



# CITY OF SOLANA BEACH

635 SOUTH HIGHWAY 101 • SOLANA BEACH • CALIFORNIA 92075 • (858) 720-2400 • FAX (858) 755-1782

## GENERAL PROJECT APPLICATION

Conditional Use Permit ☐ Director's Use Permit ☐ Structure Development Permit ☐  
Development Review Permit ☐ Minor Exception ☐ Subdivision ☐  
Variance ☐ Temporary Use Permit ☐ Pre-application Review ☐ Appeal ☐  
(☒ Check all that apply)

### **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

Project Address: \_\_\_\_\_

Project Assessor's Parcel Number: \_\_\_\_\_

#### **A. APPLICANT INFORMATION & PROJECT SUMMARY:**

1. Applicant's Name: \_\_\_\_\_  
(Last, First & Middle Initial or Company Name)

2. Applicant's Mailing Address: \_\_\_\_\_  
(Street, City, State & ZIP Code)

3. Applicant's Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

4. Applicant's Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

5. Preferred Method of Contact: \_\_\_\_\_

6. Applicant's Representative: \_\_\_\_\_

7. Representative's Address: \_\_\_\_\_

8. Representative's Telephone/Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

9. Representative's Email Address: \_\_\_\_\_

10. Project Description (Residential, Commercial, Industrial, or Mixed Use; number of structures, square footage, number of stories, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

11. Are there any permits already granted for use of the property such as variances, major or minor use permits, site plans, county coastal use permits, State of CA Coastal Permits, etc.?: (reference number if any)  
\_\_\_\_\_  
\_\_\_\_\_

#### **FOR OFFICE USE ONLY**

Application No: \_\_\_\_\_

General Plan: \_\_\_\_\_

Overlay: \_\_\_\_\_

Fee: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Zoning: \_\_\_\_\_

Related Projects: \_\_\_\_\_

Date Filed: \_\_\_\_\_

**B. OWNERSHIP DISCLOSURE / AGENT AUTHORIZATION:**

1. List the names of all individuals and/or organizations with a financial interest in the property. If an organization is listed, all individuals owning more than 10 percent shall be listed. If a non-profit organization is listed, list the Board of Directors and/or Trustees. If there is an ESCROW or option whereby the property will change if the application is approved, list the prospective owners. (Attach additional sheet if necessary.)

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2. To show proof of applicant's legal interest in property, include with application a copy of a preliminary title report, or other proof of ownership, for the property. If applicant is leasing the property or has intent to purchase, also include a copy of the lease, or a signed offer to purchase.

3. I hereby authorize (Print): \_\_\_\_\_ to act as my representative, and bind me in all matters regarding this application.

\_\_\_\_\_  
Signature of Applicant(s)

Print Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Agent

Print Name: \_\_\_\_\_

4. I certify by my signature below that the information contained within this submittal is true and correct to the best of my knowledge. I understand that further information may be required for project review that City representatives may inspect subject property during regular working hours and that conditions may be imposed on the project before any permit is issued.

\_\_\_\_\_  
Signature of Applicant(s)

Print Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Agent

Print Name: \_\_\_\_\_

**C. PUBLIC NOTICE CERTIFICATION (See Public Notice Procedures on page 11):**

I hereby certify that the names and addresses submitted are those of all the owners of record within a distance of 300 feet from all project property lines located at \_\_\_\_\_, Solana Beach, CA, and the assessor parcel numbers and ownership information were obtained from the latest adopted San Diego County tax roll on \_\_\_\_\_, 202\_\_. I understand that if it is found that any of this information is incorrect, the public hearing may be declared null and void by the City Council and/or the courts, and a new application and fee may have to be filed.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

#### D. GRADING:

1. Lot Coverage:

	<u>Existing</u>		<u>New Proposed</u>		<u>Total</u>	
Paved Area	_____	sq. ft.	_____	sq. ft.	_____	sq. ft.
Landscaped Area	_____	sq. ft.	_____	sq. ft.	_____	sq. ft.
Unimproved Area	_____	sq. ft.	_____	sq. ft.	_____	sq. ft.

2. Topography and grading:

- a. Percent of site previously graded \_\_\_\_\_ Date of grading activity \_\_\_\_\_  
If after July 1, 1985, total amount in cubic yards \_\_\_\_\_
- b. Amount of grading in cubic yards proposed \_\_\_\_\_
- c. Amount of grading of slopes in excess of 25% inclination \_\_\_\_\_
- d. Slope classification: coastal bluff/inland bluff/canyon rim \_\_\_\_\_
- e. Area to graded \_\_\_\_\_ sq. ft.
- f. Volume of excavation for footings \_\_\_\_\_ cubic yards
- g. Volume of excavation for re-compaction \_\_\_\_\_ cubic yards
- h. Volume of cutting \_\_\_\_\_ cubic yards, maximum  
Cut Slope Ratio \_\_\_\_\_ and height \_\_\_\_\_
- i. Volume of fill \_\_\_\_\_ cubic yards, maximum  
Fill Slope Ratio \_\_\_\_\_ and height \_\_\_\_\_
- j. Volume of soil imported/exported (specify) \_\_\_\_\_
- k. Retaining wall(s): length \_\_\_\_\_ ft. Height from existing grade: \_\_\_\_\_ ft.  
Height from final grade: \_\_\_\_\_ ft.

#### E. PARKING

1. Applicant shall note **ALL** of the following on the plans:

- a. The number of parking spaces required for each land use
- b. The total number of parking spaces provided
- c. The number of regular car spaces provided
- d. The number of handicapped spaces provided
- e. The number of loading spaces provided
- f. Total project site area
- g. Vehicle Use Area (VUA); see Section 3-B of the Off-street Parking Design Manual, Landscaping
- h. Landscape area counted toward VUA
- i. Landscape area for entire project site

#### F. PROJECT RELATIONSHIP TO ADJACENT AREAS:

1. Adjacent land uses and zone:

North: \_\_\_\_\_ East: \_\_\_\_\_  
South: \_\_\_\_\_ West: \_\_\_\_\_

2. Approximate height of structures in the surrounding neighborhood (# of stories, approx. height of adjacent buildings and range of height in neighborhood) \_\_\_\_\_

## G. ENVIRONMENTAL SETTING:

1. Describe the most recent use of the project site: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Describe the environmental conditions onsite (vegetation, amount of disturbance, grading, structures, drainage swales, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. List any potential noise sources within the surrounding area that could affect the project (i.e., industrial projects nearby, etc.) and give approximate distances: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Method of sewage disposal: \_\_\_\_\_

## H. PROJECT OPERATIONS: For non-residential, commercial, office professional & public institution.

**Note: if section is not applicable, please indicate "N/A."**

1. Facilities to be open: \_\_\_\_\_ from \_\_\_\_ a.m. to \_\_\_\_ p.m. on weekdays;  
\_\_\_\_\_ from \_\_\_\_ a.m. to \_\_\_\_ p.m. on weekends
2. Total number of employees \_\_\_\_\_  
Number of clients, customers or users each weekday \_\_\_\_\_
3. List proposed uses and square footages of each: \_\_\_\_\_
4. Will industrial waters be discharged? \_\_\_\_\_  
If yes, attach a discussion of the provisions for disposal.
5. Will the project generate noise which could be heard outside the project area? \_\_\_\_\_  
Noise source? \_\_\_\_\_ Where? \_\_\_\_\_
6. Hazardous materials
  1. Will hazardous or dangerous materials be stored onsite? \_\_\_\_\_  
What type of materials? \_\_\_\_\_
  2. Will the project result in the use or discharge of hazardous materials (i.e. chemicals, dust, smoke, etc.)? \_\_\_\_\_
  3. If yes, attach a discussion of the pollutant(s), methods for control and any special permits required. Also answer "a" and "b" below:  
(a) What type of material/machinery? \_\_\_\_\_  
(b) How often? \_\_\_\_\_
7. Other \_\_\_\_\_

