



## Submittal Checklist for CERTIFICATE OF EXCEPTION

*This checklist should be reviewed together with a Planner at the Permit Center and must be submitted with the application. Incomplete applications cannot be processed and will be returned to the applicant together with a checklist specifying the items that are incomplete.*

### **MINIMUM SUBMITTAL REQUIREMENTS:**

*Listed below are the minimum submittal requirements for Certificates of Exception. If there are multiple entitlements, they may be combined under one submittal.*

- MASTER APPLICATION** (eight copies)
  - a) Cover Sheet with Applicant Signature.
  - b) Environmental Assessment.
  - c) Tree Inventory.
  - d) Taxpayer Protection Act Disclosure Form.
  
- SITE PLANS FOR EXISTING AND PROPOSED** (eight full size copies and four 11"X17" reductions)
  - a) Applicant name, address and phone number.
  - b) Project site address, north arrow and drawing scale.
  - c) Property lines.
  - d) Internal and external rights-of-way and any vehicular access or other easements.
  - e) Existing and proposed structures with their uses labeled.
  - f) Location of structures on adjacent properties and their uses.
  - g) Mature trees 4 inches or more in diameter (on-site, adjacent to property lines and in public right-of-way).
  - h) Yard dimensions.
  - i) Topography (when applicable).
  - j) Vicinity map showing ½-mile radius street system with project site highlighted (integrated at lower right hand corner of plan).
  
- OWNERSHIP VERIFICATION** (one copy)
  - a) Copy of Grant Deed.
  - b) Written Consent from property owner to authorize representative (if applicable).
  
- NOTIFICATION PACKET** (two sets)
  - a) Radius Map and Ownership List.
  - b) Affidavit.
  - c) Labels.
  
- PHOTOS** (two sets)
  - a) A minimum of four photos (varied angles) of the project site showing walls, trees and existing structures.
  
- APPLICATION FEES**
  
- CHECKLIST FOR SPECIFIC ENTITLEMENTS & OTHER ITEMS**  
Refer to the reverse page for additional submittal requirements.

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**SPECIFIC ENTITLEMENT REQUIREMENTS:**

*In addition to the minimum submittal requirements, the following specific entitlement requirements for Certificates of Exception shall also be submitted:*

- SUPPLEMENTAL APPLICATION** (eight copies)
  - a) Description of Request.
  - b) Finding for a Certificate of Exception.

**ADDITIONAL ITEMS:**

*In addition, the following items may be required by the Planner for submittal:*

- FLOOR PLANS**
- ELEVATIONS**
- ELEVATION SECTIONS**
- STREET ELEVATION SKETCHES**
- GRADING PLAN** (if greater than or equal to 50 cubic yards)
- TOPOGRAPHIC MAP**
- CALCULATIONS** (square footage, floor area ratio, average slope, etc.)
- LANDSCAPE PLAN**
- CIRCULATION PLAN**
- SIGN INVENTORY**
- DEVELOPMENT SCHEDULE**
- ESCROW TITLE PAPERS**
- LEASE AGREEMENT**
- OTHER ITEMS**

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*Supplemental Application for*  
**CERTIFICATE OF EXCEPTION**

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

Case # \_\_\_\_\_

**DESCRIPTION OF REQUEST:**

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**FINDING:**

*The applicant must thoroughly respond to the directive below to make the required finding for the proposed Certificate of Exception (lot line adjustment). Use additional sheets if more space is necessary to complete your response. The City's Zoning Code can be viewed at the Permit Center and online at [www.cityofpasadena.net](http://www.cityofpasadena.net).*

- 1) Describe how the parcels resulting in the lot line adjustment will conform to local zoning and building ordinances.

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*Supplemental Application for*  
**CERTIFICATE OF EXCEPTION**

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

Case # \_\_\_\_\_

**OWNER'S STATEMENT:**

*The applicant must thoroughly respond to the directives below to make the required finding for the proposed project. Use additional sheets if more space is necessary to complete your response.*

**PARCEL #1**

Existing Legal Description:	
Property Owner's Name:	
Property Owner's Signature:	
Size Before Adjustment:	Date Property Acquired:
Size After Adjustment:	

**PARCEL #2**

Existing Legal Description:	
Property Owner's Name:	
Property Owner's Signature:	
Size Before Adjustment:	Date Property Acquired:
Size After Adjustment:	

**PARCEL #3 (if applicable)**

Existing Legal Description:	
Property Owner's Name:	
Property Owner's Signature:	
Size Before Adjustment:	Date Property Acquired:
Size After Adjustment:	

*Supplemental Application for*  
**CERTIFICATE OF EXCEPTION**

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

Case # \_\_\_\_\_

**PARCEL #4 (if applicable)**

Existing Legal Description:	
Property Owner's Name:	
Property Owner's Signature:	
Size Before Adjustment:	Date Property Acquired:
Size After Adjustment:	