



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

STAFF REPORT

DATE: October 21, 2020

TO: Hearing Officer

SUBJECT: Neighborhood Development Permit #6821

LOCATION: 3810 Greenhill Road

APPLICANT: Bedros Darkjian

ZONING DESIGNATION: RS-6-ND (Single-Family Residential, 0-6 units per acre, Neighborhood Overlay District)

GENERAL PLAN DESIGNATION: Low Density Residential

CASE PLANNER: Kent Lin

STAFF RECOMMENDATION: Adopt the Environmental Determination and Specific Findings in Attachment A to **approve** Neighborhood Development Permit #6821 with the conditions in Attachment B.

PROJECT PROPOSAL: Neighborhood Development Permit: To allow one-story additions totaling 1,629 square-feet to the front and rear of an existing 1,955 square-foot one-story, single-family residence, and a 256 square-foot addition to the existing 493 square-foot two-car attached garage. The subject site is located within the RS-6-ND (Single-Family Residential, Neighborhood Overlay District) zoning district. A Neighborhood Development Permit is required for a proposed addition that would be visible from a public right-of-way.

ENVIRONMENTAL DETERMINATION: This project has been determined to be exempt from environmental review pursuant to the guidelines of the California Environmental Quality Act (Public Resources Code §21080(b)(9); Administrative Code, Title 14, Chapter 3, §15301, Class 1, (Existing Facilities), and there are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances.

Section 15301 exempts projects from environmental review where additions to existing structures will not result in an increase of more than 10,000 square feet if the project is located in an area where all public services and facilities are available to allow for maximum development permissible by the General Plan, and is not located within an environmentally sensitive area.

BACKGROUND:

Site characteristics: The subject property is located on the south side of Greenhill Road, west of Michillinda Avenue, and east of Hasting Ranch Drive in the Lower Hasting Ranch neighborhood. The 14,460 square-foot property is relatively flat and developed with an existing 1,955 square-foot, single-story, single-family dwelling with a 493 square-foot two-car attached garage.

Adjacent Uses: North – Single-Family Residential
South – Single-Family Residential
East – Single Family Residential
West – Single-Family Residential

Adjacent Zoning: North – RS-6-ND (Single-Family Residential, 0-6 units per acre, Neighborhood Overlay District)
South – RS-6-ND (Single-Family Residential, 0-6 units per acre, Neighborhood Overlay District)
East – RS-6-ND (Single-Family Residential, 0-6 lots per acre, Neighborhood Overlay District)
West – RS-6-ND (Single-Family Residential, 0-6 lots per acre, Neighborhood Overlay District)

Previous Zoning Cases on this Property: None.

PROJECT DESCRIPTION:

The applicant, Bedros Darkjian, on behalf of the property owner has submitted a Neighborhood Development Permit application to allow one-story additions totaling 1,629 square-feet to the an existing 1,955 square-foot, one-story, single-family residence with an attached 493 square-foot two-car garage. The additions consist of a 252 square-foot addition to the front of the residence, which would consists of a new bedroom, closet, and bathroom; a 31 square-foot addition to the existing dining room area to the front of the residence; a 684 square-foot addition to the rear of the residence, which would consists of a new master bedroom, closets, and bathroom; a 304 square-foot addition consists of an enlarge living room area at the rear; a 27 square-foot addition to the existing kitchen area located at the rear; and a 256 square-foot addition to the attached two-car garage. The project also consist of converting 331 square feet of the existing 493 square-foot two-car garage into a new laundry room, powder room, closet, and hallway. The new two-car attached garage would be 418 square feet in size. The resulting gross floor area after the additions would be 4,002 square feet. The existing building height is 12 feet 6 inches and the proposed building height will be 18 feet 9 inches at the highest ridgeline.

The subject site is located within the Neighborhood Overlay District, and pursuant to Section 17.28.090.D, any building addition visible from a public right-of-way shall require Neighborhood Development Permit. The front 283 square-foot new bedroom and dining room additions, as well as the height increase, would be visible from Greenhill Road public right-of-way, and therefore a Neighborhood Development Permit is required for the proposed project.

