



SEASIDE SPLENDOR



# OCEAN VIEW DECK & CANYON VIEW GARDEN RENTAL INFORMATION & APPLICATION



## Welcome!

We are happy you are considering the Del Mar Plaza as a potential venue for your future event. Conveniently located in the heart of Del Mar Village, the Del Mar Plaza offers a one-of-a-kind venue experience. With dramatic Pacific Ocean views, Del Mar Plaza's Oceanview Deck or the secluded Garden View Garden this beautiful venue results in memorable events. The Oceanview Deck can accommodate up to 250 people (*Non peak-Oct-May*) and 100 people (*Peak-June-Sept*), while the Canyon View Garden can hold up to 100 people (Peak and Non-peak).

- Wedding Ceremony
- Wedding Receptions
- Rehearsal Dinner
- Conventions
- Corporate Events
- Professional, academic and social organization events
- Family occasions and reunions

We invite you to tour our location and experience the best view in Del Mar!

Thank you,

Tyler Garland  
858-847-2284  
[tgarland@brixtoncapital.com](mailto:tgarland@brixtoncapital.com)

# 2020 DEL MAR PLAZA

## FACILITY USE APPLICATION

*Please complete and return to Del Mar Plaza Management*

**DEL MAR PLAZA FACILITIES:** *(Please check the facility that applies)*

OCEANVIEW DECK       CANYON VIEW GARDEN

### **APPLICANT INFORMATION**

APPLICANT NAME: \_\_\_\_\_

CORPORATION OR ORGANIZATION (if applicable)

\_\_\_\_\_

DBA: \_\_\_\_\_

FEDERAL 501(c)(3) ORGANIZATION  YES  NO

FEDERAL 501(c)(3) ID # (9 DIGITS) \_\_\_\_\_

If yes, a copy of the 501(c)(3) tax exemption letter is required and must be attached to application.

FEIN# \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_

ZIP \_\_\_\_\_

CELL PHONE NO. ( ) \_\_\_\_\_ ALT PHONE NO. ( ) \_\_\_\_\_

E-MAIL ADDRESS:

\_\_\_\_\_

### DAY OF EVENT COORDINATOR CONTACT:

NAME \_\_\_\_\_

CELL PHONE NO. ( ) \_\_\_\_\_ ALT PHONE NO. ( ) \_\_\_\_\_

EMAIL ADDRESS:

\_\_\_\_\_

### **EVENT INFORMATION**

DATE OF EVENT \_\_\_\_\_ TYPE OF EVENT \_\_\_\_\_

ESTIMATED ATTENDANCE \_\_\_\_\_ LENGTH OF EVENT \_\_\_\_\_

EVENT START TIME \_\_\_\_\_ EVENT END TIME \_\_\_\_\_

BREIF EXPLANATION OF EVENT \_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL EQUIPMENT TO BE PROVIDED BY APPLICANT**

# CHAIRS \_\_\_\_\_ # TABLES/SIZE OF TABLES \_\_\_\_\_

# UMBRELLAS \_\_\_\_\_ # CANOPY OR TENT/SIZE \_\_\_\_\_

**OTHER EQUIPMENT AND/OR SUPPLIES TO BE PROVIDED BY APPLICANT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TICKETED EVENT  YES  NO

ESTIMATED NUMBER OF ATTENDEES \_\_\_\_\_

ALCOHOL SERVED  YES  NO IF YES, TYPE OF ABC PERMIT \_\_\_\_\_

CATERER  YES  NO (SEE PREFERRED CATERER LIST)

NAME OF CATERER \_\_\_\_\_

MUSIC  YES  NO IF YES, INDICATE IF LIVE MUSIC OR DJ \_\_\_\_\_

OTHER ENTERTAINMENT  YES  NO IF YES, INDICATE TYPE \_\_\_\_\_

\_\_\_\_\_  
INSURANCE COMPANY AND POLICY NUMBER \_\_\_\_\_  
\_\_\_\_\_

*\*A **MANDATORY** venue walk-thru with the Del Mar Plaza Property Manager is required 48-72 hours before your event. All details of your event will be confirmed, and a day of packet with useful information will be distributed at this time. Please call Tyler Garland at 858-247-2284 to schedule a time for the walk-thru at least one week before your event.*

