

Items on this submittal checklist should be submitted with the application. Incomplete submittals will delay reviews. If the project will result in a net increase of five units or more, applicants should contact the Transportation Department to begin preparation of the required traffic assessment or traffic study prior to submitting an application for Consolidated Design Review.

**Note:** Projects with 9 or fewer units are reviewed by staff; projects with 10 or more units are reviewed by the Design Commission at a noticed public hearing.

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

- Please complete all information on the application form. Fees are required for most applications, including additional fees for environmental studies and inclusionary housing requirements.

**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. Copy of Zoning Preliminary Plan Check approval letter**

**F. Public Notice Information** (only for projects with ten or more units)

- See separate packet on public notification.

**G. 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 involving ten or more units, photographs should be mounted to foam core and must be adequately sized for display at a public meeting.

**H. Site Plan** (See page 3 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 – indicate any buildings to be demolished
- Proposed site plan (indicate electrical vault, gas and electrical meters, fire sprinkler valves, backflow preventer, HVAC condensers, etc.)
- 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

**I. 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
- ❑ Elevations of existing buildings adjacent to front elevation
- ❑ Material call-outs
- ❑ Exterior lighting locations
- ❑ Location of gutters and downspouts
- ❑ Indicate required craftsmanship feature and two Pasadena building elements

**J. Floor Plans**

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

**K. Roof Plan**

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

**L. Details & Sections (cross and longitudinal)**

- ❑ Building walls (including freestanding walls)
- ❑ Floor-to-floor dimensions
- ❑ Cuts and fills (as required)
- ❑ Exterior details/sections (canopies, balconies, doors, eaves, reveals, soffits, returns, and surface-applied materials, etc.)
- ❑ Large scale details/sections of windows showing, dimensioned recess, casings, and method of operation, etc.
- ❑ Door and window schedule

**M. Demolition and phasing plans (for multi-phased projects)**

**N. Landscape Plans**

- ❑ Planting plan showing location, spacing, common name, botanical name, container size, quantity of all proposed new plant material, with distinct plant symbols for each specimen
- ❑ Landscape construction plan with dimensions, materials, finishes (drawings, catalog cuts, and/or photographs of an existing installation)
- ❑ Hardscape details including paving, trash enclosure, raised planters, water features, fences, walls, site furniture, etc.
- ❑ Exterior lighting including type of fixture and catalog cut sheets
- ❑ Existing plant material including trees (Trees with a 4-inch diameter or greater shall be identified by species and diameter-at-breast height.)

**O. Copies of Plans and Elevations (Items H – O)**

- ❑ For projects involving ten or more units, submit (1) full-size set and fifteen (15) reduced copies of the plans/elevations. Reductions must be legible.
- ❑ For projects involving nine or fewer units, submit (1) full-size set and (1) reduced copy of the plans/elevations. Reductions must be legible.

**P. Color and Material Board**

- ❑ Identify board with project address, architect's name, address and telephone/fax/email address, and date. Include samples or catalog cut-sheets of all proposed exterior materials, exterior lighting fixtures and paint colors, including materials for glazing and paving (except clear glass). Identify all samples with manufacturer's name and item specification number (including catalog cut – photographs of an existing installation may be accepted in place of product literature). **For projects involving ten or more units, a presentation board shall be of adequate size for display at a public meeting, otherwise 8.5" x 11" is preferred (or foldable).**

**Q. Tree Survey**

- ❑ 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

**Note:** Mechanical plans showing locations of through-the-wall vents and ventilation shafts will be required to ensure proper placement. If not provided with the Consolidated Design Review application, project approval will be conditioned to provide such plans prior to obtaining a building permit. Vents and ventilation shafts should not be visible from the street or interior common areas.

## SUPPLEMENTAL LIST OF DESIGN CONSIDERATIONS FOR MULTI-UNIT RESIDENTIAL PROJECTS

Items in this checklist should be considered for possible inclusion in the design of new residential projects. The quality of materials, finishes, and the overall detailing of construction and the accompanying checklist items are important considerations during design review.

### Architectural Style

Establish a high standard of design for all new development within the community.

- ❑ Relate new development to the existing environment in scale, material, and character so that Pasadena's inherent human scale, visual and functional diversity may be maintained and enhanced.
- ❑ Creative architectural designs that show individual expression, richness, and variety are encouraged.
- ❑ Creative architectural solutions that acknowledge the surrounding context without direct mimicry of historical styles are desired.

### Street Orientation

Buildings should make a positive contribution to the life of the street. Porches and stoops communicate a sense of arrival and allow opportunities for informal social interaction.

### Building

Use quality building materials and thoughtful design.