ANALYSIS:

The existing one-story single-family residence was constructed in 1951 and is of a Modern Ranch architectural style consisting of a hipped-gabled roof design with a front entrance located under the eave roofline. The floor plan of the 1,955 square-foot residence includes a living room, a kitchen, a dining room, three bedrooms and one and a quarter bathrooms. The additions consist of a 252 square-foot addition to the front of the residence, which would consist of a new bedroom, closet, and bathroom; a 31 square-foot addition to the existing dining room area to the front of the residence; a 684 square-foot addition to the rear of the residence, which would consist of a new master bedroom, closets, and bathroom; a 304 square-foot addition consists of an enlarged living room area at the rear; a 27 square-foot addition to the existing kitchen area located at the rear; and a 256 square-foot addition to the attached two-car garage. The project also consists of converting 331 square feet of the existing 493 square-foot two-car garage into a new laundry room, powder room, closet, and hallway. The new two-car attached garage would be 418 square feet in size. The resulting gross floor area after the additions would be 4,002 square feet.

Other improvements proposed include the remodel of the existing residence's interior floor plan, the demolition of an existing swimming pool, and the construction of a new swimming pool. The existing driveway location, paving dimensions, and vehicular access from Greenhill Road would remain unchanged. The residential structure and proposed additions would remain one-story in building height.

Neighborhood Development Permit

The subject property is located in the RS-6-ND (Single-Family Residential, 0-6 units per acre, Neighborhood Overlay District) zoning district. Properties located in the Neighborhood Overlay are required to comply with additional standards beyond those applicable to the base single-family residential zoning district (RS-6). These additional standards are intended, in part, to promote development that is orderly and compatible with the traditional scale and character of the neighborhood of Lower Hastings Ranch, which predominantly consists of single-story residences exhibiting California Ranch and/or Modern Ranch style architecture. The Neighborhood Development Permit is required when a proposal includes a new dwelling, second-story addition, or any building addition visible from a public right-of-way.

The Hearing Officer may approve a Neighborhood Development Permit only after making four findings pursuant to Zoning Code Section 17.28.090.L (Neighborhood Development Permit). Findings are necessary for the purposes of evaluating compliance with the Zoning Code and General Plan, whether the use would be detrimental or injurious to the neighborhood, and compatibility of the operation with existing and future uses. The following analysis discusses the proposal's compliance with all applicable development standards and requirements of the Residential Single-Family (RS-6) and Neighborhood Overlay District (ND).

Residential Single-Family (RS-6) Development Standards

Properties located within the Neighborhood Overlay District shall comply with all of the applicable development standards of the RS-6 district, except as superseded by additional development standards listed in Section 17.28.090 subsection E, F and G (Neighborhood Overlay District). In addition to the following discussion, an outline of development standards is provided in Table 1.0 below to illustrate compliance with all applicable zoning and overlay development standards.

Floor Area

Gross floor area is defined in the Zoning Code as the floor area between the floor and roof above it, as measured from the outside edge of the exterior walls of the main structure and all accessory structures, including required parking (either garage or carport). In addition, within the Neighborhood Overlay District, all portions of a lot with a 50 percent slope or greater shall be deducted from the lot area used for calculating maximum allowable gross floor area. In this case, the site is relatively flat with no portion of the lot with a 50 percent slope or greater, therefore, the maximum allowable gross floor area for properties located within the RS-6 zoning district with a property size of 14,460 square feet is 20 percent of the lot size plus 1,700 square feet, which translates to a maximum of 4,592 square feet. The project proposes a total gross floor area of 4,002 square feet; therefore, the project as proposed is in compliance with the maximum allowable floor area requirement of the RS-6 zoning district.

Lot Coverage

The maximum allowed lot coverage is equal to 35 percent of the lot area or 4,800 square feet, whichever is greater. Lot coverage is the percentage of the site covered by roofs, soffits or overhangs extending more than three feet from a wall, and decks more than four feet in height. This standard generally evaluates the percentage of land area covered by development. In this case, 35 percent of the 14,460 square-foot lot is 5,061 square feet. This calculation includes the building footprints, front entry porch and rear covered patio structure. The proposed lot coverage is 4,170 square feet or 29 percent of lot size, which is less than the maximum allowable coverage, and therefore the project as proposed complies with the maximum allowable lot coverage requirement.

Setbacks

In the RS-6 zoning district, where 40 percent or more of the lots on a blockface in the same zoning district (excluding corner yards of reversed corner lots) developed with primary structures, the minimum front setback shall be the average of the front setbacks of the developed lots, but not less than 25 feet. In this case, there are 15 developed properties on the blockface, including the subject property. The average setback of these properties is 30 feet 11 inches. The proposed addition maintains a front yard setback of 31 feet and is compliance with the minimum front setback requirement. The east portion of the existing structure will maintain a legal nonconforming front yard setback of 28 feet 11 inches at the closest point. No addition is proposed to this portion of the residential structure.