## 2020 OCEANVIEW & CANYON VIEW GARDEN DECK RENTAL RATE SHEET

- **Peak Season:**  
Jun-Sept, partial deck rental available ONLY (max 100 attendees/2200 sf): rate = **\$1,800 full day (8 hour max)**
- **Non-Peak Season:**  
Oct-May, whole deck rental rate = **\$1,500 full day (8 hour max)**

### **Facility charges:**

Porter/Restroom Attendant - *Mandatory* per 25 attendees - One (1) day porter (4-hour minimum, 4 porter maximum) \$35 per hour

- 1-25 Guests \$140
- 26-50 Guests \$280
- 51-75 Guests \$420
- 76-100 Guests \$560

Security (mandatory is alcohol is served)

- \$40 per hour per guard (4-hour minimum) \$160

Relocation and Replacement of Deck Furniture

- Partial deck furniture relocation and replacement \$300
- Whole deck furniture relocation and replacement \$600
- Planter relocation \$100
- Fire Pit relocation \$150

Propane Charge

- Fire Pit Heaters \$25 per heater (3 total)
- Tower Heaters \$25 per heater (8 total)

Mandatory Clean Up Fee (day after event)

- Professional cleaning crew. Price includes trash and debris removal, sweeping and pressure washing of the full deck area \$200

Temporary Use Permit Fee (City of Del Mar requirement)

- Required for Parties over 150 attendees \$370 (see attached application)
- Required for shade structure

### **501c3 Non-Profit Rates**

Non-profit rates are available. Proof of IRS Tax Exemption for the 501c3 must be provided. The rate for qualified groups is waived.

*\*Fees are subject to change for special requests\**

## TERMS AND CONDITIONS

1. Application. Complete Del Mar Plaza Facility Use Application and return to Del Mar Plaza Property Management in person at 1555 Camino Del Mar #315B, Del Mar, CA 92014 or via email at delmarplaza@brixtoncapital.com. For any questions, please call Property Manager, Tyler Garland (858) 847-2284. Applications are due 60 days prior to the planned event.
2. Permits/Licenses. Applicant must observe and comply with all City, State and Federal laws, ordinances, rules, regulations and code requirements applicable to the Event Location or the Event. You shall procure and keep in full force and effect, at Your sole cost and expense, from governmental authorities having jurisdiction over the Shopping Center(s), any and all licenses, permits, bonds or other authorizations necessary to conduct the Event (collectively "Authorizations"). You must notify us immediately if You fail to obtain the required permits and licenses prior to commencement of the Event, which may result in a cancellation or postponement until such time as the Authorizations are obtained. A copy of any required permits or licenses shall be provided to Us ten (10) days prior to commencement of the Event. The provision of such permits or licenses to Us is a condition precedent to any access to the Event Location. If there is a fee or fine imposed by the City for failure to obtain necessary authorizations, you will be responsible for paying such fines, penalties and charges.
3. Consideration/Payments. In consideration of the above, Applicant agrees to pay to Del Mar Plaza a \$200.00 non-refundable deposit, due when the applicable forms are presented to the management company. The deposit will be applied to the rental fee, granted no damage charges have been assessed. All checks should be made payable to ***Brixton Del Mar Plaza TIC, LLC***. Note: completion of the application does not guarantee the date requested or that the event has been or will be approved. A representative will contact your organization within 2 weeks of submission of the application. Proof of insurance is due upon notice of an approved application. The Certificate of Insurance (COI) requirements are listed in Exhibit B as referenced in the Agreement.
4. Insurance. Applicant hereby acknowledges and represents that it maintains a policy of General Liability and Property damage insurance in the amount of not less than Two Million dollars \$2,000,000 per aggregate / One Million Dollars \$1,000,000 per Occurrence for events held at Del Mar Plaza. Applicant shall furnish certificates thereof to Del Mar Plaza naming Del Mar Plaza, its officers, directors, agents, employees, shareholders and any other party reasonably designated by Del Mar Plaza as an additional insured and loss payee. If such certificate is not supplied with seven business days following the execution of this Agreement, Del Mar Plaza may terminate this Agreement in which event all fees shall be prompt returned to Applicant. Lapse or cancellation of the required insurance shall be an immediate and automatic breach of this Agreement.