- ❑ Entrances (carefully proportioned entrances, doorways, sidelights, transoms, hood or porticos)
- ❑ Parking garage (extend finished exterior surfaces to the interior side walls and ramps of openings to parking garages and to sidewall of ramps leading to subterranean garages on projects with multiple buildings on a site)
- ❑ Facades (consider varying the design/detailing of street-facing facades)
- ❑ Ornament (use quality materials that are durable and appropriately scaled to the building and compatible with the prevailing architectural character of the neighborhood)
- ❑ Return walls (wrap wall cladding to avoid the appearance of thinly applied surface-mounted features and walls with minimal depth or shadow)
- ❑ Lighting fixtures (select an appropriate style, scale, placement and avoid overly ornate fixtures)
- ❑ Downspouts (select an appropriate scale, placement, and material, e.g., ogee-profile or half-round gutters and scuppers with 3- to 4-inch round downspouts)
- ❑ Utility vents (where possible avoid placing through-the-wall dryer vents penetrating a street-facing elevation and courtyard elevations; when necessary, they should be mounted inconspicuously—e.g., inside recesses, behind railings)
- ❑ Multiple buildings on a site (consider adding variety to the elevations by changing architectural styles, rooflines, color and materials among the buildings to differentiate one from another and to create more visual interest)
- ❑ Color (introduce changes in color between building modules to accentuate the concept of architectural variation and individuality among building clusters)
- ❑ Quality and durability of building materials and finishes (use quality materials appropriate to the architectural detailing of the building; the same finish quality should be applied to all elevations)
- ❑ Architectural detailing (encourage visual continuity and attention to detail on all elevations)
- ❑ Base material (distinguish the base of the building from the second floor through color, texture, and even material, e.g., cast stone, GFRC, and steel-troweled or dash coat plaster to contrast with the wall surfaces on the second floor. Similarly on three-story multi-unit residential projects, consider a distinct change in material, color, texture, and transparency on the third floor)
- ❑ Wood (use premium-grade wood and lumber for exposed trim, corner-boards, bargeboards, beams, posts, and rails)
- ❑ Pergolas (appropriate scale, dimension, and durability)
- ❑ Wall claddings/coatings (depth and shadow of wall modulation, wrap materials onto return walls)
- ❑ Lighting fixtures (appropriate in scale, durable and relate to the architectural theme of the building)

- ❑ Cultured stone (simulated stone should have deeply racked mortar joints or dry-stack assembly to simulate traditional masonry walls)

## Windows

The proportion and orientation of windows are important design considerations. They cover large portions of the wall surfaces and affect the scale of a building and compatibility with its surroundings. The recess of windows, the size of the openings, the transparency, reflectivity of the glazing, and the divisions of the sash are all sensitive design issues.

- ❑ Windows should have clear glazing. Lightly tinted glazing (e.g., low emissive, solar may be acceptable) Other types of glazing (including tinted or opaque glass) may be appropriate if integrated into the architectural design of a building.
- ❑ In general, windows visible from public streets, courtyards, or main garden areas should be detailed as primary windows and in general recessed approximately 3-inches behind the wall plane of a building (not flush with the wall plane) to create shadow lines and to impart a three-dimensional design feature. In some cases, deviations from this requirement may be necessary to achieve creative architectural solutions, and in projects with wood or engineered wood siding, flush windows are an acceptable installation.
- ❑ Combinations of window types (e.g., fixed, sliding, casement, double-hung, awning, etc.) should be aesthetically designed and grouped to avoid the appearance of an arbitrary placement.
- ❑ Transoms, hoppers, mullions, or some radius and polygonal configurations may be used as alternatives to muntins to break up the scale and expanse of window openings.
- ❑ Although discouraged, simulated muntins may be acceptable, subject to review. Simulated muntins should be:
  - Surface-applied to the exterior of the glass
  - Dimensional in sections (i.e., "sculpted" profiled muntins, not flat strip)
  - Permanent in appearance (seamlessly bonded to the window frames); and an aesthetic enhancement to the scale, detailing, and overall design of the fenestration.
- ❑ Reflectivity (with insulating glass, use a non-reflective spacer between glass panes)
- ❑ Non-functional shutters are discouraged unless they appear functional.

## Site Utilities

When possible, minimize placement of utilities in front yard; if sited in front yards, they should be placed (or grouped) in an inconspicuous location.

- ❑ Utility vaults (position low to grade, avoid if possible the use of a raised curb, and screen from public view)
- ❑ Backflow-preventers
- ❑ Utility cabinets
- ❑ Freestanding mechanical equipment ( i.e., condenser units)
- ❑ Water and gas meters
- ❑ Trash enclosures/gates

## Site Features

Design architectural features that are an integral part of the building and landscape, and avoid excessive ornamentation that appear "tacked-on" or artificially thin.

- ❑ Entrance gates and fences (scale and level of ornament)
- ❑ Integrate decorative features and site amenities into the design
- ❑ Perimeter fences and walls (consider variations in texture, openings, and surfaces, banding, combining with other materials)
- ❑ Water features (consider the scale of fountains and their relationship to the architecture of the surrounding building)

## Landscaping

Use a coordinated palette of landscape materials to provide scale, texture, and color.

- ❑ Maintain a natural tree canopy
- ❑ Planters (berm soil for trees)
- ❑ Podium planters (consider using a depressed podium deck to allow for greater soil depths)
- ❑ Planters/planter walls (consider ways to minimize the visibility of a cavity between planters and building walls)
- ❑ Use native and drought tolerant plant materials
- ❑ Planter walls (use precast, poured in place coping instead of flat-plastered top surface)