



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 <input type="checkbox"/> Director's Use Permit <input type="checkbox"/> Structure Development Permit <input type="checkbox"/> Development Review Permit <input type="checkbox"/> Minor Exception <input type="checkbox"/> Subdivision <input type="checkbox"/> Variance <input type="checkbox"/> Temporary Use Permit <input type="checkbox"/> Pre-application Review <input type="checkbox"/> (<input checked="" type="checkbox"/> Check all that apply)
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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: _____	Zoning: _____
Fee: _____	Date Paid: _____	Date Filed: _____
Related Projects: _____		

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.)

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 9):

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 _____, 201___. 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: _____
Print Name: _____

Date: _____

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: _____

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. Information Regarding the View Assessment Process
5. View Assessment Flow Chart
6. Story Pole Illustration Exhibit
7. Story Pole Height Certification Form
8. FAR Calculation Formula
9. Fee Schedule
10. 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
- 4 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 8 for additional information on the public noticing procedure)
- 5 Submit clear, representative, color photographs of the project site from the north, south, east and west. Additional photos may be required when deemed necessary
- 6 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
- 7 3 sets of full size plans, 24"x36", stapled and folded to 9"x12" size. Plans larger than 24"x36" and rolled plans will not be accepted*
- 8 2 sets 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, five (5) full size sets of plans shall be submitted.

*Projects located in Overlay zones may require additional information.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED
(Items 1-8 listed above MUST be included in the first submittal)

REQUIREMENTS FOR PLANS

Submit three (3) sets of full size plans 24"x36", stapled and folded to 9"x12" size. Plans larger than 24"x36" and rolled plans will not be accepted. 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
- 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
- Floor area/square foot breakdown
- Floor Area Ratio calculation (see page 15 for FAR calculation information)
- Indicate the amount of grading in cubic yards for cut, fill, re-compaction and cut for footings
- Provide a breakdown of the property square footage as follows:
 - Paved area
 - Building footprint
 - Water features
 - Irrigated landscape
 - Non-irrigated landscape

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. 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.

4. 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

5. 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 lot area broken down into the following categories:
 - Building footprint
 - Paved area
 - Irrigated landscaped area
 - Non-irrigated landscaped area
 - Existing or proposed water features

- 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

6. 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 14 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 polling 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.

7. 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).

Signature of Applicant or
Authorized Representative

Date

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.

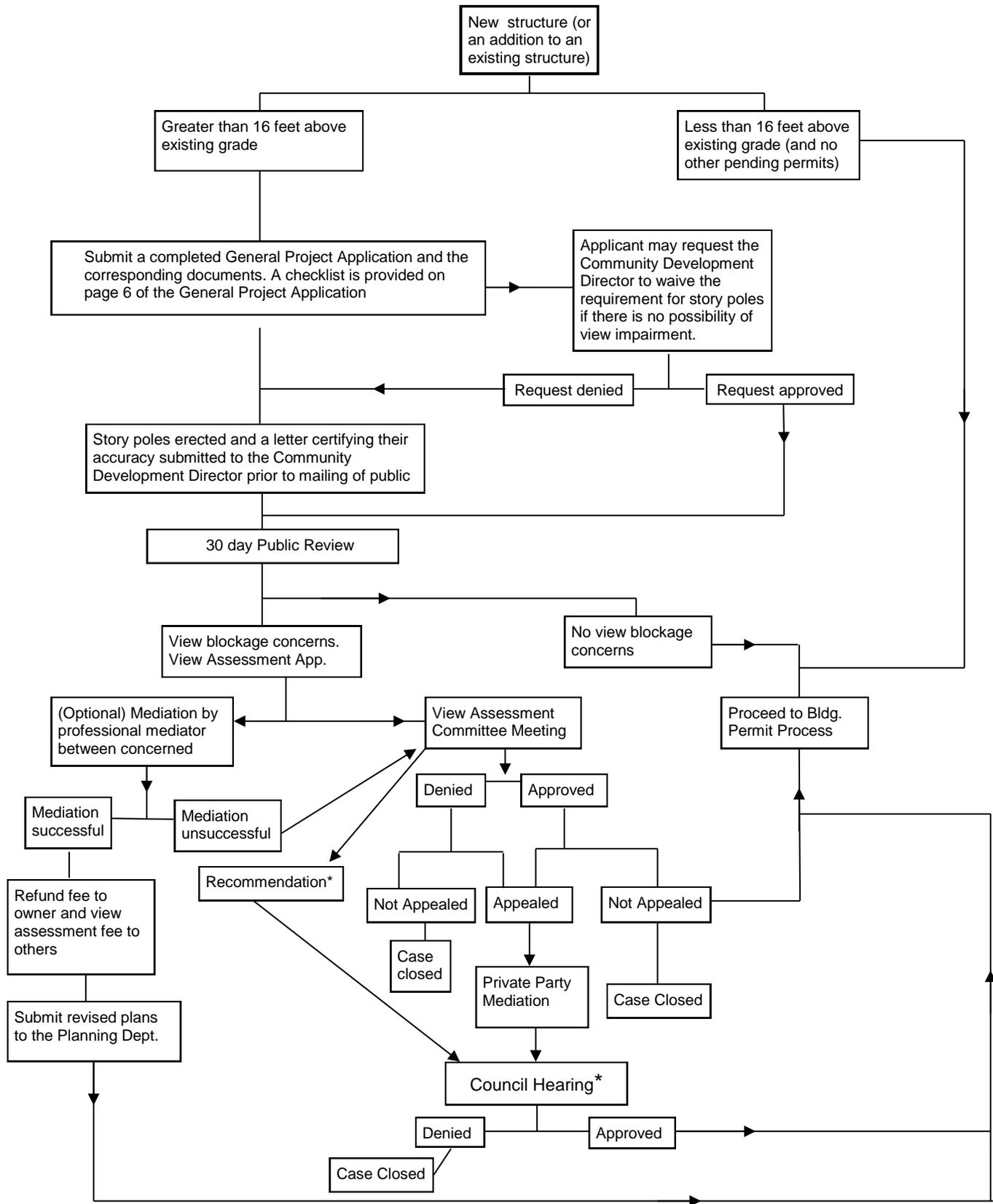
If no one files for view assessment, this portion of the project is approved at the end of the 30-day review period, and the applicant may move forward in their approval process.

