



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

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Hours: M-TH 1:00 pm – 5:30 pm
FRI 1:00 pm – 4:30 pm
www.delmar.ca.us

ADMINISTRATIVE DESIGN REVIEW

An applicant's guide to the process

The following information is intended to provide information on the City of Del Mar's process for an Administrative Design Review permit. Please contact the Planning Department to obtain any additional information, including a copy of the City's Administrative Design Review (DMMC Chapter 23.08).

PURPOSE

Design Review is used as a means to implement the Del Mar Community Plan. It is intended to preserve and improve the City of Del Mar as a beautiful, pleasant residential community in which to live, work, shop, and pursue leisure time activities. Design Review also acts to protect property values, the natural environment, primary scenic views and the aesthetic quality of the community. The Design Review process encourages good design which encompasses the use of harmonious materials and colors, compatible proportional relationships, and appropriate use of landscaping. It also determines whether a specific land use is compatible with the Del Mar General Plan and Zoning Ordinance.

In reviewing an Administrative Design Review application for the construction of a new fence or wall, the Planning Department staff will evaluate such items as the proposed alignment of the fence/wall, its height, materials and colors to be used, compatibility with adjoining properties and other related development impacts. Conditions may be imposed as necessary to ensure the project's compatibility with surrounding neighborhoods and the Del Mar Community Plan.

The standard of review for the height and alignment of a fence or wall is Section 30.86.090 of the Del Mar Municipal Code. Chapter 23.08 of the Code contains the standards for design review. Copies of these regulations are provided as guidance in the preparation of plans along with a diagram which illustrates allowed fence/wall heights and alignments.

Most applications for fences and walls are processed at staff level as Administrative Design Review Permits. However, walls, which serve to retain earth, may also require a Land Conservation Permit (Design Review Board approval) or a Grading Permit (staff approval). Projects within certain overlay zones, such as the Bluff, Slope, and Canyon, and Open Space Overlay Zones, may also require the receipt of a Conditional Use Permit (Planning Commission approval). Information and written guidelines on how to process these more involved projects can be obtained at the Planning Department.

Applications for Administrative Design Review Permits are generally approved by the Planning Director within two to three weeks of a complete application submittal if they are deemed to be consistent with the Del Mar Municipal Code. Notice of the filing of an application for an Administrative Design Review Permit must be mailed to persons owning property within 300 feet of the project site. If no objection is filed within 10 working days of the mailing of the notice, the project is deemed approved. The Planning Department will send the applicant a letter of approval. If, however, a timely written objection is filed, the project will be placed upon the next available agenda for a public hearing before the Design Review Board.

Following an approval of your fence/wall by the City, building permits would then be required. A building permit is required for any fence, retaining wall, or freestanding masonry wall. You are encouraged to contact EsGil Corporation, which serves as The City of Del Mar's contracted Building Department for more information. They are located at the City of Solana Beach Building Department, 635 S. Highway 101, Solana Beach, CA 92075: Phone 858-720-4450. (Note: - The City of Solana Beach Building Department is closed alternate Fridays)

PROCESS

Step 1 – Pre-Application Conference

To process an application most effectively, a pre-application conference with a member of the Planning Department is highly recommended. The applicant and/or applicant's representative should call to make an appointment and should be prepared to provide information regarding the project site and the development proposal at that appointment. This may include rough plans or sketches of the proposed development and information about existing site conditions.

Step 2 - Filing of Application

Applications may be filed Monday through Friday between the hours of 1:00 p.m. to 4:00 p.m. Planning Staff will review each application for completeness. For an application to be accepted, it must contain all information listed below. Incomplete submittals will not be accepted. Please note that a submitted application is a matter of public record. Therefore, any portion of the application, including plan sets, may be re-produced and distributed to City Staff, other discretionary bodies, and the general public for use in reviewing the project proposal.

The following items must be submitted as part of the application:

1. **Application Form** (completed and signed by the applicant(s) and property owner(s))
2. **Project Priority Assessment Form** (completed and signed by property owner")
3. **Application Fee** (please see Fee Schedule)
4. **Project Plan Sets** are to be 24" x 36" sheets, collated, stapled and then folded to 8 ½" x 11", with the lower right-hand corner on top. No additional loose pages will be accepted. Four (4) plan sets required.