**You are responsible for submitting a project application that conforms to all applicable federal, state and local laws regulations. A project application that does not meet these requirements may be deemed incomplete and may be denied. Local regulations include, but are not limited to, the City's Building Code (Chapter 15 of the Solana Beach Municipal Code), the Zoning Code (Chapter 17 of the Solana Beach Municipal Code), the General Plan, Off-street Parking Design Manual, any specific plan that may apply to the property, and the Local Coastal Plan Land Use Plan. More information can be found on the City's website (<http://www.ci.solana-beach.ca.us>) on the Planning Department's webpage. You may also contact the Planning department at (858) 720-2400. For your convenience, the following forms and handouts have been attached to this guide:**

1. General Project Application Submittal Packet Guide, **signature required**
2. Public Notice Preparation Handout
3. Development Permit Review Criteria – SBMC 17.68.040(F), **signature required**
4. Checklist for Determination of Project Category, **signature required**
5. Information Regarding the View Assessment Process
6. View Assessment Flow Chart
7. Story Pole Illustration Exhibit
8. Story Pole Height Certification Form
9. Height Certification Form
10. FAR Calculation Formula
11. Fee Schedule
12. Temporary Use Permit – Preparation Procedure and Certification

### **GENERAL PROJECT APPLICATION SUBMITTAL PACKET GUIDE**

The following information must be submitted with your completed application form to initiate the review process. Use this checklist as a guide only. These items apply to most development projects. However, your project application may require additional information or items because the project application must meet all requirements found in the City's ordinances, regulations, and policies. You are responsible for providing all of the required information or items. An incomplete submittal packet will not be accepted for filing and processing.

- 1 ☐ Completed General Project Application Form
- 2 ☐ Application Fee
- 3 ☐ Ownership Authorization/Disclosure Form (Pg. 2)
- 4 ☐ Two (2) copies of the Checklist for Determination of Project Category (Pgs. 13-15)
- 5 ☐ Public Hearing Notice Package including:
  - a. Public Notice Certification signed
  - b. Marked Assessors Maps showing 300-foot radius public notice area
  - c. One copy of mailing label list in label format (Avery 5160)
  - d. Two "owner" sets of stamped, addressed, envelopes without a return address
  - e. Two "occupant" sets of stamped, addressed, envelopes without a return address, when a Structure Development Permit is required for properties that are not owner occupied  
(The Owner/Occupant list shall be obtained from the most current tax roll. See page 11 for additional information on the public noticing procedure)
- 6 ☐ Submit clear, representative, color photographs of the project site from the north, south, east and west. Additional photos may be required when deemed necessary
- 7 ☐ One (1) copy of the Preliminary Title Report not more than one hundred and eighty (180) days old
  - Provide a copy of all recorded documents listed in the Title Report
- 8 ☐ One (1) set of full-size plans, 24"x36", stapled and folded to 9"x12" size. Plans larger than 24"x36" or rolled plans will not be accepted\*. Provide an additional full-size set if a landscape review is required (2 total).
- 9 ☐ One (1) set of plans reduced to 11"x17" size

\*If the project is located on a coastal or inland bluff, a geotechnical report is required for the application to be considered complete. Additionally, one extra set of full-size plans shall be submitted.

\*Projects located in Overlay zones may require additional information.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**  
(Items 1-9 listed above **MUST** be included in the first submittal)

## REQUIREMENTS FOR PLANS

The following list provides the minimum plan requirements; however, additional information may be required if City staff deems necessary.

### 1. Site Plan

A site plan that depicts the property boundaries of the project site, the location of buildings on the property (existing and proposed), and the building setbacks from the property lines, as well as parking, drainage, landscaping, adjacent public right-of-way, and other site features.

The site plan submitted with your application must be legible, to scale and include:

- ☐ Applicant's name and telephone number
- ☐ Assessor's Parcel Number and street address
- ☐ Zone, Overlay Zones
- ☐ Lot lines, dimensions and setbacks
- ☐ North arrow and scale
- ☐ Vicinity map
- ☐ Adjacent streets with names and widths of the right-of-way and all easements
- ☐ All existing and proposed structures, including but not limited to: buildings, fences, retaining walls, parking area and landscaping, clearly labeled and dimensioned. Label top of wall, bottom of wall, and existing grade elevations for all existing and proposed fences, walls and retaining walls or any combination thereof. Show distances between all structures and property lines
- ☐ Topographic plan showing existing and proposed finished grade in U.S.G.S. sea level measurements, in 2-foot topographic increments. Indicate Source of topographic data on plan.
- ☐ Location of all trash enclosures and how they will be accessed
- ☐ Drainage (natural and proposed systems)
- ☐ Pedestrian and vehicular circulation labeled
- ☐ The location of where the site sections were taken (see Section 4)
- ☐ A summary table that includes the total number of parking spaces that are required and the number provided. For Commercial projects include the same information for ADA parking

The following must be tabulated and shown on the site plan:

- ☐ Gross and net lot sizes (see SBMC definitions 17.08.020). If the property is located on the coastal bluff, provide the legal lot area as well as the currently existing lot area
- ☐ Proposed floor area/square foot breakdown as follows:

Existing First Floor Living Area	1,200 ft <sup>2</sup>
First Floor Living Area Addition	0 ft <sup>2</sup>
Existing Second Floor Living Area	600 ft <sup>2</sup>
Second Floor Living Area Addition	300 ft <sup>2</sup>
Existing Garage	450 ft <sup>2</sup>
Garage Addition	0 ft <sup>2</sup>
Covered & Enclosed Patio	150 ft <sup>2</sup>
Accessory Dwelling Unit (ADU)	700 ft <sup>2</sup>
Subtotal of Floor Area	3,400 ft <sup>2</sup>
Off-Street Parking Exemption (2 spaces)	- 400 ft <sup>2</sup>
<b>Total Proposed Floor Area</b>	<b>3,000 ft<sup>2</sup></b>

- ☐ Maximum Floor Area calculation (see page 23 for Floor Area calculation information)

- ☐ Indicate the amount of grading in cubic yards for cut, fill, re-compaction and cut for footings as follows:

W C.Y. – Site Grading.

X C.Y. – Excavation for the footings of new construction.

Y C.Y. – Removal and Re-Compaction for construction.

Z C.Y. – Total Grading (W + X + Y).

- ☐ Provide a breakdown of the property square footage as follows:

	<i>Existing (SF)</i>	<i>Proposed Total (SF)</i>
Non-landscaped Area <sup>a</sup>		
Non-irrigated Landscape <sup>b</sup>		
Irrigated Landscape		
Water Features <sup>c</sup>		
Decorative Hardscape <sup>d</sup>		
<b>Total Lot Area</b>		

	<i>Area of Work<sup>e</sup> (SF)</i>
Irrigated Landscape	
Water Features <sup>c</sup>	
Decorative Hardscape <sup>d</sup>	
<b>Aggregate Landscape Area<sup>e</sup></b>	

New development projects: If aggregate landscape area > 500 sf, a landscape package is required  
 Rehabilitated Landscape: If aggregate landscape area > 2,500 sf, a landscape package is required

<sup>a</sup> A landscaped area does not include the footprint of a building, decks, patio, sidewalk, driveway, parking lot, or other hardscape that does not meet the criteria in SBMC 17.56.150.