The required interior side setback is equal to 10 percent of the lot width, with a minimum requirement of five feet and a maximum requirement of ten feet. According to the plans submitted, the lot width is 98 feet, resulting in a minimum side setback of 9 feet and 10 inches. The front and rear bedroom additions will provide a setback 10 feet from east side property line and 12 feet 7

inches from the west side property line. As such, the proposed project complies with the minimum side yard setback requirement.

The minimum required rear setback is 25 feet. The setback measured from the proposed attached garage to the rear property line is 54 feet 11 inches, which complies with the minimum rear setback requirement. Additionally, the proposed rear master bedroom addition is setback 37 feet 1 inch from the rear property line. Therefore, the proposed project complies with the minimum required rear setback requirement.

Encroachment Plane

In addition to compliance with the minimum side setback requirement, projects within the Neighborhood Overlay District are required to show compliance with the encroachment plane requirement, which does not permit structures to be located within the encroachment plane that slopes upward and inward at a 45-degree angle. The plane commences at a point six feet above existing grade along the side property lines. The intent of the encroachment plane standard is to moderate the mass and scale of structures and maintain desired neighborhood character within the Neighborhood Overlay District. The elevation plans provided confirms that the proposed one-story additions along the east and west side of the subject property complies with the encroachment plane requirement.

Height

Properties in the Neighborhood Overlay District are required to comply with two separate standards for building height. No structure may exceed a height of 26 feet at any point on the site and no structure shall exceed a maximum top plate height of 10 feet for the first floor; both heights are measured from existing grade. After the proposed additions, the residence would have a height of 18 feet 9 inches at the highest ridgeline measured from existing grade. The proposed top plate would be 10 feet in height. As proposed, the project complies with both the maximum building height and maximum top plate height requirements.

Parking

Single-family dwellings are required to provide two covered parking spaces within either a garage or carport in the RS-6-ND zoning district. The property currently consists of a two-car attached garage with vehicular access from an existing driveway off Greenhill Road. The floor plan of the existing 493 square-foot two-car attached garage will be reconfigured to become a 418 square-foot two car garage to accommodate a new laundry room, powder room, and hallway. A new 256 square-foot addition is proposed to the reconfigured 162 square-foot garage, resulting in a new 418 square-foot two-car attached garage. The minimum required interior dimensions of a two-car garage is 19 feet width by 18 feet depth. The proposed two-car attached garage would have an interior dimension of 20 feet width by 20 feet depth, in compliance with the required off-street parking requirement of the zoning code.

Neighborhood Overlay District (ND) Building Design Standards

New houses, additions, and façade improvements within the, specifically structures that are visible from the public right-of-way are subject to the specific building design standards provided in Section 17.28.090.G. These building design standards are specific to, but not limited to, architectural style, the type of roof design and materials, exterior wall surfaces, and window design and styles.

The proposed project will maintain a single-story Modern Ranch architectural style by maintaining a side-gabled roof design with a front porch located under the roofline. The proposed project as indicated in the plans provided has a roof pitch of 4:12 as required in the Neighborhood Overlay District. The exterior wall of the residential structure would consist of white smooth stucco texture and the new roof material consists of natural shadow charcoal asphalt shingles in compliance with the Neighborhood Overlay District requirement. For additions and façade improvements to existing dwellings, windows are required to consist of one or more of the following window types: casement, double-hung, large picture windows, and short windows grouped on an upper façade. The project proposes to replace all windows with casement windows and large picture windows in compliance with the Neighborhood Overlay District requirements.

The proposed one-story addition to an existing single-family residence is compatible with the traditional scale and character of the neighborhood of the Lower Hasting Ranch Neighborhood Overlay District. The homes in the Lower Hastings Ranch are primarily defined by one-story residences exhibiting California and Modern Ranch style architecture. The proposed improvements are consistent with the recommended architectural styles and design standards listed in the Neighborhood Overlay District and comply with all of the required development standards of the underlying zoning district.

