



Submittal Checklist for
FINAL DESIGN REVIEW

Final Design Review is the final phase of the Design Review process. It normally focuses on construction details, finishes, materials, landscaping, and on consistency of the project, with the design approved during Concept Design Review (as well as compliance with the conditions of the approved Concept Design Review).

All applications for Design Review shall adhere to applicable City design guideline documents which can be viewed and downloaded for the following website: <http://cityofpasadena.net/guidelines>.

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

Projects subject to the Public Art Requirement must also have selected an art consultant, approved by Cultural Affairs, prior to submitting an application for Final Design Review.

All other entitlements must be approved prior to submittal for Final Design Review. Listed below are the minimum submittal requirements.

- CD** - Containing digital files of all materials listed below:
- MASTER APPLICATION** – *One (1) copy*
 - a) Cover Sheet with applicant signature
 - b) Environmental Assessment
 - c) Tree Inventory
 - d) Taxpayer Protection Act Disclosure Form
- OWNERSHIP VERIFICATION** – *One (1) copy*
 - a) Copy of Grant Deed, Deed Trust, or Title Report showing ownership
 - b) Written Consent from property owner to authorize representative, if applicable
- VISUAL CONTEXT PHOTO MONTAGE** - *Twenty (20) 11”X17” copies*

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.



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- RESPONSE TO CONCEPT DESIGN REVIEW NARRATIVE** - *Twenty (20) 11”X17” hard copies and CD must contain an electronic copy of the narrative provided in Microsoft Word. Supporting diagrams and photographs may be provided in PDF format.*
 - a) Written narrative describing how the project’s design concept responds to conditions of approval provided by the Design Commission and staff during the Concept Design Review process.

- FINAL DESIGN PLANS** - *One (1) full-size copy and twenty (20) 11”X17” reductions*
 - 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

 - SITE PLANS**
 - 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



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mature trees on the site (and on adjoining properties, which may overlap onto the project site).

- m) Indicate 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) Building elevations (in color and black and white), including courtyard and other secondary elevations
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
d) Exterior details/sections (including canopies, balconies, doors, eaves, reveals, soffits, returns, surface-applied materials, roof edge caps, and flashing)

DESIGN DETAILS

- a) Large-scale details/sections of windows, showing dimensioned recess, casings, and method of operation. Also include a manufacturer's catalog cut sheet of window assemblies or at the request of staff, a window sample.
b) Door and window schedule
c) Exterior lighting plan and product specifications (including locations, dimensions, type of fixture, and catalog cut sheets)
d) Gutters and downspouts (indicate the location of gutters and downspouts on the building elevations)
e) Mechanical plans showing locations of exterior equipment, through-the-wall vents, and ventilation shafts

PHASING PLAN (for multi-phased projects)



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- LANDSCAPE PLAN**
 - a) 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.
 - b) Landscape construction plan with dimensions, materials, and finishes (drawings, catalog cuts, and/or photographs and an existing installation)
 - c) Hardscape details (including paving, trash enclosure, raised planters, water features, fences, walls, site furniture, etc.)
 - d) Exterior lighting (including type of fixture and catalog cut sheets)
 - e) Existing plant material (including trees). Trees with a 4-inch diameter or greater shall be identified by species and diameter-at-breast-height.

- EXTERIOR SIGNS AND OTHER GRAPHICS**
 - a) Location, dimensions, type (including illuminated or non-illuminated) and use (i.e., building sign, tenant sign, wayfinding sign). 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.

- COLOR AND MATERIAL BOARD – One (1) 11"x17" copy.**
 - a) Identify board with project address, architect name, address, telephone number, fax number, email address, and date. Include samples of all proposed exterior materials, paint colors, and materials for glazing and paving (except clear glass).
 - b) Identify all samples with manufacturer name and item specification number (including catalog cut – photographs of existing installation may be accepted in place of project literature).
 - c) **For projects requiring review by the Design Commission, a presentation size board shall be brought to the public meeting, of adequate size for public viewing.**

- 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. A properly geo-located and oriented Sketch-Up file (.skp) would also be acceptable. Delivery in other formats may be possible and will be reviewed on a case-by-case basis.

 - 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 (information below) or the Project Manager to obtain digital models of existing buildings in the vicinity of the project:
Kayla Folkins, GIS Analyst
Department of Information Technology (DoIT)
City of Pasadena
(626) 744-7677
kfolkins@cityofpasadena.net

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



Submittal Checklist for
PRELIMINARY CONSULTATION

Preliminary Consultation (which roughly equates to the “sketch or schematic design” phase of a project) is the first phase of the design review process for new development projects as required by Pasadena Municipal Code Section 17.61.030. It is an opportunity for applicants to engage in a dialog with staff or the Design Commission to discuss the design guidelines, findings, and procedures that will apply to the project and to discuss consistency of the project with the applicable design guidelines early in the design process. The result of the process will be a list of comments to assist in the further development of the project, and which will need to be addressed at the next phase of the design review process. A formal decision is not issued at this phase. It is highly recommended that applicants engage in this process prior to entering design development and prior to or concurrent with any zoning entitlements that may be required for the project.

