

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 Consolidated Design Review.

Note: Applications for Consolidated 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.

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, if needed.

B. Taxpayer Protection Form

- Please list the parties of interest in the project. Architects and other agents representing the owner(s) 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 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
- 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

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
- ❑ Material call-outs
- ❑ Exterior lighting locations
- ❑ Locations of gutters and downspouts
- ❑ 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 location of all exterior mechanical equipment (if applicable)

K. 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

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

M. 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.)

N. Exterior Signs and Other Graphics

- ❑ Location, dimensions, type (including illuminated or non-illuminated) and use (building sign, tenant sign, wayfinding sign, etc.). Include light fixtures, electrical raceways, and all other designs, materials, lettering font, graphics and colors used as identification or for calling attention to the project or tenant. Include color and material samples on the color and material board.

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

- ❑ 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.

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 requiring Design Commission review, 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

- ❑ 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

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.