Please see Insurance and Additional Insured below:

Additional Insureds:

- (1) BRIXTON DEL MAR PLAZA TIC, LLC, a Delaware limited liability company
- (2) MCI DEL MAR PLAZA, TIC, LLC, a Delaware limited liability company
- (3) BRIXTON INVESTMENT MANAGEMENT, LLC, a Delaware limited liability company
- (4) BRIXTON MANAGER, LLC, a Delaware limited liability company
- (5) US BANK

Certificate Holder Info:

OWNER:       BRIXTON DEL MAR PLAZA TIC, LLC  
                  MCI DEL MAR PLAZA, TIC, LLC  
                  120 S. SIERRA AVENUE  
                  SOLANA BEACH, CA 92075

5. General Indemnity. The Applicant hereby agrees to indemnify and hold harmless Del Mar Plaza, its owners, employees and agents, from and against any and all losses, damages, claims, demands or liability of any kind or nature whatsoever, including without limitation legal expenses, arising out of possession, use, including but not limited to, injury, death, property damage, or fines or penalties resulting from the violation by the Applicant of any applicable law. Del Mar Plaza shall have the right to tender the defense of any such claims to the Applicant, or to elect to defend such claims with counsel of Del Mar Plaza's choice. The Applicant agrees to cooperate, at its own expense, with Del Mar Plaza in the defense of such claims.
6. Set-Up/Clean-Up. Applicant shall be solely responsible for all set-up and clean-up of Del Mar Plaza Facilities used by Applicant before, during, and after Applicant's event. The Del Mar Plaza Facilities must be paid for the by the hour, including setup and clean-up time. Licensee must clean the Del Mar Plaza Facilities after the event and leave the facility in the same condition as when Licensee arrived (clean, orderly and without damage). All garbage and trash must be stored in an adequate, sanitary, closed container, not visible to the public, within the Event Location or the Shopping Center as directed by Us. You must dispose of such garbage and trash daily, or more frequently if required by the circumstances.
7. Equipment/Furniture. The Applicant may use existing outdoor furniture consisting of tables, chairs, umbrellas and lounge seating at no additional cost. If Applicant chooses to remove furniture for their event, the Del Mar Plaza's preferred furniture moving vendor will be contracted to move furniture off site at the sole cost to the Applicant. Applicant is responsible for renting all additional furniture and equipment for their event. Applicant shall furnish and pay for all labor needed to set up and take down displays, if any. Unless otherwise provided herein, should you shall provide tents, tables, chairs, table skirting, enclosures and/or signs, these items shall be subject to the prior approval of Del Mar Plaza Management. Applicant must furnish all display fixtures, the design, size, and quantity of which will be subject to prior written approval. Display fixtures must be of professional quality, well designed and maintained, and must be aesthetically complimentary to the surroundings of the Del Mar Plaza. Any unapproved fixtures may be removed by Del Mar Plaza personnel, and you will be obligated for the cost of removal and storing any such fixtures. Load

8. in and load out of the Del Mar Plaza must use the freight elevator or temporary loading area. Any and all equipment and merchandise must be hand-carried into the Del Mar Plaza or, if dollied, dolly must have wide rubber wheels only.
9. Inspection. Del Mar Plaza Management shall always have the privilege of inspecting the facility.
10. Alcohol. An approved Alcoholic Beverage Control day use permit is required for all events serving alcohol. Ownership must approve and sign the ABC application in order to obtain the permit. Once the permit is approved, a copy of permit will be provided to Del Mar Plaza Management 2 weeks prior to event day with plan for compliance with all ABC permits and conditions. For information and/or to obtain the permit, please contact Alcohol Beverage Control [www.abc.ca.gov](http://www.abc.ca.gov) (Ph# 760-471-4237) or the City of Del Mar: (Ph# 858-755-1524).
11. Parking. Applicant and their guests must pay current fees for parking spaces in the Del Mar Plaza parking garage. For events of over 150 attendees, Applicant must provide a Parking Plan for additional off-site parking. Loading zones may be used only when actively loading or unloading, NO EXCEPTIONS. Vendors and shared ride vehicles must not block driveways or garage and adhere to the posted parking signage. Failure to do so may result in vehicles being cited and/or towed.
12. Music. Amplified music (Live band or DJ) is allowed on the Plaza Deck. There are two dedicated 110 outlets on the Plaza Deck located at the north and south end of the deck. During the set-up walk-through this can be discussed. Due to City Ordinance, music cannot be played any later than 10pm. You may not permit loudspeakers, bull horns, televisions, radio equipment, flashing lights or other devices to be used in a manner to be heard or seen outside of the Del Mar Plaza without our prior written consent. ***Due to the close proximity of our residential neighbors, this is extremely important.***
13. Security. Applicant is required to contract with a Del Mar Plaza approved security vendor where any and all alcoholic beverages are being served. The area where alcohol is served must be stanchioned off and valid ID checked in compliance with all applicable ABC restrictions and requirements. Applicant may sell tickets in advance. All items to be sold at the Del Mar Plaza are subject to the prior approval of the Property Manager. You must hire and pay for the security officers that we deem necessary for the Event. You must obtain our advance approval with respect to the security personnel hired, and we may impose reasonable restrictions including insurance or bond requirements upon such personnel.
14. Sales. You must not sell or market any unlawful or counterfeit goods or services, or otherwise infringe or confuse another party's trademarks, trade dress or other intellectual property rights. You must conduct the event in a professional, first-class and tasteful manner in accordance with our rules and regulations, as well as reputable business standards and practices. Applicant and their contractors may not hawk or otherwise create a nuisance; Applicant may not keep or display any merchandise outside of the location or otherwise obstruct these areas. Applicant may not distribute handbills or other advertising material around the Del Mar Plaza or on automobiles parked in the parking lots.



