

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, is required to go through this process.

The Structure Development Permit application process requires the following items to be submitted to the Planning Department:

- Application for a Structure Development Permit – with all requested information filled out,
- Applicable Filing Fees,
- Public Notice mailing package with stamped, addressed envelopes for all property owners and occupants within 300 feet of the subject property boundaries,
- Story Pole Plan that show the height and outline of the proposed structure or addition to existing structure,
- Story Pole Height Certification by a licensed land surveyor.

Once this information is submitted to the Planning Department, staff reviews the information, 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 from this website or at the planning counter. A filing fee is required for each View Assessment application submitted. Applicants and claimants should consult the City's [current fee schedule](#) for applicable fees.

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 Committee (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 Committee to review all feasible solutions for development and choose that 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, the project is approved at the end of the 30-day review period, and the applicant may then begin the process to submit plans for a building permit.

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 5 Findings that are required for the View Assessment Committee (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 Planning Department for any questions regarding this process at Planning@cityofsolanabeach.ca.gov or 858-720-2440.