



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

Phone: 858-755-9313 Fax: 858-755-2794
 Hours: M-TH 1:00 pm – 5:30 pm
 FRI 1:00 pm – 4:30 pm
www.delmar.ca.us

V - _____ - _____
 Submittal Date: _____ Planner: _____
 Fees: PL: _____ ENG: _____ GPF: _____ Noticing: _____
 Receipt No.: _____ Related Projects: _____

Variance Application

APPLICATION:

Project Address: _____
 Assessor's Parcel No(s). _____
 Zoning: _____ Overlay Zone _____
 Does project involve work within the public right-of-way: yes no

APPLICANT:

Applicant(s): _____
 Owner Owner's Agent Contractor Licensed Architect Licensed Engineer Other:
 Business License No.: _____
 Mailing Address: _____
 City / State: _____ Zip: _____
 Phone No(s): _____
 Email: _____
 Signature(s): _____

OWNER (if not primary applicant listed above):

Owner: _____
 Mailing Address: _____
 City / State: _____ Zip: _____
 Phone No(s): _____
 Email: _____
 Signature(s)
(authorizing applicant to submit application):

APPLICANT'S REPRESENTATIVE (if applicable):

Applicant's Representative: _____
 Mailing Address: _____
 City / State: _____ Zip: _____
 Phone No(s): _____
 Email: _____
 Signature: _____

AUTHORIZATION (plan set copies):

I acknowledge that plan sets may be reproduced and distributed to City representatives and members of the public for project review purposes only.
 Signature: _____

Date: _____

Application Number(s): _____ Site Address: _____

I, the undersigned owner (or authorized agent) 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, and 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.

Signature: _____ Date: _____
(if other than owner, must have letter from owner)

Signature: _____ Date: _____
(if other than owner, must have letter from owner)

BRIEF DESCRIPTION OF PROJECT

(Include type of use and structure(s) proposed, number of stories, building materials, grading, fencing and/or hardscape improvements)

Empty box for project description.

PROJECT DETAILS:

Lot Area (net):			
Lot Coverage:		Proposed Building Height:	
Existing % of Lot Area:		Height Above Average Adjoining Grade:	
Proposed % of Lot Area:		Height Above Lower of Existing or Finished Adjoining Grade:	

Floor Area/Floor Area Ratio:

Existing:		square feet / % of Lot Area:	
New:		square feet / % of Lot Area:	
Total:		square feet / % of Lot Area:	

Basement Area:

Total Basement Area (sq. ft.):	
Portion of Total Basement Area:	
Proposed for Exclusion from:	
Floor Area Ratio (FAR) Calculation (sq. ft.):	

Parking:

Total Parking Spaces Required:	
Garage Parking Provided:	
Total Parking Spaces Provided:	

Building Setbacks:

<u>Required (ft):</u>		<u>Proposed (ft):</u>	
Front:		Front:	
Rear:		Rear:	
Side:		Side:	
Side:		Side:	

PLEASE ANSWER ALL QUESTIONS AS COMPLETELY AS POSSIBLE:

1. From which section of the Zoning Code are you seeking relief from?

2. Describe how your proposed project will vary from that section of the Zoning Code:

3. In what way does the Zoning Code preclude you from what you want to accomplish?

4. What is there about the size, shape, topography, location or surroundings of your property that makes it physically unique or special in contrast with other lots in the same zoning district?

5. What development privilege do you wish to enjoy?

6. Is that privilege enjoyed by owners of other property in the vicinity and under the identical zoning classification?

Project Priority Assessment Form

****THIS FORM MUST BE COMPLETED, SIGNED, AND SUBMITTED WITH YOUR INITIAL PERMIT APPLICATION.****

Project Applicant: _____	Project No.: _____
Project Address: _____	APN: _____
<u>Project Size</u>	
Estimated Acreage of Disturbed Soil: _____ Acres	
Impervious Area for the Project: _____ Square Feet	

Complete the questions below to determine the project’s priority designation.

IS YOUR DEVELOPMENT PROJECT CONSIDERED A “PRIORITY”?