15. Smoking. Smoking or vaping is strictly prohibited on the Del Mar Plaza premises or its facilities, including public restrooms and hallways.
16. Decorations: Decorations must be freestanding and NOT stapled, taped, or anchored on or to any wall, or scattered on any floor or plant. All decorations must be removed upon conclusion of the event. ABSOLUTELY NO flower petals, rice, seeds, confetti, loose sand, or bubbles are to be thrown or dispersed on the Del Mar Plaza Facilities. Fireworks, sparklers and fog machines are prohibited. Candles must be enclosed in a votive or hurricane-glass covering. No items may be left overnight.
17. Preferred Caterers. Catering at DMP Facilities will only be provided by the following DMP restaurants unless otherwise approved in writing by the DMP:
- *Del Mar Rendezvous* (858) 755-2669 email: info@delmarrendezvous.com
  - *Il Fornaio* (858) 755-8876 email: delmar@ilfo.com
  - *Pacifica Del Mar* (858) 792-0476 email: stacey@pacificadelmar.com
  - *Pacifica Breeze Café* (858) 792-0476 email: stacey@pacificadelmar.com
  - *Shimbashi Izakaya* (858) 523-0479 email: yoko@shimbashiizakaya.com
18. Cancellation. When an event is cancelled in writing by the Applicant after the Agreement is executed by both parties, the non-refundable deposit will be forfeited. Events cancelled due to inclement weather may be given the opportunity to reschedule at a later date, depending on availability. The Del Mar Plaza reserves the right to determine the severity of inclement weather and the opportunity to reschedule the event. DMP may cancel a special event based on severe weather, or for other emergent reasons. A full refund will be provided for events cancelled by the Del Mar Plaza.
19. Safety. No electrical wiring shall be laid that would create a hazard to pedestrian traffic. Approved tape or appropriate floor covering is mandatory to secure electrical cords and must be no less than 3" in width. Absolutely nothing may be attached to any fixture in the Del Mar Plaza. You must provide a minimum clearance of fifteen (15) feet from any store front or kiosk. No hazardous, flammable or combustible materials may be brought onto the Event Location or any other part of the Del Mar Plaza. Applicant shall abide by all rules and regulations that with respect to the common areas, facilities, sidewalks and tenant relations. Applicant must comply with all state and federal ADA requirements.

*Applicant hereby acknowledges that they have read and understand the Del Mar Plaza Facility Terms & Conditions*

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

APPROVED    REJECTED      DATE: \_\_\_\_\_

\_\_\_\_\_  
MANAGEMENT SIGNATURE

DEPOSIT RECEIVED    DATE: \_\_\_\_\_

INSURANCE RECEIVED    DATE: \_\_\_\_\_

|                 | Fee      | Description |
|-----------------|----------|-------------|
| FACILITY FEE    | \$ _____ | _____       |
| SECURITY/PORTER | \$ _____ | _____       |
| CLEAN-UP FEE    | \$ _____ | _____       |
| EXTRA CHARGES   | \$ _____ | _____       |

TOTAL FEE OF \$ \_\_\_\_\_ must be paid by (date of) \_\_\_\_\_ to BRIXTON DEL MAR PLAZA TIC, LLC.

