



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](http://www.delmar.ca.us)

# ***FLOODPLAIN DEVELOPMENT PERMIT***

## ***An applicant's guide to the process***

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*The following information is intended to provide information on the City of Del Mar's process for a Floodplain Development Permit. Please contact the Planning Department to obtain any additional information.*

### **PURPOSE**

The purpose of the Floodplain Overlay Zone (FPO) is to protect the health, safety, and general welfare of the public by regulating the development of real property which is subject to flooding or floodwaters. Regulation is necessary so that development will not obstruct flood flows; will not create a hazard to life, health, safety, or the general welfare; will reduce the need for the construction of flood control facilities that would be required if unregulated development occurs; and will minimize the cost of flood insurance to Del Mar residents.

A Floodplain Development Permit must be granted by resolution of the Planning Commission, or City Council on appeal, for new construction or substantial improvement of:

- A. Any use permitted in the underlying zone or zones subject to the same conditions and restrictions applicable to such underlying zone or zones.
- B. Any irrigation, drainage, or flood control structure or facility, and/or any public facility or improvement necessary for maintaining a lagoon, waterway or floodway system.

### **PROCESS**

#### **Step 1 – Pre-application Conference**

In order to process an application most effectively, a pre-application conference with a member of the Planning Staff is recommended. The applicant and/or applicant's representative should bring to the pre-application conference, all available information on the site/structure in question, including but not limited to, plans or sketches of the proposed site/structure.

#### **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. Completed and signed application form
2. Current preliminary title report and grant deed

3. Application fee (see fee schedule)
4. Environmental Assessment Form
5. Eight (8) sets of plans. All plans to be collated and folded to 8 ½" x 11" containing the information listed below.
  - A. Site plan (24" x 36", folded to 8 ½" x 11") drawn accurately and to scale, containing the following information:
    - a. Scale and north arrow pointing to top of page
    - b. Name and address of applicant, engineer and/or architect, etc.
    - c. Date
    - d. All easements
    - e. Dimensions of all distances between buildings and/or structures
    - f. Height of all major points of buildings (ex. ridge lines)
    - g. Building setbacks (front, rear, and sides)
    - h. Location, height, and materials of walls and fences
    - i. Typical street section
    - j. A vicinity map showing major cross streets
    - k. A summary table indicating the following information:
      - Site acreage
      - Existing zone and land use
      - Proposed land use
      - Total building coverage
      - Building square footage
      - Percent landscaping
      - Number of parking spaces
      - Base flood elevation
      - Labeling of existing structures to be removed or remain
      - Cross hatching or some other form delineation which clearly shows the area of addition versus existing structure
  - B. Building elevations (24" x 36", folded to 8 ½" x 11") containing the following information:
    - a. Scale and north arrow pointing to top of page;
    - b. The appearance of the project from all adjacent properties;
    - c. Proposed and existing grades, floor elevations and building height.
  - C. Building sections (24" x 36", folded to 8 ½" x 11") containing the following information:
    - a. Scale and north arrow pointing to top of page;
    - b. Drawing through structure and the site at critical points in at least two directions from property line 25 feet past.
  - D. Floor plan (24" x 36", folded to 8 ½" x 11") containing the following information:
    - a. Scale and north arrow pointing to top of page;
    - b. Square footage of each room and each level noted;
    - c. Floor area and floor area ratio;
    - d. Parking ratio.
6. All plans to be collated into sets. One set of plans to be reduced to 11" x 17".

7. Public Noticing Package consisting of:

\*For a fee, City staff will prepare the Notice Map and Notice List and will supply the required envelopes. For additional information, see the City's separate handout on Public Noticing requirements.

**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.

**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). For a fee, the City can provide this list for you.

**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.

**Affidavit** - Certification that the Public Notice Mailing List is accurate and up to date.

Step 3 – Environmental Review

After a complete application is submitted, the plans will be routed by the Planning Department to other City Departments for their review and comment. After the completion of an Environmental Initial Study, an environmental determination will be made on the project. If no significant environmental impacts are anticipated, a Negative Declaration will be prepared. If it is determined that the project will have a significant environmental impact, and EIR will be prepared (at the applicant's expense) and circulated for public review and comment.

Step 4 – Planning Commission Hearing

The item will be placed on the next (available) agenda of the Planning Commission. Notice will be provided to surrounding property owners of the item and location of the Planning Commission's public hearing. The applicant or his/her agent should obtain a copy of the staff report from the Planning Department prior to the hearing date. The applicant or his/her agent has the opportunity to address the Commission as part of the public hearing. While testimony is not required, it is advised that the applicant attend the hearing to answer questions, which the Commissioners may have. Failure to appear at the hearing could cause the item to be continued to subsequent hearing.

After the close of the public hearing, the Planning Commission may approve the Floodplain Development Permit as submitted, approve with conditions, deny the application or continue the item to gain more information.

Step 6 – Appeal Period

The decision of the Planning Commission is final unless a written appeal is filed with the City Clerk, accompanied with a processing fee, within ten (10) working days from the date of notice of the action taken on the application. An approved permit shall not be valid until proper noticing and the 10-day appeal period has expired. The appeal is then forwarded to the City Council, which determines at the *Initial Consideration* whether to reject the appeal, thereby upholding the Planning Commission's decision, or to set the matter for a subsequent date for a new (*de novo*) public hearing review. If a *de novo* public hearing is set by the City Council, an additional fee will be required.