



City of Del Mar Planning Department Submittal Checklist

ADR – ADMINISTRATIVE DESIGN REVIEW PERMIT

ADR _____ - _____ 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). **Please note that as of September 2013, all applications materials must be submitted in hard copy and digital format (see description on page 5).**

Submittal Requirements	Required?
1. Uniform Application – <i>owner <u>and</u> agent signatures</i>	_____
2. Project Questionnaire (attached to this checklist) – <i>owner or agent signature</i>	_____
3. Application Fees	_____
4. Supplemental Questionnaire (e.g., CDP, FDP, LC, etc.) – <i>owner or agent signature</i>	_____
5. Proof of Ownership <i>Copy of Grant Deed</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. 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>	_____
9. Project Priority Assessment Form – <i>owner or agent signature</i>	_____
10. Materials Board <i>8x11" color print of materials/colors <u>or</u> actual samples of materials to be used mounted on an 8x11" board</i>	_____
11. Site Photographs and Photo Key Map <i>Photos of the project site and adjacent properties</i>	_____
12. 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 four (4) complete sets of plans for initial review. Project plans shall include all of the information listed below unless staff determines otherwise. 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.</i>	_____
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 all irrigation proposed
- 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 facade)
- 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. Title Report
- K. Sustainability Checklist
- L. Site Survey/Topographical Map
Prepared by a Registered Civil Engineer or a Licensed Land Surveyor with existing and proposed grades shown for the entire site indicated with two-foot contour lines.
- M. Title History
- N. Photo Simulations of the Proposed Development
- O. Arborist Report
- P. Slope Stability Analysis
- Q. Soils Report
- R. Beach Erosion Report
- S. Noise Analysis
- T. Parking / Circulation Plans
- U. Construction Staging / Haul Route Plans
- V. Public Improvement Plan
- W. Historic Resources Survey
- X. Other materials or reports deemed necessary by the Planning Director

Owner or Owner’s 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 Owner’s Agent)

Date

Print Name

ADR 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 Structure Height:	
Lot Size (net): <i>Gross minus street easements or private road easements serving 5+ properties</i>		Proposed Structure 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.):	
<i>Net Cut Understructure (c.y.):</i>		Max Fill Height (ft.):	
Total Fill (c.y.):		Max Exposed Retaining Wall Height (ft.):	
<i>Net Fill Understructure (c.y.):</i>		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

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

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

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

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

Additional description of engineering work proposed (if necessary)
<i>You may use this space to provide any additional information (related to the proposed engineering work) for consideration by the City Engineer</i>

ADR Submittal – Plan Details

12. Digital Applications Submittal Requirements

All plans, forms, technical reports, and other materials submitted as part for 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 on of the following methods:

- Email to: planning@delmar.ca.us or the designated project planner
- Submit on a CD or DVD
- Submit via a large-file transfer service of the applicants' 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 (Applicant'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

12.A. Cover Sheet

Shall include:

- Project address, Assessor's Parcel Number (APN), Zoning designation, Community Plan Land use designation, property owner name, applicant 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

12.B. Site Plan

Shall include:

- Project address and APN
- Scale (preferably a 10 engineer scale or a 1/8th or 1/4th architectural scale)
- North Arrow
- Vicinity map
- Benchmark elevation (see City Benchmark Handout)
- Name and address of Applicant, 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

12.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

12.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

12.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

12.F Landscape/Irrigation Plan

Required for new structures and projects involving significant alteration greater than 50% of the existing structure

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)
- 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