<sup>b</sup> An area without irrigation designated for nondevelopment such as designated open space area with existing native vegetation.

<sup>c</sup> A design element where open water performs an aesthetic or recreational function. A water feature includes a pond, lake, waterfall, fountain, artificial streams, spa and swimming pool.

<sup>d</sup> Rock and stone or pervious design features, such as decomposed granite ground cover, that are adjacent to a vegetated area (includes artificial turf).

<sup>e</sup> Area of replacement and/or new irrigated landscape, water features, and/or decorative hardscape associated with the project.

## 2. Floor Plans

The floor plan shows the use, location and the size of the interior spaces in a building. All dimensions must be measured from the exterior wall surfaces.

- ☐ Dimension the entire floor plan showing the dimensions to the exterior finished surface of the structure
- ☐ Label the use of all existing and proposed areas, including living room, bedrooms, baths, kitchen, hallways, etc.
- ☐ All entrance and exit points, including doors, windows, stairways, etc.
- ☐ All enclosed and/or covered parking areas
- ☐ On a separate sheet, shade and dimension all areas that have been included in the FAR. A note needs to be on the plans stating "All dimensions are measured from the exterior wall surfaces."
- ☐ Provide the required setback lines on each floor plan

### 3. Demolition Plan

Demolition plans show the existing walls and structures to remain, and the existing walls and structures to be demolished.

### 4. Elevations

Elevations show the exterior sides of a building.

- ☐ Each building elevation labeled appropriately north, south, east and west of all existing and proposed buildings and structures
- ☐ Each elevation for all buildings should indicate proposed height above pre-existing grade (as a dashed line) and proposed finished grade (as a solid line) if it differs, with a parallel line above it that shows the height limit for the zone, measured from the lower of the existing or proposed grade
- ☐ Indicate the location of the required setback lines on each elevation
- ☐ Show proposed screening and dimensions of all existing and proposed roof-mounted and ground mounted equipment
- ☐ General architectural features of the building(s), i.e. doors, windows, materials, etc.
- ☐ For projects that require approval of a Structure Development Permit, illustrate the location of each story pole located on site. Number and indicate the proposed height above Mean Sea Level (MSL) for the grade and the height of the story pole. (See 6. Story Pole Plot Plan for more information.)
- ☐ Provide a dashed line showing the location of any basement or crawl spaces on each elevation
- ☐ For all new structures and additions to existing structures, provide a dashed line indicating the building outline of the existing structure on each of the proposed project elevations.

### 5. Sections

Sections are drawings showing the project, or certain aspects of the project, as if made by a geometric plane cutting through proposed structures perpendicular to the ground.

- ☐ A minimum of two cross sections extending from one property line to another showing proposed height above existing and finished grade. Include a dashed line indicating the maximum height allowed and the location of the required setbacks and property lines

Note: site plan should show the locations of where the sections were taken

### 6. Roof Plan

A roof plan shows the shape of the roof.

- ☐ Include the perimeter of the structure, outline of roof and slope indicator
- ☐ Include all mechanical equipment and associated screening located on the roof
- ☐ Dimension all eaves
- ☐ Dimension encroachment of any eaves into required yards

## 7. Landscape Plan Requirements

A landscape plan is required for new development projects with an aggregate landscape area equal to or greater than 500 square feet requiring a building permit, plan check or development review.

A landscape plan is required for rehabilitated landscape projects with an aggregate landscape area equal to or greater than 2,500 square feet requiring a building permit, plan check, or development review.

The landscape plan shall be prepared by a licensed landscape architect, licensed civil engineer, licensed architect, or other landscape professional licensed by the state and shall require the following information demonstrated on a site plan:

- ☐ The landscape concept plan shall include representation of the site features, proposed planting areas and a water conservation plan.
- ☐ The planting plan shall indicate the species (common and botanical plant name) and location of all existing and proposed plantings, installation size, height at maturity, and WUCOLS value for each plant.
- ☐ The water conservation plan shall on a graphic plan define hydro-zones for all planting areas and indicate the type of irrigation to be used within each hydro-zone.
- ☐ The plan shall state what vegetation will be retained and what vegetation will be removed.
- ☐ The plan shall include the total plant quantities by container size and species.
- ☐ The plan shall adhere to the Solana Beach Landscape Design Manual with respect to the Invasive Plant Species List. Any invasive plant species listed on the Invasive Plant Species List is prohibited, except where otherwise noted.
- ☐ Provide completed Estimated Total Water Use (ETWU) Worksheet from Solana Beach Landscape Design Manual.

See SBMC Section 17.56, Water Efficient Landscape Regulations for more information

## 8. Story Pole Plot Plan

For all proposed structures greater than 16 feet in height as measured from the pre-existing grade, the applicant will be required to apply for a Structure Development Permit and construct story poles showing the outline and height of the proposed structure or addition. SBMC § 17.63.030(B) requires construction of story poles that show the proposed three dimensional building envelope of the proposed structure including balconies, chimneys, and portions under 16 feet in height. An approved story pole plot plan and cut sheet, signed by a certified land surveyor, are required to complete the application. The Story Pole Certification form is attached. Please refer to Page 18 for details regarding construction of story poles. The applicant may request that the story pole requirement be waived if he/she feels there is no potential for view blockage.

Please note that it is **required** that the applicant and/or representative contact the Community Development Department, **prior** to erecting the story poles, to discuss the story pole process and procedures, review the story pole plot plan with Staff, and receive approval of the story pole plan and story pole height certification prior to construction. The requirements for the story pole plan are listed below.

- ☐ A site plan showing the dimensioned location of the story poles in relation to lot lines and the proposed development, as well as the height of each pole (MSL)
- ☐ Each story pole on the site plan shall be numbered **and** must correspond with a numbered story pole at the proposed site. Please note that the story pole plot plan and architectural plans (e.g., floor plans, elevations, and sections) **must** be consistent.

## 9. Additional Plan Set Copies

- A. If your project goes before the View Assessment Commission (VAC), you will need to provide nine (9) sets of 11"x17" plans as well as a CD containing a JPEG of such plans
- B. Ten (10) days prior to the City Council public hearing, if applicable, the applicant shall submit the following: Three (3) sets of full size copies of the final plans, a CD containing a JPEG of final plans, and any other visual representation available.

Note: Failure to submit the required plans in a timely fashion may result in the continuation or denial of the request, based on the ability to make an informed decision.

DO NOT SUBMIT DETAILED INTERIOR ELECTRICAL, PLUMBING OR STRUCTURAL PLANS WITH THIS SUBMITTAL.

I hereby certify under penalty of perjury that I or my authorized representative has delivered the aforementioned items to the City of Solana Beach Community Development Department.

\_\_\_\_\_  
Applicant or Authorized Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant or Authorized Representative's Printed Name

## **CITY OF SOLANA BEACH PUBLIC NOTICE PREPARATION PROCEDURE AND CERTIFICATION**

State Regulations and the City of Solana Beach Municipal Code (SBMC) require public hearing notices for developments. The following procedure and certification must be utilized in accordance with the SBMC. The following material must be provided to the City of Solana Beach concurrent with your permit application.