1. Residential development of ten (10) or more dwelling units?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Heavy industry or industrial development greater than one (1) acre?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Commercial Development greater than one (1) acre?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Automotive repair shop?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Restaurant greater than 5,000 square feet?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Hillside development greater than 5,000 square feet?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Located within 200 feet of or directly discharging into an Environmentally Sensitive Area (ESA), which either creates 2,500 square feet of impervious surface or increases the impervious surface area of a proposed project site to 10% or more of its naturally occurring condition?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Parking lot greater than 5,000 square feet, or 15 or more parking spaces?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Streets, roads, highways, and freeways which would create a new paved surface that is greater than 5,000 square feet?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Retail gasoline outlet greater than 5,000 square feet or a projected Average Daily Traffic (ADT) of 100 or more vehicles per day?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If any of the previous answers resulted in a “Yes”, your project is considered a “Priority Project” and is subject to the “Priority Project Permanent Stormwater BMP Requirements” of the City Standard Urban Stormwater Mitigation Plan (SUSMP) Section 3.0, “Permanent Stormwater BMP Selection Procedure” and Section 4.0, “Stormwater BMP Maintenance”.

If all of the previous answers resulted in “No”, your project is considered a “Non-Priority Project” and is subject only to the “Non-Priority Permanent Stormwater BMP Requirements” of the City SUSMP, Sections 3.1 through 3.2.3.

	Development Project Designation: Priority <input type="checkbox"/>	or	Non-Priority <input type="checkbox"/>
(Check the box that applies)			

Limited Exclusion: *Trenching and resurfacing work associated with utility projects are not considered priority projects. Parking lots, buildings, and other structures associated with utility projects are priority projects if one or more of the above criteria are met.*

*Refer to the definitions in the City SUSMP Appendix F for the expanded definition of the priority project categories.

IS YOUR CONSTRUCTION PROJECT CONSIDERED A "PRIORITY"?

1. Construction site of 50 acres or more in size where grading will occur during the wet season (October 1-April 30)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Construction site of 1 acre or more and tributary to or within 200 feet of the City's Water Quality Sensitive Areas (WQSA)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Is the construction site required to obtain coverage under the State General Construction Permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If any of the previous answers resulted in a "Yes", your project is considered a "Priority Construction Project" and is subject to increased inspections by City staff along with increased construction-phase Best Management Practice (BMP) requirements.

If all of the previous answers resulted in "No", your project is considered a "Non-Priority Construction Project" and is subject only to the minimum construction-phase BMP requirements.

	<p>Construction Project Designation: Priority <input type="checkbox"/> or Non-Priority <input type="checkbox"/></p> <p>(Check the box that applies)</p>
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By signing this form, I acknowledge that I have read and understand the statements above, and take complete responsibility for any pollutants that may be generated and discharged to the City Storm Drain System from the development site described on this form.

Signature of Property Owner

Date

For Department Use Only

<p>This form has been reviewed by: _____</p> <p>Staff determination as a "Priority Development Project": _____</p> <p>Staff determination as a "Priority Construction Project": _____</p>

<p>Potential Areas of Concern/Issues</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Soil erosion potential</td> <td><input type="checkbox"/> Proximity of receiving water bodies</td> </tr> <tr> <td><input type="checkbox"/> Site slope</td> <td><input type="checkbox"/> Non-storm water discharges</td> </tr> <tr> <td><input type="checkbox"/> Project size and type</td> <td><input type="checkbox"/> Past record of non-compliance by the operators of the site</td> </tr> <tr> <td><input type="checkbox"/> Sensitivity of receiving water bodies</td> <td><input type="checkbox"/> Any other relevant factors (Please note in the section below)</td> </tr> </table>	<input type="checkbox"/> Soil erosion potential	<input type="checkbox"/> Proximity of receiving water bodies	<input type="checkbox"/> Site slope	<input type="checkbox"/> Non-storm water discharges	<input type="checkbox"/> Project size and type	<input type="checkbox"/> Past record of non-compliance by the operators of the site	<input type="checkbox"/> Sensitivity of receiving water bodies	<input type="checkbox"/> Any other relevant factors (Please note in the section below)
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<p>Staff Notes: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Referral to City of Del Mar Clean Water Manager is needed: Yes No