All applications for Design Review will be required to be consistent with applicable City design guideline documents which can be viewed and downloaded from the following website: <https://www.cityofpasadena.net/planning/planning-division/design-and-historic-preservation/design-guidelines/>. In general, the City’s design guidelines require new development projects to be responsive to their surroundings, to recognize that they are part of a Citywide collection of buildings, and to provide creative and authentic architectural solutions.

At this stage in the design review process, the focus of the presentation should be on creating a basis of design in relation to urban design, response to the surrounding context, and building form/style. Applicants should also consult with staff of the Current Planning Section to understand the applicable development standards that apply to the project (i.e., floor area, height, setbacks, open space, parking, etc.)

MINIMUM SUBMITTAL REQUIREMENTS:

Listed below are the minimum submittal requirements for Preliminary Consultation. This checklist should be reviewed together with a planner at the Permit Center. Incomplete applications will not be accepted. Staff may request that information provided beyond these submittal requirements be removed from the submittal to ensure that the purpose of Preliminary Consultation is met.

ELECTRONIC SUBMITTAL

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

PLANNING DIVISION MASTER APPLICATION FORM *One printed copy*

Please complete all information on the application forms.

- 1) Cover Sheet with applicant signature
- 2) Applicant Authorization for Reproduction of Application Materials
- 3) Environmental Assessment
- 4) Tree Inventory

PLEASE NOTE: All public trees are protected regardless of size or species. Any projects considering the removal of any existing public tree must schedule an advisory review by the Urban Forestry Advisory Committee (UFAC), and provide responses to comments provided at the UFAC meeting to Planning Staff for Preliminary Consultation. Contact Public Works Forestry at forestry@cityofpasadena.net or 626-744-3846 for more information regarding submittal requirements for the UFAC review.



Submittal Checklist for
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5) 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) copy

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

VISUAL CONTEXT PHOTO MONTAGE - One (1) 11" x 17" copy (Additional 11"x 17" copies may be required for Design Commission reviews, subsequent to initial application submittal).

This is intended to demonstrate the character of the surrounding neighborhood context.

- a) Project Site Context: Color photographs of the existing project site taken from various vantage points from the street and from within the project site showing the existing structure(s), tree(s), and other existing site improvements. Provide full elevation photographs of all existing site structures including detailed images of affected architectural features proposed for alteration, if applicable.
- b) Neighborhood Context: Color photographs of existing buildings on both sides of the street on which the project is proposed, 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.
- c) Photographic Key Map indicating from where and at what angle the photographs were taken. All photographs provided should be labeled to correspond to the locations on the photographic key map.

BUILDING PROGRAM NARRATIVE - One (1) 8 ½" X 11" printed copy and Microsoft Word file with electronic submittal. Describe in narrative format the applicant's programmatic goals for the project in approximately 100 words or less.

SCHEMATIC DESIGN PLANS - One (1) full-size copy and one (1) 11" x 17" copy (Additional 11"x 17" copies may be required for Design Commission reviews, subsequent to initial application submittal). The required components of these plans should be presented in the order listed below. Schematic design refers to study drawings (i.e., figure/ground/massing studies, illustrations depicting building typology, storyboards with text/narrative) that illustrate design concepts, spatial relationships, building placement, scale, and massing. **The following drawings are intended to be schematic and general in nature to address three key factors of this early stage of the design process:**

- **Contextual influences on the site and building design**
- **Conceptual program organization**
- **Visual representation of architectural influences on the proposed design**



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PRELIMINARY CONSULTATION

URBAN DESIGN DIAGRAMS

- a) Opportunities and Constraints Exhibit identifying in narrative and graphic form the factors that influence the development of the project site. This should include the following elements, but may include others that are specific to the site, and should generally not exceed three sheets in length:
- Surrounding transportation/circulation network,
 - Existing on-site or adjacent structures, (particularly historic resources or lower-scaled development),
 - Important views to and from the site,
 - Topography and other natural features,
 - Environmental factors such as wind patterns, sunlight, etc.
 - On-site or adjacent protected trees,
 - Crucial planning/zoning requirements,
 - Crucial design guidelines
- b) Urban Design Diagram identifying in narrative and graphic form how the project's Site Planning Concept responds to the factors identified in the Opportunities and Constraints Exhibit. This exhibit should generally not exceed three sheets in length.
- c) Architectural Intent Diagram including sketch overlays, inspiration/precedent photos and/or design logic diagrams with narrative demonstrating the architectural intent and design logic of the building and describing how the proposed architectural concept contributes and responds to Pasadena's climate and its architectural legacy. This exhibit should generally not exceed two sheets in length.

SITE PLANNING CONCEPT

Exhibit depicting the conceptual site layout of the proposed project including the following elements, preferably in color:

- a) Property lines,
- b) Adjacent streets/alleys,
- c) Project site address, north arrow and drawing scale,
- d) Yard dimensions (setbacks),
- e) Internal and external rights-of-way and any vehicular access or other easements,
- f) Existing (if to remain) and proposed structures with their uses labeled,
- g) Location and purpose of proposed open space,
- h) Location of structures on adjacent properties and their uses,
- i) Mature trees 4 inches or more in diameter (on-site, adjacent to property lines and in public right-of-way) specifying those proposed to remain and those proposed to be removed,
- j) General topography/slope conditions,
- k) