p>			

<b>D:</b> Avoid removal or degradation of natural features. Natural features include mature trees and other landscape materials, such as hedges, tall shrubs, rock outcroppings, sandstone bluffs, swales, and drainage courses.			
<b>E:</b> Disruption or removal of existing trees and natural vegetation should be avoided, especially if it could alter or impact views and/or a visual benefit of a neighboring property. Where determined through the design review process it is unavoidable, a development should ensure a minimum of fifty (50) percent of the existing trees and natural vegetation is maintained on the property, unless City standards, such as Bluff, Slope and Canyon Overlay Zone requirements encourage or mandate additional retention of natural vegetation.			
<b>F:</b> Natural and environmentally sensitive vegetation communities, such as Coastal Sage Scrub and Maritime Chaparral, should remain undisturbed to the maximum extent possible. Do not use incompatible landscaping, such a bright colored non-native flowers or invasive species, in proximity to native plant communities.			
<b>G:</b> Deciduous trees identified on the City of Del Mar’s Recommended Tree List should be located and utilized as a means to provide passive heating and cooling for homes, where feasible.			
<b>H:</b> Excavation-intensive design considerations such as basement and pool location should not be used to justify the proposed removal of mature or protected trees - Mature Torrey Pine and Monterey Cypress trees - as well as trees protected by DMMC Chapter 23.50 Trees.			
<b>I:</b> New landscaping should be selected to provide a level of screening that would not block views for neighboring homes. The following strategies should be employed: (Continue to 1-4)			
1. Avoid columnar and/or densely planted trees.			
2. For privacy, plant fast-growing, low-height trees that do not block views.			
3. Plant high trees in line with the view corridor rather than across it.			
4. Plant open trees (see City of Del Mar’s Recommended Tree List) and keep them well pruned to attractively frame a view and provide an ideal sun block for west-facing homes.			
<b>J:</b> Screening plants should be dense and fast growing evergreen species that effectively buffer privacy encroaching views at least 75% of the intended area, within one-year of planting. Grasses and deciduous plants should not be used for screening purposes.			
<b>K:</b> For screening purposes, any new trees should be provided at a minimum 24-inch box size and any new shrubs should be provided at a minimum 5-gallon size.			
<b>Building Form and Massing Design Guidelines (D.1)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>A:</b> New construction and additions should incorporate the following techniques to reduce the perceived scale and mass of the home: (Continue to 1-8)			
1. Incorporate wall planes and plate heights that are similar to homes in the neighborhood.			
2. Incorporate design elements and details on both street-facing facades of a corner lot.			
3. Incorporate roof and eave lines that are in scale with homes in the neighborhood.			

4. Select a roof design and materials that are consistent with the desired architectural style of the home.			
5. Provide variation in large expanses of wall and roof planes. Wall and roof planes must be varied at a minimum of every 25 feet on every building elevation.			
6. Use horizontal elements to soften the vertical orientation in an elevation.			
7. Avoid flattening the top of a sloped roof to accommodate height limitations.			
8. Use roof forms that reduce bulk (low to medium pitch, minimum number of hips and valleys).			
<b>B:</b> Horizontal lines and proportions should be used to reduce perception of height and bulk.			
<b>C:</b> Locate second floor mass to minimize impacts on the streetscape and adjacent neighbors.			
<b>D:</b> Building and roof forms should follow hillside contours and slopes. (Continue to 1-2)			
1. Avoid angular forms which slope perpendicular to the slope of a hill and increase effective bulk.			
2. Avoid large gable ends on downhill elevations.			
<b>E:</b> Primary and secondary roof forms should be compatible with each other in terms of slope, mass, and complexity.			
<b>F:</b> Massive roof overhangs and cantilevers should be avoided on downhill faces of homes.			
<b>G:</b> Where a daylit basement (with an exposed wall) is proposed, any structure proposed to be located above the daylit basement should be limited to maintain the appearance of a two-story structure.			
<b>H:</b> Home height should be in proportion to the style and size of the house and the total lot area.			
<b>I:</b> Tall plate heights that add to the volume of a structure should be avoided. Eight (8) to ten (10) foot plate heights, the most common for single family homes, should be utilized. This concept is especially important for projects where basement stories are proposed			
<b>J:</b> On sloping sites, minimize height on downhill portion of home. Downhill wall planes should be a minimum of 15% below maximum height, thus reducing overall "Apparent Height"			
<b>K:</b> Homes with an apparent height of 26 feet or less are preferred			
<b>L:</b> Homes with a total run in horizontal distance (for combined steps) of less than 60 feet are preferred.			
<b>M:</b> Avoid excessive Apparent Height by designing finished floor elevations directly above basement areas at or below natural adjacent grade elevations			
<b>N:</b> Retaining walls underneath a residence, which create a grade higher than natural grade, contribute to a structure's apparent height.			

<b>O:</b> When the proposed downhill side of a house is greater than or equal to 5 feet below average natural grade, reduce the Apparent Height of the downhill portion of the home by a minimum of 5 feet.			
<b>P:</b> Retaining walls used to retain the natural grade for FAR exemption purposes are discouraged. The natural slope should be reconstructed to minimize the visual impact of a basement or other building mass resulting in site grading.			
<b>Garages Design Guidelines (D.2)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>A:</b> Garages should have the most minimal visual impact on the street as possible. The following strategies should be employed: (Continue to 1-6)			
1. Set garages back from the front of the house a minimum of 5 feet.			
2. Basement garage designs that add to the Apparent Height of a residence or convey a three-story appearance should be avoided. Where a basement garage is proposed, any structure proposed for above the basement garage should be limited to one-story in height.			
3. Turn the garage door(s) away from the street, where possible.			
4. Recess the garage doors back from the face of the garage two (2) to four (4) inches to add shadow and visual interest.			
5. Minimize garage door presence at street frontage. For garages housing more than two cars, utilize a tandem parking design.			
6. Consider designing garage doors as two (2) single bays, rather than one (1) continuous, single garage bay. If designed this way, the garage doors should be staggered so as to minimize the dominance of doors on the building elevation.			
<b>Building Elements Excluded from FAR Design Guidelines (D.3)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>A:</b> Covered porches, loggias, decks, and balconies can enhance a home's design, appearance, and function. However, when these elements are not designed in proportion to the neighboring properties and overall building form, they can contribute to excessive bulk, mass, and scale. Covered porches, loggias, decks, and balconies — as well as other architectural design elements that are exempt from Bulk Floor Area calculations— should not exceed the following percentages of a lot's current maximum allowed Bulk Floor Area: (Continue to 1-3)			
1. Not more than 20 percent if the lot's current maximum allowable Bulk Floor Area is 1,500 square feet or less.			
2. Not more than 15 percent if the lot's current maximum allowable Bulk Floor Area is between 1,501 square feet and 2,500 square feet.			
3. Not more than 10 percent if the lot's current maximum allowable Bulk Floor Area is greater than 2,500 square feet.			
<b>Architectural Features and Articulation Design Guidelines (D.4)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>A:</b> Four-sided (360-degree) architecture should be incorporated in all building elevations, with variation in massing, roof forms, wall planes, and surface articulation.			
<b>B:</b> Individual building components such as windows, doors, and entries should be modest in size and contribute to a harmonious balance between human scale and building proportions.			

<b>C:</b> Single-story design elements such as entries with two-story volume or heights should be avoided when out of character with neighboring development.			
<b>D:</b> Architectural elements (porches, bays, overhangs, trellises) and details (moldings, trim, brackets, etc.) should be incorporated to provide visual relief and break up large volumes, thus reducing the apparent size.			
<b>E:</b> Use materials and colors to reduce the apparent bulk of a structure. More than one (1) material should be used on an elevation to aid in breaking up the vertical mass of a home.			
<b>F:</b> Earth tones are encouraged in all non-beach areas to reflect the urban forest/hillside landscape environment.			
<b>Materials and Colors Design Guidelines (D.5)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>A:</b> Materials, colors, and details should be used in an authentic manner, reinforcing the chosen architectural style and overall development concept proposed.			
<b>B:</b> Large expanses of any material in a single plane on downhill elevations should be avoided. Break up massing with horizontal and vertical elements or additional materials.			
<b>C:</b> Material changes should occur at intersecting planes to appear natural and integral to the façade. Material and color changes at the outside corners of structures are to be avoided.			
<b>D:</b> Select natural earth tone colors for daylighted basement or retaining walls that blend with the surrounding topography and vegetation.			
<b>E:</b> Utilize materials that reduce the transfer of heat into and/or out of a building.			
<b>F:</b> Where feasible, incorporate materials containing recycled content such as wood substitutes, recycled concrete, as well as alternative non-toxic materials into building designs.			
<b>G:</b> Natural materials such as brick, stone, copper, etc. should be left in their natural state or color.			
<b>Utilitarian Elements and Screening Design Guidelines (D.6)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>A:</b> Any rooftop mechanical and electrical equipment should be designed as part of a structure, using similar materials and colors to screen equipment from public view.			
<b>B:</b> Vaulting exterior mechanical equipment below ground, or in rooftop applications, below the adjacent roof line is encouraged.			
<b>C:</b> Roof penetrations, such as stacks, vents, antennas, and other roof mounted equipment should be centralized and located away from public view on the least noticeable portion of the roof. All flashing, sheet metal, vents, and pipe stacks should be painted to match the adjacent roof or wall material.			
<b>D:</b> Areas for trash container storage should be incorporated into the building design located within the garage, and/or screened with walls and landscaping. Trash container storage should be located at the rear or interior side yard of a property.			
<b>E:</b> Mechanical equipment, such as backflow preventers, should be screened from public view in the front yard setback.			

