

ATTACHMENT B
Submittal Checklist for Concept Design Review



Submittal Checklist for **CONCEPT DESIGN REVIEW**

Concept Design Review is the primary step in the Design Review process. Applications for Concept Design Review normally address the basic design of a project, including compatibility with surroundings, massing, proportion, siting, solid-to-void relationships, and compliance with applicable design guidelines.

All applications for Design Review shall adhere to applicable City design guideline documents, which can be viewed and downloaded from the following website: <http://cityofpasadena.net/guidelines>. Projects may also be subject to public art requirements in Section 17.40.100: Public Art Requirements and Design Standards of the City of Pasadena Zoning Code.

This checklist should be reviewed together with a planner at the Permit Center and must be submitted with the complete application. **Incomplete applications will not be accepted.**

MINIMUM SUBMITTAL REQUIREMENTS:

The Preliminary Consultation phase of Design Review must be completed prior to filing an application for Concept Design Review. Refer to the submittal requirements for Preliminary Consultation for further details: http://www.ci.pasadena.ca.us/Planning/Design_Review/.

Listed below are the minimum submittal requirements for Concept Design Review. If there are multiple entitlements, they may be combined under one submittal.

ELECTRONIC SUBMITTAL

All required submittals listed below shall be provided in electronic format via flash drive, email or file transfer to dhpquestions@cityofpasadena.net.

MASTER APPLICATION – One (1) printed copy

- a) Cover Sheet with applicant signature
- b) Environmental Assessment
- c) Tree Inventory
- d) Taxpayer Protection Act Disclosure Form

APPLICATION FEES

Application fees are required for all projects. See the adopted fee schedule (viewable at <https://www.cityofpasadena.net/finance/general-fund/fees-tax-schedules/>) or consult with Design & Historic Preservation staff to determine the amount of the application fee. Application fee may be paid online once an invoice is created by staff:

https://mypermits.cityofpasadena.net/EnerGov_Prod/SelfService#/payinvoice

OWNERSHIP VERIFICATION – One (1) printed copy

- a) Copy of Grant Deed, Deed Trust, or Title Report showing ownership
- b) Written Consent from property owner to authorize representative, if applicable

NOTIFICATION PACKET – Electronic submittal only

Access public notification packet submittal requirements via this link:

<https://cityofpasadena.net/planning/wp-content/uploads/sites/30/Notification-Packet-1.pdf?v=1652481770971>



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- VISUAL CONTEXT PHOTO MONTAGE** - *One (1) printed 11"X17" copy*

The visual context photo montage is intended to demonstrate how the proposed project fits within the surrounding neighborhood context. Supporting text/narrative explanation may be provided to further explain how the project responds to its surroundings, however, it is not required.

 - a) Color photographs of existing buildings on the site and existing buildings on both sides of the street between two cross streets. Photographs should identify the address of the property depicted and should be taken perpendicular to the building. If the project is on a corner lot, photographs should include both streets.
 - b) A minimum of four (4) colored photos of varied angles of the project site, showing walls, trees, and existing structures.

- RESPONSE TO PRELIMINARY CONSULTATION REVIEW NARRATIVE** - *One (1) printed 11"X17" copy and electronic submittal must contain the narrative responses in Microsoft Word format. Supporting diagrams and photographs may be provided in PDF format.*
 - a) Written narrative describing how the project's design concept responds to comments and recommendations provided by the Design Commission and staff during the Preliminary Consultation process.
 - b) Written narrative describing what green building measures, including passive environmental control strategies and/or active environmental control systems, are incorporated into the building's design.