Project plans shall include all of the information listed below unless otherwise waived or determined not applicable by the Planning Department. For architectural drawings, use of 1/8th or 1/4th scale is highly recommended. Subsequent copies of plans, including working drawings must show use of the same scale as the original submittal:

- a. **Site Plan** properly dimensioned and drawn accurately to scale (preferably a 10 engineer scale or a 1/8th or 1/4th architectural scale) containing the following information:
 - Scale and North Arrow pointing to Top of Page
 - All Easements
 - Building Setbacks (front, rear, and sides)
 - Location, height, and materials of existing and proposed walls and fences with proposed walls and fences clearly indicated through highlighting, crosshatching, bubbling, or other form of delineation.

- b. Fence or wall elevations (drawing of how the structure will look when viewed from the outside) depicting the proposed and existing grades, and fence/wall height (again generally in the form of plans 24"x36" folded to 8-1/2"x11"). A photo of a similar type of fence or a copy of a manufacturer's specification drawing may be substituted for the elevation.
5. **Reduced Plan Set** reproduced in size of 11" x 17" (one copy).
6. **Photographs** of subject site and adjacent properties mounted on 8 1/2" x 11" durable cardboard or on a plastic board.
7. **Material Board** - Although generally not required as part of the initial application submittal, staff may request a sample of the proposed finish construction material and colors. If you have any questions regarding submittal requirements, please contact the Planning Department.
8. **Public Noticing Package:**

***For a fee, City staff will prepare the Notice Map, Notice List and will supply the required envelopes.

- a. **Noticing Map** - A 300' radius map drawn on assessor's parcel maps and spliced together (when necessary) showing the 300' radius measured from the exterior boundaries of the property of the subject property.
- b. **Noticing List** - A typewritten list of property owners that corresponds to the radius map required above. The list shall contain the names, addresses, and assessor's parcel number for all parcels within the radius area (including the applicant and/or owner).
- c. **Noticing Envelopes** - Stamped business size envelopes with typed address labels for all parties listed on the property owner's list required above. The envelopes must also include a City of Del Mar return address.
- d. **Affidavit** - Certification that the Public Notice Mailing List is accurate and up to date.

Step 3 - Posting of "Development Permit Pending" Sign shall be posted on the site. The sign must be posted in a conspicuous location along the property's street frontage(s) at least 10 days prior to the Design Review Board hearing date.

Step 4 – Staff Review of Application Submittals – Incomplete Applications

After the initial submittal of the application, the project will be assigned to a member of the Planning Department for a detailed analysis. The planner will review the application for completeness and for compliance with the applicable Zoning Codes. If it is determined that the application is missing information, or is somehow inconsistent with one or more provisions of the Zoning Code, it will be deemed *Incomplete*. A letter will be sent to the applicant regarding the necessary information and/or changes.

Step 5 – Public Review Period

After the project plans are reviewed and determined to be in compliance with City codes, the City will send notice of the project to the property owners within 300 feet of the project area. The notice will include a description of the project and the 10-day public review period. Any interested person shall submit in writing a letter stating any concern with the project. If the City receives a letter or concern within the 10-day notice period, the Administrative Design Review permit is automatically forwarded to the Design Review Board for review of the application. The application will be heard at the next available Design Review Board hearing, unless the complainant and applicant reach an agreement. If the complainant rescinds, in writing, his/her letter of concern then the project can be conditionally approved.

If no written comments are received for the project during the 10-day appeal period, the application is conditionally approved. A conditional letter of approval will be sent to the applicant by the Planning Department after the 10-day public review period.

ADDITIONAL PERMIT INFORMATION

Administrative Design Review Permits are based on the plans submitted and approved by the Planning Director.

Any Design Review permit granted by the Design Review Board, City Council or Planning Director becomes null and void if not exercised within the time specified in such permit, or if no date is specified, within three (3) years from the date of approval of such permit.

ANY CHANGES MADE TO PLANS AFTER APPROVAL WILL REQUIRE FURTHER REVIEW AND APPROVAL.