Utilitarian Elements and Screening Design Guidelines-Lighting (D.6)	Yes	No	N/A
<b>A:</b> Light fixtures for home lighting, landscape, or recreation should not emit undesirable light rays, either directly or reflected indirectly into the night sky. Such lighting could create skyglow, which is inconsistent with residential areas with dark sky policies.			
<b>B:</b> Lighting should be designed to control glare, minimize light trespass onto adjacent properties, promote effective security, and avoid interference with the safe operation of motor vehicles.			
<b>C:</b> All exterior lighting should be low intensity and directed downward, below the horizontal plane of the fixture, to prevent objectionable brightness or light trespass onto adjacent properties. Fixtures should be “Full Cut Off” designated or “Fully Shielded” fixtures, so that no light is emitted above the lowest light emitting part of the fixture. Shielded up-lighting is strongly discouraged.			
<b>D:</b> Light fixtures should be located no closer to the property line than four times the mounting height of the fixture, and should not exceed the height of adjacent structures.			
<b>E:</b> Light fixtures with an adjustable aiming angle present potential for skyglow and light trespass problems, and are generally not allowed.			
<b>F:</b> To the extent feasible, all exterior lighting fixtures should utilize “shut-off” controls such as sensors, timers, motion detectors, etc.			
<b>G:</b> The source of light (bulb) should not be visible from adjacent properties or public right-of-ways (excluding natural gas lighting).			
<b>H:</b> Light levels at a property line should not exceed .05 footcandles for residential purposes.			
<b>I:</b> Allowed light sources (bulb types) for exterior lighting include High Pressure Sodium (HPS), Metal Halide (MH), Linear or Compact Fluorescent, Induction Lighting, or Light Emitting Diode (LED). Incandescent lighting may be used for accent lighting, as allowed by Title 24 Lighting Standards. The use of colored lamps or filters is strongly discouraged.			
<b>J:</b> All exterior lighting proposed, including both fixtures and sources, should be certified Dark Sky Friendly by the Fixture Seal of Approval program of the International Dark-Sky Association, or be comparable in terms of fixtures that minimize glare, reduce light trespass, and do not pollute the night sky.			
<b>K:</b> Any proposed lighting that is to be mounted on the exterior of the home should relate to a human scale in terms of size and mounting height and the architectural style of the structure.			
<b>L:</b> Where flood lighting for security purposes is proposed, lighting should be aimed close to the home so as not to create glare onto neighboring properties. Any flood lighting proposed should only use lighting activated by motion sensors and be directed downwards.			
<b>M:</b> Design driveways and landscaping so that headlights do not shine onto neighboring properties, where possible. Any lighting proposed along the length of a driveway should only be the minimum lighting fixtures necessary for safety purposes.			
<b>N:</b> Lighting for landscaped and outdoor living areas such as decks, patios, and swimming pools, should be designed to minimize the visibility of the lighting from the surrounding neighborhood.			

<p><b>O:</b> Avoid locating skylights on roof surfaces that are visible from neighboring homes to minimize the potential light pollution. Utilize skylights to let additional light into rooms when privacy issues related to window placement cannot be avoided.</p>			
<p><b>P:</b> Blinking, moving, or changing intensity of illumination, illumination of roofs, and internal illumination of awnings should be avoided.</p>			
<p><b>Q:</b> Accent lighting used only for highlighting architectural features (e.g. "wall washing") should be avoided.</p>			
<p><b>R:</b> Avoid locating glass walls that are visible from neighboring homes to minimize light trespass.</p>			