Table 1.0: RS-6 and ND Development Standards

Development Standards	Required	Proposed	Compliance
RS-6 – Single Family Residential Development Standards			
Minimum Area	7,200 square feet	14,460 square feet	Complies (existing)
Lot Width	55 feet	98 feet	Complies (existing)
Setbacks			
Front	30 feet 11 inches	31 feet (addition) 28 feet 11 inches (existing)	Complies
Interior Side	9 feet 10 inches or (10% of lot width, minimum of 5 feet – maximum of 10 feet)	10 feet east side 12 feet 7 inches west side	Complies
Rear	25 feet	37 feet 1 inches	Complies
Maximum Coverage			
Site Coverage	5,061 square feet (35% or 4,800 whichever is greater)	4,170 square feet or 29%	Complies
Floor Area Ratio	4,593 square feet (20% of lot size plus 1,700 square feet)	4,002 square feet	Complies
Parking	2 covered spaces	2-car attached garage	Complies
Neighborhood Overlay District: Development Standards			
Height Limit	26 feet	18 feet 9 inches	Complies
Top Plate Height	10 feet	10 feet	Complies
Roof Pitch	4:12 (additions to match existing roof pitch w/ maximum of 4:12)	4:12	Complies
Roof Design	hipped, Dutch-gabled, side-gabled, or cross- gabled roof types	side-gabled	Complies

Roof Material	asphalt shingles, wood shingles, and/or flat concrete tile	asphalt shingles	Complies
Exterior Wall Surface	Wood, brick, stone, wood shingles, stucco, and/or board-and-batten	stucco	Complies
Window Types	Casement, double-hung, large picture windows and/or short windows grouped on an upper facade	casement windows and large picture windows	Complies

Tree Protection

The project as proposed will not result in the removal of any trees on site. There are no existing trees located within the project areas. The existing trees will be protected during construction.

GENERAL PLAN CONSISTENCY:

The subject property is designated Low Density Residential in the Land Use Element of the General Plan. The existing use of the site is a single-family residence. The proposed single-story additions would not change the existing use of the property. The proposal would maintain consistency with General Plan Land Use Policy 21.5 (Housing Character and Design) which encourages the renovation of existing housing that provides unique neighborhood character and qualities. The proposed one-story additions to an existing single-family residence is compatible with the traditional scale and character of the neighborhood. Lower Hastings Ranch is defined by one-story residences exhibiting California and Modern Ranch style architecture. The proposed improvements are consistent with the recommended architectural styles and design standards outlined in the Neighborhood Overlay District and comply with all of the required development standards of the underlying zoning district. Therefore, the project is consistent with the General Plan.

ENVIRONMENTAL REVIEW:

This project has been determined to be exempt from environmental review pursuant to the guidelines of the California Environmental Quality Act (Public Resources Code §21080(b)(9); Administrative Code, Title 14, Chapter 3, §15301, Class 1, (Existing Facilities), and there are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances. Section 15301 exempts projects from environmental review where additions to existing structures will not result in an increase of more than 10,000 square feet if the project is located in an area where all public services and facilities are available to allow for maximum development permissible by the General Plan, and is not located within an environmentally sensitive area.

REVIEW BY OTHER CITY DEPARTMENTS:

The Fire, Public Works, Transportation Departments, Building and Safety Division, Water and Power, and Design and Historic Preservation Section reviewed the proposed project. The Fire, Department of Transportation, Building and Safety Division, and Design and Historic Preservation Section had no concerns or comments. Public Works Department provided comments that are included as recommended conditions of approval in Attachment B. In addition to recommend

conditions of approval, all departments would review the project for compliance during the building permit plan review process.

CONCLUSION:

It is staff's assessment that the findings necessary for approving the Neighborhood Development Permit to allow the single-story additions can be made (Attachment A). The proposed project meets all applicable development standards required by the Zoning Code for the Residential Single-Family (RS-6) zoning district and the additional building design standards and development standards that are required within the Neighborhood Overlay District (ND). The architecture incorporates a Modern Ranch style single-family residential structure with design elements consistent with the character of the Ranch style neighborhood. Given that the proposed additions are one-story in height, it would not be detrimental or injurious to surrounding properties or improvements. Therefore, staff recommends approval of the Neighborhood Development Permit, subject to the recommended findings in Attachment A and recommended conditions of approval in Attachment B.