### Checklist Guide:

1. ☐ San Diego County Assessor's Map(s) showing the entire project property clearly outlined, with a line encircling all the properties at a distance of 300 feet outward from the project property lines. The property owner (not renter) of each Assessor Parcel that falls wholly or partially within this circle will be sent a public notice of the subsequent City Council hearing.
2. ☐ One typed list of each Assessor Parcel No. with corresponding property owner's name and address for property falling wholly or partially within the 300-foot radius as identified in Step No. 1 above. (Create mailing label list in label format Avery 5160.) A minimum of twenty-five (25) different property owners names and addresses must be included within the submittal. If less than 25 different individuals own property within 300 feet, then the 300-foot radius shall be expanded by increments of 100 feet, until 25 different property owners are included on the list. In addition, the mailing list shall include the name and address of the subject property owner, applicant, and the agent or individual responsible for the request. Hand written labels will **not** be accepted.

**\*If the project includes a request for a Structure Development Permit (structures higher than 16 feet above existing grade) then the following items must be included in the public notification package. One typed list of each Assessor Parcel No. with corresponding site address for all non-owner occupied property falling wholly or partially within the 300-foot radius as identified in Step No. 1 above, or for the nearest twenty (20) properties, whichever is greater. The mailing label shall be addressed to "Occupant." No Occupant label is needed for owner occupied properties.**

3. ☐ Two (2) sets of stamped and addressed (typed) No. 10 business envelopes without return addresses for each entity identified on the list from Step No. 2 above. The City will provide a return address. PLEASE DO NOT PROVIDE "PEEL & SEAL" TYPE ENVELOPES AS THEY ARE MORE DIFFICULT TO SEAL IN LARGE QUANTITIES. Postage metering is not acceptable. The first set of envelopes will be sent as a Courtesy Notice regarding the project. The second set will be mailed at least 10 days prior to the City Council Public Hearing. Should you prepare your own list from the Assessor's Office public files, you may wish to type the name, address and assessor parcel number for each property on sticky labels and then photocopy them. This will save you retyping a list as required in No. 2 while providing a set for any subsequent City Council Public Hearing and/or State of California Coastal Commission permit filing requirements. (For a nominal fee, the County Assessor's Office at (619) 531-5550, can provide assistance in preparing your Public Notice List. However, you are responsible for providing the Assessor Parcel Numbers.)
4. ☐ Read and sign the Certification found on page 2 of the General Project Application and submit items from Steps #1, 2 and 3 as discussed above.

## **DEVELOPMENT REVIEW CRITERIA SBMC 17.68.040(F)**

Development plans shall be reviewed for compliance with the following specific criteria, and consideration should be given in the design and operation of the proposed application. Use as checklist guide.

1. ☐ Relationship with Adjacent Land Uses: The development shall be designed in a manner compatible with and where feasible, complementary to existing and potential development in the immediate vicinity of the project site. Site planning on the perimeter of the development shall give consideration to the protection of surrounding areas from potential adverse effects, as well as protection of the property from adverse surrounding influences.
2. ☐ Building and Structure Placement: Buildings and structures shall be sited and designed in a manner that visually and functionally enhances their intended use. Multi-family residential buildings shall be sited to avoid crowding and allow for functional use of the space between buildings.
3. ☐ Landscaping: The removal of significant native vegetation shall be minimized. Replacement vegetation and landscaping shall be compatible with the vegetation of the surrounding area. To the maximum extent practicable, landscaping and plantings shall be used to screen parking areas, storage areas, access roads, and other service uses of the site. Trees and other large plantings shall not obstruct significant views when installed or at maturity. Drought tolerant plant materials and water conserving irrigation systems shall be incorporated into all landscaping plans. Landscaping plans are required for all owner-occupied single family residence, public, commercial, industrial & mixed-use projects.
4. ☐ Roads, Pedestrian Walkways, Parking and Storage Areas: Any development involving more than one building or structure shall provide common access roads and pedestrian walkways. Parking and outside storage areas, where permitted, shall be screened from view to the extent feasible, by existing topography, by the placement of buildings/structures, or by landscaping/plantings.
5. ☐ Grading: To the extent feasible, natural topography and scenic features of the site shall be retained and incorporated into the proposed development. Any grading or earth-moving operations in connection with the proposed development shall be planned and executed so as to blend with the existing terrain both on and adjacent to the site. Existing exposed or disturbed slopes shall be landscaped with native or naturalized non-native vegetation and existing erosion problems shall be corrected.
6. ☐ Lighting: Light fixtures for walkways, parking areas, driveways, and other facilities shall be provided in sufficient numbers and at proper locations to assure safe and convenient nighttime use. All light fixtures shall be appropriately shielded so that no light or glare is transmitted or reflected in such concentrated quantities or intensities as to be detrimental to the surrounding area. All exterior lighting, including lighting in designated "dark sky" areas, shall be in conformance with Section 17.60.060 (Exterior Lighting Regulations).
7. ☐ Usable Open Space: Recreational facilities proposed within required usable open space areas shall be located and designed to maintain essential open space values. Consideration shall be given to type and quantity of such uses, including but not limited to golf courses, picnic/barbecue areas, tot lots, open playing fields, swimming pools and spas, and court facilities.

I have reviewed the findings for compliance with these criteria under Zoning Ordinance Section 17.68.040(F).

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Signature of Applicant or  
Authorized Representative

---

Date

# CITY OF SOLANA BEACH

## Checklist for Determination of Project Category

Based on Federal, State, and local regulations, all project applicants must submit stormwater documentation for all proposed development or redevelopment projects. Responses to the checklist represent an initial assessment of the proposed project conditions and impacts. City of Solana Beach (City) staff will confirm this checklist based on assessment of the development application and/or project plans. Results of the checklist will classify a project as one of the following: Priority Development Project (PDP), Standard Project, or Non-development Project. If additional information is needed while completing this checklist, please refer to the City's *BMP Design Manual*.

### Project Information

Project Name:

Project Address:

Project APN:

Prepared by:

Prepared for:

### SECTION 1: POST CONSTRUCTION STORMWATER REQUIREMENT EXEMPTIONS

*This section determines whether your project is exempt from post-construction BMP requirements and would be classified as a **Non-Development Project**. Please check "YES" or "NO" after every question.*

YES

NO

**Will the work involve the replacement of impervious surfaces that are part of a routine maintenance activity, such as:**

- Replacing roof material on an existing building
- Rebuilding a structure to original design after damage from earthquake, fire or similar disasters
- Restoring pavement or other surface materials affected by trenches from utility work
- Resurfacing existing roads and parking lots, including slurry, overlay and restriping
- Routine replacement of damaged pavement, including full depth replacement, if the sole purpose is to repair the damage
- Resurfacing existing sidewalk, pedestrian ramps or bike lanes on existing roads (within existing street right-of-way)
- Restoring a historic building to its original historic design
- Routine replacement of damaged pavement, such as pothole repair

**Note:** Work that creates impervious surface outside of the existing impervious footprint is not considered routine maintenance.

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**Will the work involve the repair or improvements to an existing building or structure that does not alter the size:**

- Plumbing, electrical and HVAC work
- Interior alterations including major interior remodels and tenant build-out within an existing commercial building
- Exterior alterations that do not change the general dimensions and structural framing of the building (does not include building additions or projects where the existing building is demolished)

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If you answered YES to either question above, your project is considered a Non-Development Project, and post construction BMP requirements do not apply. Please proceed to Section 4 and check the Non-Development Project box.

If you answered NO, please proceed to Section 2.