INVOICE # \_\_\_\_\_    AMOUNT \$ \_\_\_\_\_    DATE REC'D: \_\_\_\_\_

COMMENTS:



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

Ph 858-755-9313 Fax: 858-755-2794  
 Hours M-TH 1:00 pm – 5:30 pm  
 FRI 1:00 pm – 4:30 pm  
 Web: [www.delmar.ca.us](http://www.delmar.ca.us)

# UNIFORM DEVELOPMENT APPLICATION

## PROPERTY INFORMATION:

|   |                                       |   |                           |
|---|---------------------------------------|---|---------------------------|
| Property Address:                         | 1555 Camino Del Mar, Del Mar CA 92014 |   |                           |
| Assessor Parcel No. (APN):                | 300-030-86                            |   |                           |
| Zoning:                                   | CC, Central Commercial District       | Overlay Zone(s):  | DI-OZ Plaza Specific Plan |
| Work proposed in the public right-of-way: | <input type="checkbox"/> No           | <input checked="" type="checkbox"/> Yes, note location: | Plaza Level Deck          |

## OWNER / APPLICANT:

|                  |                              |        |                                |
|------------------|------------------------------|--------|--------------------------------|
| Name(s):         | Marc and Patricia Brutton    |        |                                |
| Mailing Address: | 1555 Camino Del Mar, Suite B |        |                                |
| City:            | Del Mar                      | State: | CA                             |
| Zip:             | 92014                        |        |                                |
| Phone:           | 858-847-2284                 | Email: | delmarplaza@brixtoncapital.com |

## AUTHORIZED REPRESENTATIVE: (LETTER OF AUTHORIZATION REQUIRED)

|                               |   |        |  |
|-------------------------------|---|--------|--|
| Name:                         |   |        |  |
| Type:                         | <input type="checkbox"/> Architect/Designer <input type="checkbox"/> Contractor <input type="checkbox"/> Consultant <input type="checkbox"/> Engineer <input type="checkbox"/> Other: |        |  |
| Del Mar Business License No.: |   |        |  |
| Mailing Address:              |   |        |  |
| City:                         |   | State: |  |
| Zip:                          |   |        |  |
| Phone:                        |   | Email: |  |

