

Items on this submittal checklist should be submitted with the application. Incomplete submittals will delay reviews. To avoid additional delays, applicants should consult with the Current Planning Section to ensure that the proposed project complies with the development standards in the Zoning Code. Applicants should also contact the Transportation Department to begin preparation of any required traffic assessment or traffic study prior to submitting an application for Concept Design Review.

**Note:** Applications for Concept Design Review may be reviewed by the Design Commission at a noticed public hearing, or may be reviewed by staff. Consult with Design & Historic Preservation staff to determine if your project will require a public hearing. Projects subject to the Public Art requirement must have concept art plan submitted to Cultural Affairs before a hearing date can be scheduled for Concept Design Review.

**A. Design & Historic Preservation Master Application Form**

- Please complete all information on the application form.

**B. Taxpayer Protection Form**

- Please indicate if the value of the work presented in the application is under or over \$25,000. If over \$25,000, please list the parties of interest in the project. Architects and other agents representing the owner should **not** be listed unless they have an ownership/investment interest in the project.

**C. Environmental Assessment Form**

- Please complete all information on all pages of the Environmental Assessment Form, including the tree inventory.

**D. Application fee**

- Application fees are required for all projects. See the adopted fee schedule or consult with staff to determine the amount of the application fee.

**E. Public Notice Information – Required only for projects reviewed by the Design Commission**

- See separate packet on public notification.

**F. Photographs**

- Color photographs. Identify the photographs with project address, applicant's name, address, telephone/fax number/e-mail, and date. Please include: clear views of the site showing the setting and clear views of the existing elevations of the building (if applicable), and details of areas affected by the project. In addition, include: properties along both sides of the streets (block face views) within roughly 300 feet of the site. The views should be perpendicular to the site being photographed (to illustrate scale, massing, and other visual relationships). For projects reviewed by the Design Commission, photographs should be mounted to foam core and must be adequately sized to be legible at a public meeting.

**G. Site Plan (See page 2 for Information to be included on cover sheet to plans & elevations)**

- A survey of the existing conditions on the site and footprint of adjacent buildings
- Proposed site plan
- Property line and setback dimensions
- Adjacent streets
- Existing and proposed building locations and dimensions
- Topography
- Dimensions of driveway widths, existing and proposed curb cuts, parking spaces (use arrows to indicate traffic circulation)
- Sidewalks and walkways: existing and proposed; indicate existing paved areas to be removed.
- Walls and fences: existing and proposed (cite materials and dimensions); indicate walls and fences to be removed
- Street Lights: existing and proposed; existing proposed for removal
- Trees: Show existing trees with accurate canopies and overlap (if any) between proposed building footprints and canopy of existing street trees

## H. Elevations

- Building elevations (in color and black and white); including courtyard and other secondary elevations
- Building heights
- General appearance and architectural character including schematic details of windows and storefronts
- Elevations of existing buildings adjacent to front elevation
- Conceptual locations of signs

## I. Floor Plans

- Proposed plans and existing plans (if applicable): perimeter dimensions; openings in exterior walls; and proposed floor plans for new construction

## J. Roof Plan

- Show preliminary location of all exterior mechanical equipment (if applicable)

## K. Sections (cross and longitudinal)

- Building walls (including freestanding walls)
- Floor-to-floor dimensions
- Cuts and fills (as required)

## L. Demolition and phasing plans (for multi-phased projects)

## M. Preliminary Landscape Plan

## N. Copies of Plans and Elevations (Items G – M)

- For projects reviewed by the Design Commission, submit (1) full-size set and fifteen (15) reduced copies of the plans/elevations. Reductions must be legible.
- For projects reviewed by staff, submit one (1) full-size set and one (1) reduced copy of the plans/elevations. Reductions must be legible.

## O. Tree Survey for New Construction and Additions

- All submittals proposing new construction must indicate the location of all existing trees on site, including street trees. Include an accurate depiction of the existing canopy of the street trees overlaid on the footprint of new buildings. Indicate the tree species, diameter-at-breast height, and accurate canopy cover on the site plan of all street trees and trees on private property. The staff may request an evaluation of the trees from a qualified arborist to evaluate the condition of native, specimen, and landmark trees (Refer to Tree Protection Ordinance, Pasadena Municipal Code, Chapter 8.52).

## Cover Sheet of Plans and Elevations

- Total area of site in square footage
- Number of buildings and dwelling units to be removed (including square footage)
- Number of proposed new buildings with total square footage for each (including parking structures)
- Square footage for each building's footprint and the percentage of the site covered by the building
- Number of stories for each building
- Landscaped areas and percentage of the total site dedicated for landscaping
- Number of parking and loading spaces—existing, proposed, required by zoning—and percentage of the total site covered by parking
- Paved areas and percentage of the total site dedicated for hardscape/paving (driveways, walkways, courtyards, and trash storage)
- Existing and proposed UBC occupancy group and type of construction
- Existing zoning and land-use designation
- Survey of the property (existing conditions)

## Special Requirements

The following materials may also be required, especially for major new construction projects.

- Eye-level, perspective drawings or virtual illustrations (in color) depicting the elevations visible from the street and/or the building in its context
- Massing model