### SECTION 2: PRIORITY DEVELOPMENT PROJECT DETERMINATION

<p><i>This section determines whether your project is a Priority Development Project (PDP) or a Standard Project. This includes commercial, industrial, residential, mixed-use, and public development projects on public or private land. The following types of projects are defined as <b>PDPs</b>:</i></p> <p><i>For additional information see Section 1.4 of the Solana Beach BMP Design Manual.</i></p>	YES	NO
<p>New development projects that create 10,000 square feet or more of impervious surfaces (collectively over the entire project site). This includes commercial, industrial, residential, mixed-use, and public development projects on public or private land.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Redevelopment projects that create and/or replace 5,000 square feet or more of impervious surface (collectively over the entire project site on an existing site of 10,000 square feet or more of impervious surfaces).</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>New and redevelopment projects that create and/or replace 5,000 square feet or more of impervious surface (collectively over the entire project site), and support one or more of the following uses:</p> <ul style="list-style-type: none"> <li>• Restaurants. This category is defined as a facility that sells prepared foods and drinks for consumption, including stationary lunch counters and refreshment stands selling prepared foods and drinks.</li> <li>• Hillside development projects on any natural slope that is twenty-five percent or greater.</li> <li>• Parking lots for the temporary parking or storage of motor vehicles.</li> <li>• Streets, roads, highways, freeways, and driveways.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p>New or redevelopment projects that create and/or replace 2,500 square feet or more of impervious surface (collectively over the entire project site), and discharge directly to an Environmentally Sensitive Area (ESA) or Water Quality Sensitive Area (WQSA). "Discharging directly to" includes flow that is conveyed overland a distance of 200 feet or less from the project to the ESA, or conveyed in a pipe or open channel any distance as an isolated flow from the project to the ESA (i.e. not commingled with flows from adjacent lands).</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>New development projects, or redevelopment projects that create and/or replace 5,000 square feet or more of impervious surface, that support one or more of the following uses:</p> <ul style="list-style-type: none"> <li>• Automotive repair shops.</li> <li>• Retail gasoline outlets. This category includes Retail gasoline outlets that meet the following criteria: (a) 5,000 square feet or more or (b) a projected Average Daily Traffic of 100 or more vehicles per day.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p>New or redevelopment projects that result in the disturbance of one or more acres of land and are expected to generate pollutants post construction. This means any activity that moves soils or substantially alters the pre-existing vegetated or man-made cover of any land. This includes, but is not limited to the following:</p> <ul style="list-style-type: none"> <li>• Grading, digging, cutting, scraping, stockpiling, pavement removal, and exterior construction;</li> <li>• Substantial removal of vegetation where soils are disturbed including but not limited to removal by clearing or grubbing; or</li> <li>• Any activity which bares soil or rock or involves streambed alterations or the diversion or piping of any watercourse.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If you answered YES to any of the categories above, your project is considered a PDP. Please proceed to section 3 and check the Priority Development Project Box in Section 4.</p> <p>If you answer NO, then your project is considered a Standard Project. Please proceed to Section 4 and check the Standard Project Box.</p>		
<p><b>SECTION 3: SPECIAL CONSIDERATIONS FOR REDEVELOPMENT PROJECTS</b></p>		
<p><i>This section determines additional considerations required for <b>Redevelopment PDPs</b>.</i></p>	YES	NO

<p>Will redevelopment result in the creation or replacement of impervious surface in an amount of more than 50 percent of the surface area of the previously existing development? See calculation of the ratio of impervious surface below.</p> <p>These requirements for managing storm water on an entire redevelopment project site are commonly referred to as the "50 Percent Rule".</p> <p>The total existing (pre-project) impervious area at the site: _____ ft<sup>2</sup>(A)</p> <p>The total proposed newly created or replaced impervious area: _____ ft<sup>2</sup>(B)</p> <p>Percent impervious surface created or replaced (B/A)*100: _____ %</p> <p>The percent impervious surface created or replaced is (select one based on the above calculation):</p> <p><input type="checkbox"/> less than or equal to fifty percent (50%) – <b>only new impervious areas are considered a PDP</b> (check NO in the right column)</p> <p><b>OR</b></p> <p><input type="checkbox"/> greater than fifty (50%) – <b>the entire project is considered a PDP</b> (check YES in the right column)</p> <p>For example, a 10,000 square foot development proposes replacement of 4,000 square feet of impervious area. The treated area is less than 50 percent of the total development area and only the 4,000 square foot area is required to be treated.</p> <p>If instead, the development proposes replacement of 6,000 square feet of impervious area. The treated is greater than 50 percent of the total and the entire 10,000 square foot area is required to be treated.</p>	<input type="checkbox"/>	<input type="checkbox"/>
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#### SECTION 4: FINAL DETERMINATION

Based On The Information Provided In Sections 1-3, This Project Is Determined To Be A:

- ☐ Priority Development Project. Priority requirements apply and a PDP Water Quality Technical report (WQTR) must be submitted at the time of application.
- ☐ This Is a redevelopment project subject to the 50 percent rule.
- ☐ This Is Not a redevelopment project subject to the 50 percent rule.
- ☐ Standard Project. Standard requirements apply and applicable sections of a Standard WQTR must be submitted at the time of application.
- ☐ Non-Development Project.

Applicant Information and Signature Box

Applicant Name:	Applicant Title:
Applicant Signature:	Date:

Supporting discussion for this checklist, as well as BMP requirements for Priority Development Projects and Standard Projects, is provided in the City of Solana Beach's *BMP Design Manual* available at [www.cityofsolanabeach.org](http://www.cityofsolanabeach.org)

## **INFORMATION REGARDING THE VIEW ASSESSMENT PROCESS**

The purpose and intent of the view assessment process is to provide a public notification process to encourage the resolution of view impairment issues by those property owners directly affected.

The Structure Development Permit process applies to the entire City of Solana Beach and to all zones within the City. Anyone in Solana Beach, who wishes to build a new structure, or add on to an existing structure that would be over 16 feet in height as measured from the existing grade, is required to go through this process.

Once the required information is submitted to the Planning Department, staff reviews the information for completeness, prepares a Public Notice with a 30-day deadline for filing for view assessment, and mails the Notice out to the property owners and occupants using the stamped, addressed envelopes provided by the applicant. This starts the 30-day public review period.

If a neighbor who owns or occupies residential property believes his/her primary view would be impaired by the proposed structure, the 30-day review period provides an opportunity to discuss those concerns with the applicant. If discussions are not successful, the neighbor may choose to file for view assessment before the filing deadline date. Only an owner or occupant of residential property may file for view assessment. The one-page view assessment application form may be obtained at <http://www.cityofsolanabeach.org> or at the Planning counter. The filing fee for view assessment is \$600 and must be paid by each of the parties requesting view assessment, as well as the owner of the property where the development is proposed.

The great majority of view projects go through this process without anyone filing for view assessment. However, if a neighbor does file for view assessment, then a meeting is scheduled with the View Assessment Commission (VAC) to ascertain if significant view impairment exists from a primary viewing area and the best measures to take to minimize the view impairment. It is the role of the View Assessment Commission to review all feasible solutions for development and choose the alternative which provides the best balance between the owner's desire to develop his/her property and the neighbor's desire to protect his/her property.