## PROJECT DESCRIPTION (BRIEF):

## PERMITS, ACTIONS AND FEES TO BE PREPARED BY STAFF ONLY:

| <u>Permits:</u>  | <u>Fee</u> | <u>Actions:</u>   | <u>Fee</u> |
|--|------------|---|------------|
| <input type="checkbox"/> <b>ADR</b> Administrative Design Review       | _____      | <input type="checkbox"/> <b>ADU</b> Accessory Dwelling Unit                     | _____      |
| <input type="checkbox"/> Minor <input type="checkbox"/> Major          |            | <input type="checkbox"/> <b>COC</b> Certificate of Compliance only              | _____      |
| <input type="checkbox"/> <b>ASR</b> Administrative Sign Review         | _____      | <input type="checkbox"/> <b>CPP</b> Citizens' Participation Program             | _____      |
| <input type="checkbox"/> <b>BA</b> Boundary Adjustment with COC        | _____      | <input type="checkbox"/> <b>D</b> Zoning Determination of Allowable Use         | _____      |
| <input type="checkbox"/> <b>BAN</b> Banner Permit                      | _____      | <input type="checkbox"/> <b>DA</b> Development Agreement                        | _____      |
| <input type="checkbox"/> <b>BP</b> Charitable Bingo Game Permit        | _____      | <input type="checkbox"/> DA <input type="checkbox"/> Amendment                  | _____      |
| <input type="checkbox"/> <b>CDP</b> Coastal Development Permit         | _____      | <input type="checkbox"/> <b>DSC</b> Determination of Substantial Conformance    | _____      |
| <input type="checkbox"/> <b>CUP</b> Conditional Use Permit             | _____      | <input type="checkbox"/> <b>EA</b> Environmental Assessment                     | _____      |
| <input type="checkbox"/> CUP <input type="checkbox"/> Modification     |            | <input type="checkbox"/> Initial Study <input type="checkbox"/> EIR             | _____      |
| <input type="checkbox"/> <b>DP</b> Demo Permit                         | _____      | <input type="checkbox"/> <b>GPA</b> General Plan Amendment                      | _____      |
| <input type="checkbox"/> <b>DRB</b> Design Review Permit               | _____      | <input type="checkbox"/> <b>HZ</b> Horizontal Zoning Relief                     | _____      |
| <input type="checkbox"/> < 500 sf <input type="checkbox"/> > 500 sf    |            | <input type="checkbox"/> <b>I</b> Zoning Code Interpretation                    | _____      |
| <input type="checkbox"/> Misc: _____                                   |            | <input type="checkbox"/> <b>ILPF</b> In-Lieu Parking Fee Program                | _____      |
| <input type="checkbox"/> <b>DRB-S</b> Design Review Sign Permit        | _____      | <input type="checkbox"/> <b>LCPA</b> Local Coastal Program Amendment            | _____      |
| <input type="checkbox"/> <b>EP</b> Encroachment Permit                 | _____      | <input type="checkbox"/> <b>OPP</b> Off-Hours Public Parking                    | _____      |
| <input type="checkbox"/> Short-term <input type="checkbox"/> Long-term |            | <input type="checkbox"/> <b>PLZ</b> Plaza Tenant Improvement Review             | _____      |
| <input type="checkbox"/> <b>ESP</b> Emergency Shelter Permit           | _____      | <input type="checkbox"/> <b>SP</b> Specific Plan                                | _____      |
| <input type="checkbox"/> <b>FDP</b> Floodplain Development Permit      | _____      | <input type="checkbox"/> SP <input type="checkbox"/> Amendment                  | _____      |
| <input type="checkbox"/> Without hardship relief                       |            | <input type="checkbox"/> <b>SV</b> Street Vacation                              | _____      |
| <input type="checkbox"/> With hardship relief                          |            | <input type="checkbox"/> <b>TPM</b> Tentative Parcel Map                        | _____      |
| <input type="checkbox"/> <b>IB</b> Emergency Beach Barrier             | _____      | <input type="checkbox"/> ≤ 4 New Lots <input type="checkbox"/> Condo Conversion | _____      |
| <input type="checkbox"/> <b>LC</b> Land Conservation Permit            | _____      | <input type="checkbox"/> <b>TTM</b> Tentative Tract Map                         | _____      |
| <input type="checkbox"/> LC <input type="checkbox"/> Administrative    |            | <input type="checkbox"/> ≥ 5 New Lots <input type="checkbox"/> Condo Conversion | _____      |
| <input type="checkbox"/> <b>MV</b> Mobile Vending Operations Permit    | _____      | <input type="checkbox"/> <b>TVS</b> Trees, Scenic Views and Sunlight            | _____      |
| <input type="checkbox"/> <b>NOI</b> Notice of Intent                   | _____      | <input type="checkbox"/> <b>V</b> Variance                                      | _____      |
| <input type="checkbox"/> <b>NRP</b> News Rack Permit                   | _____      | <input type="checkbox"/> <b>ZA</b> Zoning Code Amendment                        | _____      |
| <input type="checkbox"/> <b>P</b> Parking Permit                       | _____      | <input type="checkbox"/> Other: _____   | _____      |
| <input type="checkbox"/> Off-site <input type="checkbox"/> Shared      |            |   |            |
| <input type="checkbox"/> <b>RDP</b> Redevelopment Permit               | _____      | <b>Related Fees:</b>  |            |
| <input type="checkbox"/> <b>SEC</b> Sign Encroachment Permit           | _____      | <input type="checkbox"/> Community (General) Plan/Zoning Update                 | _____      |
| <input type="checkbox"/> <b>SCP</b> Sidewalk Café Permit               | _____      | <input type="checkbox"/> Public Notice  | _____      |
| <input type="checkbox"/> <b>SPP</b> Shoreline Protection Permit        | _____      | <input type="checkbox"/> Engineering Review Fees                                | _____      |
| <input type="checkbox"/> <b>SSP</b> Seawall Setback Permit             | _____      |   |            |
| <input type="checkbox"/> <b>TRP</b> Tree Removal Permit                | _____      | <b>TOTAL FEES DUE:</b>  |            |
| <input checked="" type="checkbox"/> <b>TUP</b> Temporary Use Permit    | _____      |   |            |
|  |            | \$ _____  |            |