ATTACHMENTS:

Attachment A: Recommended Findings for a Neighborhood Development Permit
Attachment B: Recommended Conditions of Approval

ATTACHMENT A
SPECIFIC FINDINGS FOR NEIGHBORHOOD DEVELOPMENT PERMIT #6821

Neighborhood Development Permit: Single-story addition

1. *The design, location, and character of the proposed house or other structure are consistent with the Development Standards in Section F and Building Design Standards in Section G.* The subject property is located in the RS-6-ND (Single-Family Residential, 0-6 units per acre, Neighborhood Overlay District) zoning district, which permits single-family use by right. The proposed single-story additions comply with all of the applicable development standards, including maximum allowable floor area, lot coverage, front, side, and rear setbacks, building heights, and off-street parking requirements of the zoning code. The residence demonstrates a Modern Ranch architectural style maintaining a side-gabled roof with a front porch located under the existing roofline. The roof pitch of the addition is 4:12 to match the roof pitch of the existing dwelling.. Smooth white stucco exterior finish is proposed, and asphalt roof shingles are proposed to replace the existing asphalt roof shingles. The proposed architectural design and elements comply with the design and material requirements provided in Section 17.28.090.G of the zoning code.
2. *Consistency is determined following a review of existing site conditions, visibility of the site, and the size, scale, materials, and character of existing development within 500 feet of the site. The Hearing Officer must find that the house or other structures are compatible with existing houses and consistent with the prevailing neighborhood character.* The project's total building size complies with the maximum allowable floor area requirement of the Zoning Code as analyzed in Table 1.0 of this report. The project's proposed asphalt shingle roof, stucco wall, and window materials are in compliance with the material requirements permitted in the Neighborhood Overlay District as identified in Table 1.0 analyzed above. And the project as proposed will retain a Modern Ranch architectural style, compatible with the character and scale of homes located in the Lower Hastings Ranch neighborhood. The project's Modern Ranch architectural design will be consistent with the California and Modern Ranch style single-family homes located within 500 feet of the subject site.
3. *The massing, scale, and building articulation of the proposed house or other structure is reasonably consistent in scale and proportion to existing houses in the neighborhood.* The scale and massing of the proposed project is consistent with surrounding properties, which consist of one and two-story houses. The proposed one-story additions are proportionate with existing houses in the neighborhood with regard to setback, height, floor area, lot coverage and height requirements. The proposal maintains a single-story residence with code compliant front yard, side yard and rear yard setbacks that provides consistency with surrounding properties. The proposed Modern Ranch architecture provides design elements and material consistent with the building design requirements provided in Section 17.28.090.G of the zoning code, which is consistent with the building articulation in the neighborhood.
4. *The house or other structure is designed to reasonably incorporate and avoid natural topographic features.* The application and plans submitted as part of the Neighborhood Development application indicate that the subject property is relatively flat, with no portion of the lot with a 50 percent slope or greater. Minimal grading is proposed as a part of the project. The proposed project are one-story additions that comply with all applicable development standards required for the RS-6-ND zoning district, including the required building design standards listed as a requirement as part of the Neighborhood Overlay District.

ATTACHMENT B
CONDITIONS OF APPROVAL FOR NEIGHBORHOOD DEVELOPMENT PERMIT #6821

The applicant or successor in interest shall meet the following conditions:

General

1. The site plan, floor plan, elevations, and building sections submitted for building permits shall substantially conform to plans stamped "Received at Hearing, October 21, 2020," except as modified herein.
2. The right granted under this application must be enacted within 24 months from the effective date of approval. It shall expire and become void, unless an extension of time is approved in compliance with Zoning Code Section 17.64.040.C (Time Limits and Extensions – Extensions of Time).
3. This approval allows for one-story additions totaling 1,885 square-feet to the existing single-story residential dwelling unit.
4. The applicant or successor in interest shall meet the applicable code requirements of all City Departments.
5. The final decision letter and conditions of approval shall be incorporated in the submitted building plans as part of the building plan check process.
6. The proposed project, Activity Number **PLN2020-00057** is subject to the Inspection Program by the City. A Final Zoning Inspection is required for your project prior to the issuance of a Certificate of Occupancy or approval of the Final Building Inspection. Contact Kent Lin, Current Planning Section, at (626) 744-6817 or klin@cityofpasadena.net to schedule an inspection appointment time.