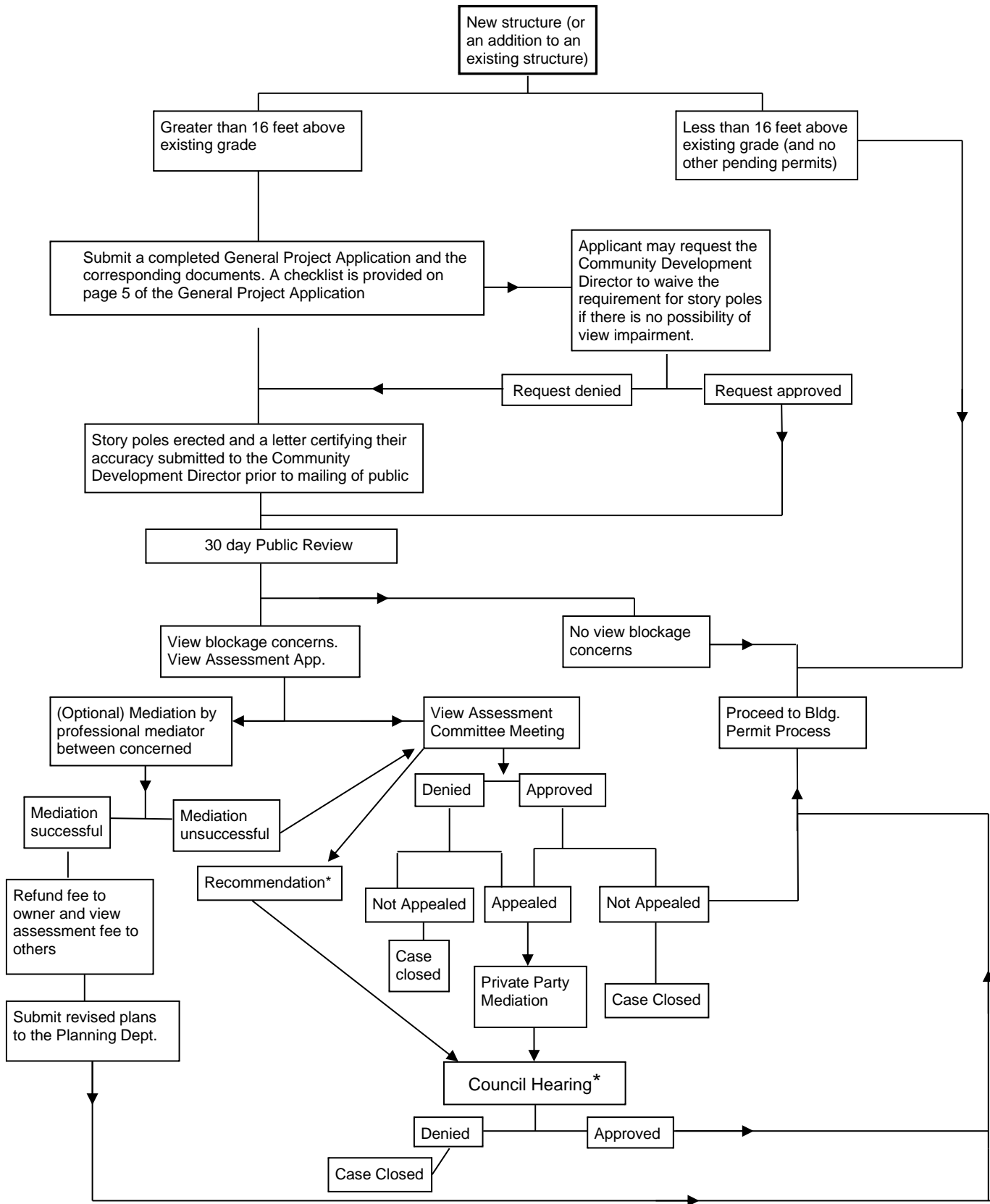
If no one files for view assessment, this portion of the project is approved at the end of the 30-day review period, and the applicant may move forward in their approval process.

**You are strongly encouraged to read the View Ordinance (SBMC 17.63) and View Guidelines and Toolkit. It is important to pay particular attention to the five (5) Findings that are required for the View Assessment Commission (VAC) to approve an appealed project.**

**Minimizing view impairment through communication with neighbors and sharing of project plans in the beginning stages of the application will enable your project to move forward more quickly than if good faith communication and sharing of plans does not take place. Applicants are also strongly encouraged to visit neighbors' homes to observe potential view impairment from the applicant's story poles.**

Please contact the Community Development Department with additional questions at (858) 720-2440.

# CITY OF SOLANA BEACH VIEW ASSESSMENT PROCESS FLOW CHART



\* VAC Recommendation required for all projects requiring Council approval.

## USE OF STORY POLES

### BACKGROUND:

Story poles are used to show the elevations and silhouette of a proposed building or an addition to an existing building. The entire three-dimensional building envelope of the proposed addition must be story poled, including portions below 16 feet in height, as well as chimneys, balconies, eaves beyond two feet in length, exterior stairways, and other architectural features as determined by Staff. Story poles are intended to aid neighbors, Staff personnel, and members of decision-making bodies in their evaluation of a proposed project.

### INSTALLATION:

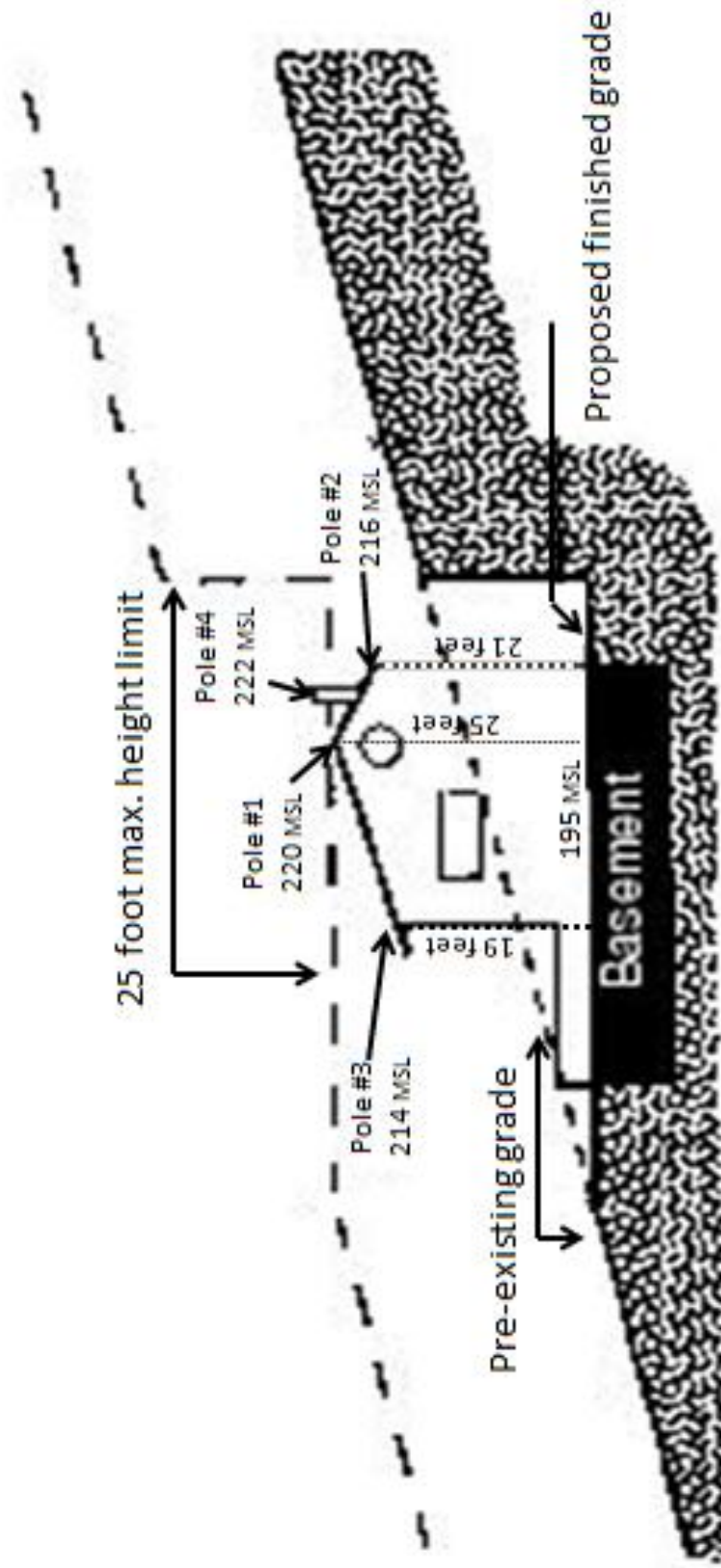
- Prior to erecting the story poles, the applicant and/or representative **must** contact the Community Development Department to discuss the story polling process and procedures, and to review and approve the story pole plot plan prior to construction.
- The story poles must be constructed as per an approved and certified story pole plan.
- Story poles shall be erected of white PVC pipe in combination with wire or line to show roof lines. A similar white material may be approved by the Community Development Director and shall be requested before the poles are erected. Small pieces of brightly colored cloth or tape should be affixed to the wire or line to facilitate accurate viewing of the outline of the proposed structure. Eaves that extend beyond two feet should be shown with different colored cloth or tape.
- Story poles shall be marked at every foot for the entirety of the pole. Every fifth foot marker should be a contrasting color.
- Each story pole shall be numbered and shall correspond with the numbering on the approved and certified story pole plot plan. Each number on the story pole must be a minimum size of two (2) inches by three (3) inches, must be placed one (1) foot below the top and four (4) feet above the bottom of the pole, and must remain legible throughout the entire process. The use of black vinyl self-stick numbers is highly recommended.
- If a story pole string line is altered to reflect a project design revision, the flags attached to the revised string line should be a different color to reflect the proposed modification.