Primary File No.: \_\_\_\_\_

Additional File Nos.: \_\_\_\_\_

**PLANNING DEPARTMENT – UNIFORM DEVELOPMENT APPLICATION**  
PAGE 2 OF 2

1) Is development proposed on a vacant parcel?  No  Yes

2) How many dwellings are currently on the parcel? 1

3) Will the proposed project result in NEW or a CHANGE to the following:

|  |  |
|--|--|
| Site floor area ratio (FAR): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Fencing / walls: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No             |
| Roof structures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No             | Grading (outside footprint): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Exterior walls: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No              | Foundation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                  |
| Use of the site / structure: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Hardscape / paving: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No          |

4) Will the proposed project result in NEW or REHABILITATED landscaping:

|   |                             |
|---|-----------------------------|
| New Landscaping: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No              | Landscaped Area: _____ S.F. |
| Rehabilitated Landscaping: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    | Landscaped Area: _____ S.F. |
| Existing to Remain Untouched: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Landscaped Area: _____ S.F. |

5) Based on the information provided above, please provide a detailed project description and explain the scope of the entire project, including the type of use and structure(s) proposed, number of stories, building materials, grading, fencing and/or hardscape improvements (attach additional sheets if necessary).

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6) Is the parcel involved in any current code enforcement cases?

No  Yes, describe violation: \_\_\_\_\_

7) To the best of your knowledge, answer the following supplemental questions (staff can assist if needed):

Is the parcel located within the appeal jurisdiction of the California Coastal Commission?

No  Yes

Is the parcel located in/adjacent to a wetland, floodplain, beach, wildland urban area, or other sensitive area?

No  Yes, describe location: \_\_\_\_\_

Does the project involve maintaining any existing structural or use non-conformities on the site such as setbacks, multiple accessory structures, floor area, insufficient parking, etc.? If so, please describe:

**PROPERTY OWNER AND AUTHORIZED REPRESENTATIVE CERTIFICATIONS**

I certify that I am presently the legal owner of the above-described property. I, the undersigned owner (and, when applicable, the authorized agent acting on behalf of the owner) of the property herein described, hereby make application for approval of the plans submitted and made a part of this application in accordance with the provisions of the City of Del Mar ordinances. I understand that during review of the project, additional permits and/or actions may be required. I hereby certify that the information given is true and correct to the best of my knowledge and belief.

I understand that the requested approval is for my benefit (or that of my principal). Therefore, if the City of Del Mar grants the approval, with or without conditions, and that action is challenged by a third party, I will be responsible for defending against this challenge. I, therefore, agree to accept this responsibility for defense at the request of the City and also agree to defend, indemnify and hold the City of Del Mar harmless from any costs, claims or liabilities arising from the approval, including, without limitation, any award of attorney’s fees that might result from the third party challenge.

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

I grant permission to the City to conduct site visits necessary to investigate the proposed project.

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE

Marc Brutton  
PROPERTY OWNER NAME (PRINT)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
REPRESENTATIVE SIGNATURE

\_\_\_\_\_  
REPRESENTATIVE NAME (PRINT)

\_\_\_\_\_  
DATE



# City of Del Mar Planning Department Submittal Checklist

## TUP – TEMPORARY USE PERMIT

**Applications must be submitted at least twenty (20) working days prior to the proposed event**

TUP \_\_\_\_\_ - \_\_\_\_\_ Project Address: 1555 Camino Del Mar, Del Mar, CA 92014

Related Permits/Actions: \_\_\_\_\_ Owner (Last Name): Brutten

The following list of documents and items noted below are typically required as part of an application for a Temporary Use Permit. **Planning Department staff can assist you in determining which items will be required for your submittal.** A pre-application conference is highly recommended. Call (858) 755-9313 to schedule an appointment with planning staff.