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:

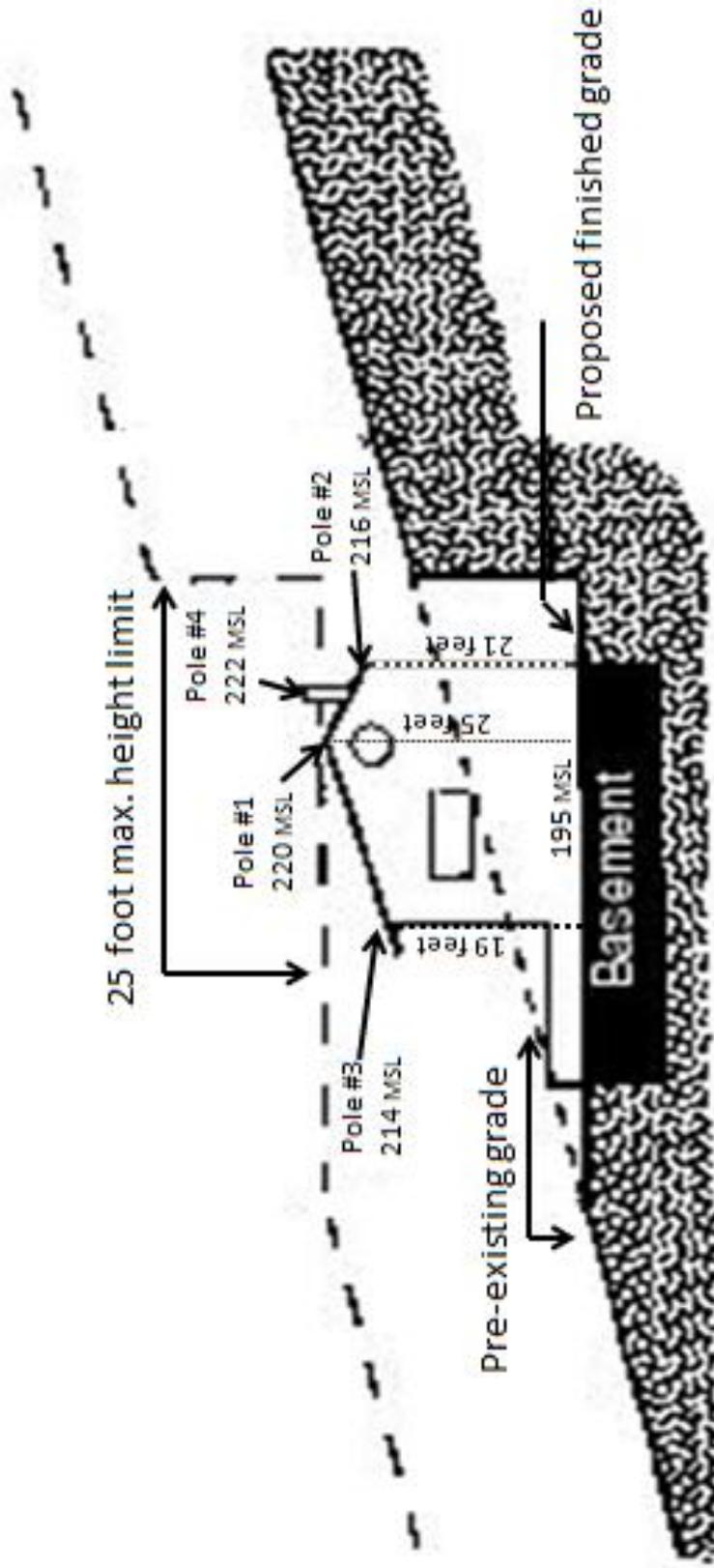
- Prior to erecting the story poles, the applicant and/or representative **must** contact the Community Development Department to discuss the story polling process and procedures, and to review and approve the story pole plot plan prior to construction.
- The story poles must be constructed as per an 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.
- 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.