### CERTIFICATION/INSPECTION

- The accuracy of the structural outline established by the story poles shall be verified by a signed statement of a licensed surveyor or civil engineer on a story pole plot plan.
- Prior to the View Assessment Commission's first duly noticed public hearing date, City Staff may make an on-site inspection to verify compliance with the approved story pole plan.
- In the event that the required story poles are not erected according to the approved story pole plan, an application may be continued from its scheduled hearing date to a subsequent meeting so that the story poles may be corrected.

The attached sketches illustrate a typical story pole installation.

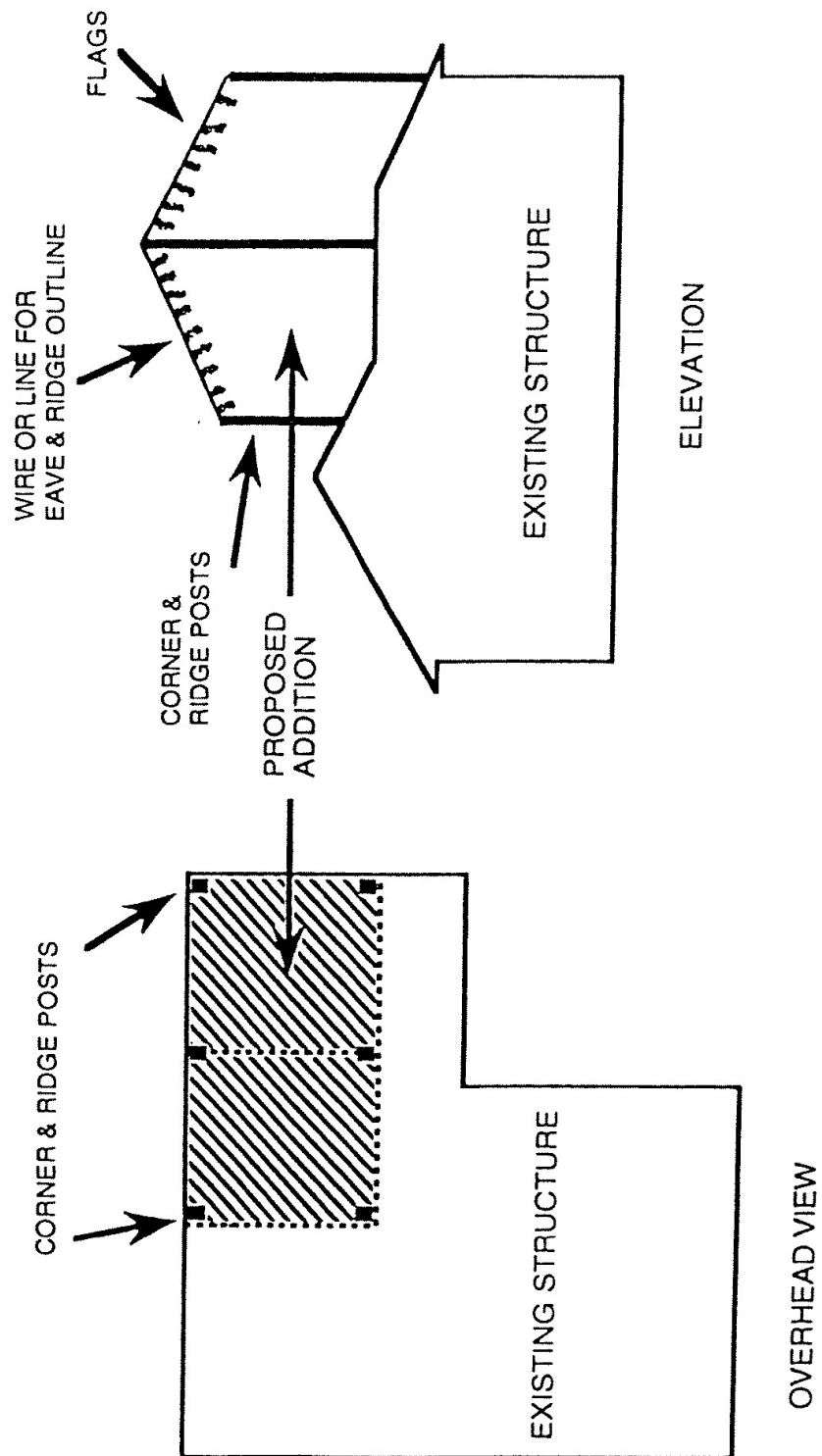
# Story Pole Elevation Illustration



Contact your project Planner if you have additional questions

\* Illustration is not to scale

# STORY POLE ILLUSTRATION





# CITY OF SOLANA BEACH

635 SOUTH HIGHWAY 101 • SOLANA BEACH • CALIFORNIA 92075 • (858) 720-2400 • FAX (858) 755-1782

## STORY POLE HEIGHT CERTIFICATION

Date: \_\_\_\_\_

Assessor's Parcel No.: \_\_\_\_\_

Site Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

This is to certify that on \_\_\_\_\_ the story poles located on the above referenced site were surveyed by the undersigned, and found to be in conformance with the attached story pole plot plan. In addition, the following measurements were found:

Highest point of the story poles: \_\_\_\_\_ (M.S.L.)\*

Pre-existing grade: \_\_\_\_\_ (M.S.L.)\*

Finished grade elevation: \_\_\_\_\_ (M.S.L.)\*

Finished floor elevation: \_\_\_\_\_ (M.S.L.)\*

**TOTAL MAXIMUM HEIGHT:** \_\_\_\_\_

**PLEASE NOTE: The story poles must show and include the total height must include roofing materials.** At framing inspection, a **Height Certification** will be required which must be in exact conformance with the maximum height shown on Story Pole Height Certification.