### Submittal Requirements

1. Uniform Development Application Form – **owner and agent signatures**
2. Project Questionnaire (attached to this checklist) – **owner or agent signature**
3. Application Fees
4. Letter of Authorization – **owner signature only**  
*An agent acting on behalf of a property owner(s) shall present a written authorization signed by the property owner(s); a buyer in escrow shall present a written authorization signed by the owner-seller; a lessee shall provide the property owner(s) written approval.*
5. Site Plan  
*Site Plans are required to show the property and location where the temporary use will occur.*
6. Site Photographs and Photo Key Map  
*Photos of the project site and adjacent properties.*
7. Parking & Traffic Control Plan (if applicable)  
*Identify how the anticipated guests and vendors will be accommodated without creating undue burden on surrounding properties and public right-of-way. Include a plan for pedestrian and bicycle mobility, as well as vehicular access.*
8. Evidence of Liability Insurance  
*Prior to the issuance of permits, the Permittee shall provide the City with a certificate of insurance showing that the applicant is covered by general liability insurance for personal injury (including death) and property damage.*

## TUP PROJECT QUESTIONNAIRE

| Temporary Use Operations Details           |  |  |  |
|--|--|--|--|
| <b>Date(s) Proposed for Temporary use:</b> |  | <b>List of dates in which activity may differ from proposed dates for TUP:</b> |  |
| <b>Hours of Operation:</b>                 |  | <b>Estimated number of participants:</b>                                       |  |

**Please indicate the type of temporary use:**

|   |  |                                |
|---|--|--------------------------------|
| <input type="checkbox"/> Construction Parking/Material Storage related to development | <input type="checkbox"/> Holiday/Seasonal Activities | <input type="checkbox"/> Other |
|---|--|--------------------------------|

If other, please describe what the temporary use will be in the detailed project description below.

**Please indicate the number of required off-street parking spaces, if any, required for the event:**

|                               |                                      |                                     |
|-------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> None | <input type="checkbox"/> 10 or fewer | <input type="checkbox"/> 11 or more |
|-------------------------------|--------------------------------------|-------------------------------------|

If off-street parking will be required, please demonstrate on a parking plan how it will be provided.

**Will there be any site improvements (permanent or temporary) for the temporary use?**

|                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

If yes, please provide a site plan and indicate whether the improvements will be permanent or temporary.

**Will there be any outdoor lighting for the temporary use?**

|                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

If yes, please attach associated plans and specification sheets for all proposed lighting fixtures.

**Will the temporary use include live music, a DJ, or amplified sound system?**

|                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

If yes, provide details, including how the City's Noise Ordinance (Del Mar Municipal Code Section 9.20) will be met and hours of operation for proposed sound.

**Is temporary signage/advertising proposed?**

|                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

If yes, an Administrative Sign Review Permit may also be required. Please attach an example with dimensions and proposed location of signage.

**Will there be private security personnel for the temporary use?**

|                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

If yes, please provide the details of any arrangements for private security personnel.

**Will alcoholic beverages be served in conjunction with the temporary use?**

|                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

If yes, demonstrate the appropriate license was obtained from the California Department of Alcohol and Beverage Control.

**Will there be any temporary food vendors?**

|                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

If yes, demonstrate the appropriate food permits have been obtained from the County of San Diego. Provide contact information and business license information for all vendors below.

**List of Vendors (If more space is needed, please provide a separate sheet and attach to this checklist.)**

1. Name: \_\_\_\_\_
- Business License Number: \_\_\_\_\_
- Contact Information: \_\_\_\_\_

2. Name: \_\_\_\_\_

Business License Number: \_\_\_\_\_

Contact Information: \_\_\_\_\_

**Will the temporary use involve any encroachment into the public right-of-way?**

Yes  No

If yes, an Encroachment Permit is also required.

**Will the temporary use generate additional demand for on-site waste and recycling facilities?**

Yes  No

If yes, please provide a plan for waste management and recycling.

**\*\* PLEASE PROVIDE ALL DETAILS IN THE PROJECT DESCRIPTION BELOW\*\***

**DETAILED PROJECT DESCRIPTION:**

*If more space is needed, provide a separate sheet and attach to this checklist.*

**Owner or Owner's Agent Certification**

*The permittee/owner shall defend (with attorneys approved by the City), indemnify and hold harmless the City of Del Mar, its agents, officers, and employees from any claims, damages, action, or proceeding against the City or its agents, officers, or employees to attack, set aside, void, or annul an approval of the City, its advisory agencies, appeal boards, or legislative body concerning this approval or permit. The City will promptly notify the permittee/owner of any such claim, action, or proceeding against the City and will cooperate fully in the defense.*

*I certify that the attached application contains the items required. I understand that additional information may be needed to process my application and if any of the items are missing or found deficient, the application will be deemed incomplete, may be rejected, or may constitute grounds for revocation of any permit issued.*

\_\_\_\_\_  
**Signature (Owner or Owner's Agent)**

Marc Brutton

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**