- CONCEPT DESIGN PLANS** - *One (1) full-size copy and one (1) 11"X17" copy.*

The level of detail expected for this submittal is typically referred to as design development, wherein the architect expands upon the schematic design studies to develop more detailed drawings. The following drawings and criteria should be included in the submittal:

 - VICINITY MAP**
 - a) ½-mile radius street system with project site highlighted

 - COVER SHEET**
 - a) Total area of site in square footage
 - b) Number of buildings and dwelling units to be removed (including sizes and construction dates)
 - c) Number of proposed new buildings with total square footage for each (including parking structures)
 - d) Square footage for each building's footprint and the percentage of the site covered by the building
 - e) Number of stories for each building
 - f) Landscaped areas and percentage of the total site dedicated for landscaping
 - g) Number of parking and loading spaces (including existing, proposed, and required by zoning) and percentage of the total site covered by parking
 - h) Paved area and percentage of the total site dedicated for hardscape/paving (i.e., driveways, walkways, courtyards, and trash storage)
 - i) Existing and proposed UBC occupancy group and the type of construction
 - j) Existing zoning and land use designation



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- SITE PLAN** (fully dimensioned)
 - a) A survey of the existing conditions on the site and footprint of adjacent buildings
 - b) Demolition plans
 - c) Proposed site plan, including exhibit, showing proposed site plan within context of building footprints, within one block, in all directions. Indicate any designated or eligible historic resources.
 - d) Property line and setback dimensions
 - e) Adjacent streets
 - f) Existing and proposed building locations and dimensions
 - g) Topography and/or any existing site-specific conditions that must be addressed
 - h) Dimensions of driveway widths, existing and proposed curb cuts, parking spaces (use arrows to indicate traffic circulation)
 - i) Sidewalks and walkways (include existing and proposed). Indicate existing paved areas to be removed.
 - j) Walls and fences (include materials and dimensions for existing and proposed). Indicate walls and fences to be removed.
 - k) Street lights (include existing and proposed). Indicate existing proposed for removal.
 - l) Trees: show existing trees with accurate canopies and overlap, if any, between proposed building footprints and canopy/root system of existing street trees or large mature trees on the site (and on adjoining properties, which may overlap onto the project site).
 - m) Indicate conceptual location of electrical vault, gas and electrical meters, fire sprinkler valves, backflow preventer, HVAC condensers, etc.

- FLOOR PLANS**
 - a) Proposed plans and existing plans (if to be retained), including perimeter dimensions and openings in exterior walls

- ROOF PLAN**
 - a) Roof pitch and material
 - b) Preliminary location of all exterior mechanical equipment, if applicable

- ELEVATIONS**
 - a) All building elevations (in color and black and white)
 - b) Building heights
 - c) Preliminary proposed materials
 - d) Elevations of existing buildings adjacent to front elevation
 - e) Conceptual locations of signs

- SECTIONS** (cross and longitudinal)
 - a) Building walls (including freestanding walls)
 - b) Floor-to-floor dimensions
 - c) Cuts and fills, as required

- PHASING PLAN** (for multi-phased projects)



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- PRELIMINARY LANDSCAPE PLAN**
- a) Softscape (including trees and shrubs)
 - b) Hardscape (identify proposed materials)
 - c) Preliminary Landscape Palette

- DIGITAL MASSING MODEL**
- a) Simple, digital building form/massing model (i.e., no internal building elements, landscaping, people, cars) of the project as a geo-referenced Google Earth (.kml/.kmz) file for use in placing and viewing the project within the City's digital model of existing buildings in the City.
 - b) The City can provide surrounding models in the area of interest for context purposes, if desired. To assist in the creation and placement of a digital model for the project, please contact the Department of Information Technology or the Project Manager to obtain digital models of existing buildings in the vicinity of the project:

- DENSITY BONUS CONCESSIONS AND INCENTIVES**
Does the project seek a concession or incentive(s) as allowed pursuant to State Density Bonus law?

Yes **No**

- a) If yes, provide documentation showing that the requested incentive or concession will result in identifiable and actual cost reductions to provide for affordable housing costs or rents.
 - Provide documentation.
- b) The City must grant a requested concession or incentive unless it finds the following:
 - The concession or incentive does not result in identifiable and actual cost reductions to provide for affordable housing costs or rents.
 - Granting the concession or incentive would have a specific adverse impact on public health or safety or on property listed on the California historical register, which cannot be mitigated; or
 - The concession or incentive would be contrary to state or federal law.

- APPLICATION FEES – See adopted fee schedule, viewable at:**
http://cityofpasadena.net/Finance/Fees_and_Tax_Schedules/