For additional information, please contact me at \_\_\_\_\_ (phone number)

\_\_\_\_\_  
Licensed Land Surveyor

Seal of Registration:

\*Mean Sea Level (MSL) — all measurements must utilize an established benchmark that will not change over the course of the project.



# CITY OF SOLANA BEACH

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## CERTIFICATION OF HEIGHT

Assessor's Parcel No.: \_\_\_\_\_  
Site Address: \_\_\_\_\_  
Discretionary Project No.: \_\_\_\_\_  
Plan Check No.: \_\_\_\_\_  
Owner's Name: \_\_\_\_\_

This is to certify that on \_\_\_\_\_ the structure being constructed on the above referenced site was surveyed by the undersigned. The height from the natural grade / finished floor to the highest point of the roof ridge elevation was found to be in conformance with the approved story pole, plot and building plans. These surveyed measurements **do / do not** (**circle one**) include all existing and forthcoming framing and roofing materials (such as plywood, roofing material, tiles, etc.). If these surveyed measurements do not include all framing and roofing materials, this additional material will not exceed a maximum height of an additional \_\_\_\_\_ **inches**. The measurements were as follows:

Highest point of roof ridge elevation: \_\_\_\_\_ (M.S.L.)\*  
Natural grade elevation: \_\_\_\_\_ (M.S.L.)\*  
Finished grade elevation: \_\_\_\_\_ (M.S.L.)\*  
Finished floor elevation: \_\_\_\_\_ (M.S.L.)\*  
Total Height: \_\_\_\_\_

Other elevations as required  
by the Planning Department:

\_\_\_\_\_

It is understood and certified by the below signature that the finished structure, including all roofing materials cannot exceed the maximum height approved. For additional information, please contact me at: \_\_\_\_\_ (phone number)

\_\_\_\_\_  
Licensed Land Surveyor

SEAL OF REGISTRATION:

\* Mean Sea Level – All measurements must utilize an established off-site benchmark that will not change over the course of the project

## **FLOOR AREA RATIO (FAR) CALCULATION TABLES**

For residential properties subject to SBMC Section 17.48.040 – Scaled Residential Overlay Zone

Lot area X 0.500 (for the first 6,000 sq. ft.)	+	
Lot area X 0.175 (for portion of lot 6,001 up to 15,000 sq. ft.)	+	
Lot area X 0.100 (for portion of lot 15,001 up to 20,000 sq. ft.)	+	
Lot area X 0.050 (for portion of lot greater than 20,000 sq. ft.)	+	
Add up the sum of each tier to determine the maximum FAR	TOTAL	

For residential properties not subject to SBMC Section 17.48.040

Lot area X 0.600 (for the first 5,000 sq. ft.)	+	
Lot area X 0.300 (for portion of lot 5,001 up to 20,000 sq. ft.)	+	
Lot area X 0.150 (for portion of lot greater than 20,000 sq. ft.)	+	
Add up the sum of each tier to determine the maximum FAR	TOTAL	

**FEE SCHEDULE**  
(General Project Application)

Conditional Use Permit (CUP) *	\$12,486
Director's Use Permit (DUP)	\$3,293
Director's Use Permit (DUP) (Telecomm)*	\$3,042
Development Review Permit (DRP)	
Single Family Resident	\$7,309
Single Family Non-Resident	\$14,618
Residential 2-4 Units	\$21,522
Residential >4 Units	\$24,288
Non-Residential/Mixed Use - Exterior Improvements/Remodel	\$19,020
Non-Residential/Mixed Use - Additions <500sqft	\$24,232
Non-Residential/Mixed Use Additions >500sqft/New Commercial	\$28,125
Structure Development Permit (SDP) **	\$5,109
Minor Exception (MEC)	\$1,432
Temporary Use Permit (TUP)	\$1,895
Variance (VAR)	\$9,333
Major Subdivision – Tentative Map	\$19,942
Minor Subdivision – Tentative Map	\$15,290

Please refer to the Landscape Manual for Landscape Package Deposit and Admin Fee.

***These fees are subject to change.***

Please refer to the most recent fee schedule adopted by City Council

Contact the Community Development Department at (858) 720-2440  
for additional fees that may apply.

\*Bluff Retention Device CUP's require additional deposit for various third party reviews at Cost + 15%  
Wireless Communication Facility CUP's and DUP's require additional deposit for third party review at Cost + 15%

\*\*If in conjunction with a Development Review Permit (S-021) this fee will instead be \$1,532.70 per application.

**CITY OF SOLANA BEACH PUBLIC NOTICE  
PREPARATION PROCEDURE AND CERTIFICATION  
TEMPORARY USE PERMITS (TUP'S)**

The City of Solana Beach Municipal Code (SBMC) requires the Director of Community Development to review requests for Temporary Use Permits. Pursuant to City Policies, the decision is made following public notice. The following material must be provided to the City of Solana Beach concurrent with your permit application.

1. San Diego County Assessor's Map(s) showing the entire project property clearly outlined, with a line encircling all the properties at a distance of 50 feet outward from the project property lines. The property owner (not renter) of each Assessor Parcel that falls wholly or partially within this circle will be sent a public notice of the subsequent City Council hearing.
2. One typed list of each Assessor Parcel No. with corresponding property owner's name and address for property falling wholly or partially within the 50-foot radius as identified in Step No. 1 above. (Create mailing label list in label format Avery 5160.) Should a condominium development, mobile home park and/or rental units exist within 50 feet, each corresponding homeowners association, manager's office and rental office shall be included on the list. In addition, the mailing list shall include the name and address of the subject property owner, applicant, and the agent or individual responsible for the request.
3. Two (2) sets of stamped and addressed (typed) No. 10 business envelopes without return addresses for each entity identified on the list from Step No. 2 above. The City will provide a return address. PLEASE DO NOT PROVIDE "PEEL & SEAL" TYPE ENVELOPES AS THEY ARE MORE DIFFICULT TO SEAL IN LARGE QUANTITIES. Postage metering is not acceptable. The first set of envelopes will be sent as a Courtesy Notice regarding the project. The second set will be mailed at least 10 days prior to the City Council Public Hearing. Should you prepare your own list from the Assessor's Office public files, you may wish to type the name; address and assessor parcel number for each property on sticky labels and then photocopy them. This will save you retyping a list as required in No. 2 while providing a set for any subsequent City Council Public Hearing and/or State of California Coastal Commission permit filing requirements. (For a nominal fee, the County Assessor's Office at (619) 531-5550, can provide assistance in preparing your Public Notice List. However, you are responsible for providing the Assessor Parcel Numbers.)
4. Posting of Site: A Notice of Pending Application is required to be placed on-site and maintained on-site until a decision on the application has been made. City Staff will post this Notice. It is the applicant's responsibility to maintain this Notice on-site for the duration of project processing.
5. Read and sign the Certification found on page 2 of the General Project Application and submit items from Steps #1, 2 and 3 as discussed above.