Planning Division

7. The applicant shall comply with all requirements of Zoning Code Chapters 17.22 (Residential Zoning Districts) and 17.28 (Neighborhood Overlay District) that relate to residential development in the Neighborhood Overlay District.
8. The applicant or successor in interest shall comply with all requirements of Municipal Code Chapter 9.36 (Noise Restrictions). Specifically, all construction activities shall adhere to Municipal Code Section 9.36.070 (Construction Projects) and Section 9.36.080 (Construction Equipment).
9. No demolition of grading permit shall be issued until the building permit for the residential project is ready to be issued.
10. The project shall comply with the Municipal Code Chapter 8.52 (City Trees and Tree Protection Ordinance). A tree protection and retention plan shall be submitted to the Zoning Administrator for approval prior to the issuance of any building or grading permits. Any proposal to remove a protected tree requires approval of a Tree Removal Application prior to the issuance of building permits.

11. Any above-ground mechanical equipment shall be located at least five feet from all property lines and shall comply with the screening requirements of Section 17.40.150 (Screening) of the Zoning Code.
12. New windows shall consist of one or more of the following window types: casement, double-hung, large picture windows, and/or short windows grouped on an upper façade.

Public Works Department

13. A separate permit from the Department of Public Works is required for all construction and construction-related occupation in the public right-of-way. Please contact 626-744-4195 for the general process.
14. A closed circuit television (CCTV) inspection of the house sewer serving the property shall be performed and a CCTV inspection video submitted to the Department of Public Works for review. At the time of the video submittal, a non-refundable flat fee, per the current General Fee Schedule, shall be placed by the applicant to cover the staff cost of video review. The house sewer inspection shall include footage from the private cleanout to the connection at public sewer main, with no or minimum flow in the pipe during the televising. The property address, date of inspection, and a continuous read-out of the camera distance from the starting point shall be constantly displayed on the video. The applicant shall correct any defects revealed by the inspection. Defects may include, excessive tuberculation, offset joints, excessive root intrusion, pipe joints that can allow water infiltration, cracks, and corrosion or deterioration of the pipe or joint material, damaged or cracked connection to the sewer main, or other defects as determined by the City Engineer. The method of correction of the defects shall be subject to the approval of the City Engineer, and may include partial or total replacement of the house sewer, or installation of a structural or non-structural pipe liner. The applicant shall be responsible for all costs required to obtain the CCTV inspection of the existing sewer connection, and if required, to correct the defects.
15. The applicant shall protect all existing public facilities and maintain the right of way in good clean condition during the construction. If any damage is proven to be caused by the subject development, the applicant is responsible for replacing and/or repairing the facilities to the satisfaction of the City, prior to the issuance of Certificate of Occupancy.
16. All costs associated with these conditions shall be the applicant's responsibility. Unless otherwise noted in this memo, all costs are based on the General Fee Schedule that is in effect at the time these conditions are met. A processing fee will be charged against all deposits.

In addition to the above conditions, the requirements of the following ordinances will apply to the proposed project:

- City Trees and Tree Protection Ordinance - Chapter 8.52 of the PMC
The ordinance provides for the protection of specific types of trees on private property as well as all trees on public property. No street trees in the public right-of-way shall be removed without the support of the Urban Forestry Advisory Committee. No trees shall be damaged by the proposed construction, if a City tree is damaged, the applicant may be liable for the assessed value of the tree. Refer to <https://www.cityofpasadena.net/public-works/parks-and-natural-resources/urban-forestry/> for guidelines and requirements for tree protection.

- Construction and Demolition Waste Ordinance, Chapter 8.62 of the PMC
The applicant shall submit the following plan and form which can be obtained from the Permit Center's webpage at: <https://www.cityofpasadena.net/public-works/recycling-resources/construction-demolition-recycling/> and the Recycling Coordinator, (626) 744-7175, for approval prior to the request for a permit:
 - a. C & D Recycling & Waste Assessment Plan – Submit plan prior to issuance of the permit. A list of Construction and Demolition Recyclers is included on the waste management application plan form and it can also be obtained from the Recycling Coordinator.
 - b. Summary Report with documentation must be submitted prior to final inspection.

A security performance deposit of three percent of the total valuation of the project or \$30,000, whichever is less, is due prior to permit issuance. For Demolition Only projects, the security deposit is \$1 per square-foot or \$30,000, whichever is less. This deposit is fully refundable upon compliance with Chapter 8.62 of the PMC. A non-refundable Administrative Review fee is also due prior to permit issuance and the amount is based upon the type of project.