



LAND CONSERVATION

An applicant's guide to the process

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

PURPOSE

The purpose of the Land conservation Permit is to insure that development results in minimum disturbances of existing or natural terrain and vegetation and does not create soil erosion, silting of lower slopes, slide damage, flooding problems, or severe cutting and scarring. It shall be unlawful for any person to make any alteration in existing or natural grade elevation in excess of 18 inches without having first obtained a Land Conservation Permit. There are three (3) exceptions as follows:

1. Any excavation replaced by a structure or pool.
2. Any excavation or fill less than 25 cubic yards.
3. Any temporary alteration of grade elevation, which proposed the restoration within 18 inches of the original grade elevation within 30 days.

PROCESS

Step 1 – Pre-application Conference

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

Step 2 – Filing of Application

Applications must be filed Monday through Friday between the hours of 1:00 p.m. to 4 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.

1. Completed and signed application form (applications must be typed).
2. Grant deed.
3. Application fee (see fee schedule)
4. Ten (10) sets of the following plan to be submitted. All plans to be collated and folded to 8-1/2"x11". No additional pages will be accepted.
 - a. A current topographical and grading plan (24"x36" folded to 8 1/2"x11") containing the following information:
 - Date prepared
 - Scale and north arrow pointing to top of page.

- All existing and proposed contours (at 1'-0" or 2'-0" intervals).
 - Existing grade elevations of adjacent properties.
 - If walls are proposed, show elevations for T.O.W. or B.O.W.
 - Source of topo 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.
 - Required notes as follows:
 - o 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.
 - o Soil removed from site and placed within the City of Del Mar requires additional Grading or Land Conservation Permits.
 - o All Contractors and Sub-contractors must have a valid City of Del Mar Business License prior to the performance of any work (Ord. #234).
- b. Landscape and irrigation plan (24"x36" folded to 8 1/2"x11") containing the following information (not required for existing structures):
- Scale and north arrow pointing to top of page.
 - Typical plants species and their sizes for each planting zone.
 - An estimate of the yearly amount of irrigation (supplemental) water in gallons required to maintain each zone.
 - Landscape maintenance responsibility (private or common) for all areas.
 - Percent of site used for landscaping.
 - Legend.
 - Mature heights of all species called out.
- c. Section drawing (24"x36" folded to 8 1/2"x11") containing the following information:
- Scale and north arrow (north at top of page).
 - Through site in two directions at critical cut and fill areas.
 - Existing and proposed contours.
 - Any existing or proposed buildings.

5. One (1) set of plans reduced to 11"x17".

6. **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 – Design Review Board Hearing

The Design Review Board will hold a public hearing. The applicant or his agent should obtain a copy of the Staff Report from the Planning Department prior to the hearing date. The applicant or his agent must attend the hearing, or approval may not be granted. The Design Review Board will approve the project as submitted, approve with conditions, or deny the project.

ANY CHANGES MADE TO PLANS AFTER DESIGN REVIEW BOARD APPROVAL WILL REQUIRE FURTHER DESIGN REVIEW BOARD APPROVAL

Step 4 – Appeal Period

The decision of the Design Review Board is final unless an appeal is filed with the City within ten (10) working days from the date of the Design Review Board action, or the date the findings are adopted.

Step 5 – Expiration

Any Design Review Permit granted by the Design Review Board or City Council becomes null and void if not exercised within the time specified in such permit, or if no date is specified, within one (1) year from the date of approval of such permit.