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.

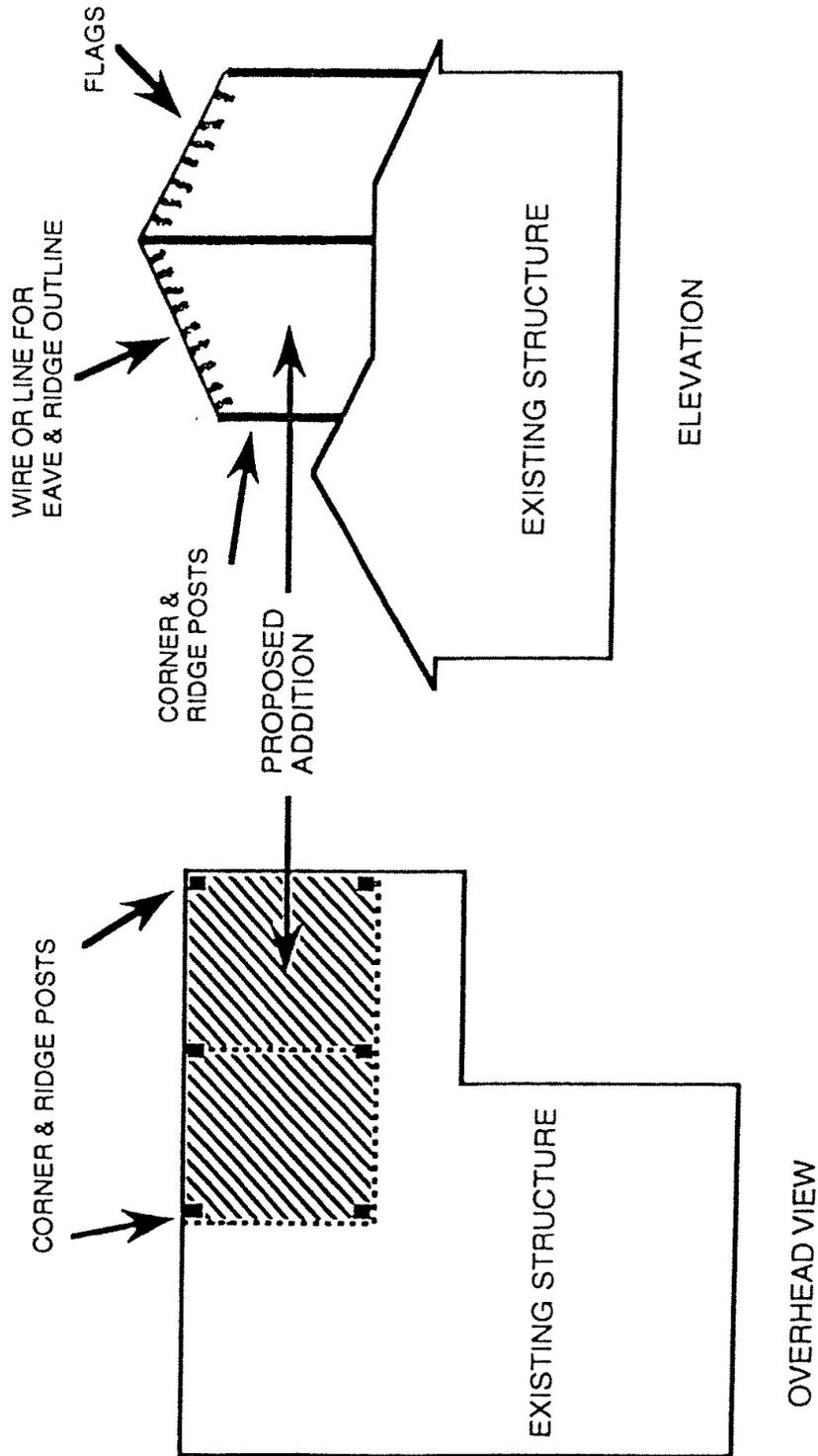
Story Pole Elevation Illustration



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.

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) *	\$9,300
Director's Use Permit (DUP)	\$2,327
Development Review Permit (DRP)	\$3,030/Resident \$6,058/Other
Structure Development Permit (SDP) **	\$744
Minor Exception (MEC)	\$845
Temporary Use Permit (TUP)	\$1,425
Variance (VAR)	\$2,163
Major Subdivision – Tentative Map	\$10,858
Minor Subdivision – Tentative Map	\$8,674

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 require additional deposit for third party review at Cost = 15%

**The Structure Development Permit Application fee should not be charged in conjunction with a Development Review Permit fee (S-021)

**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 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.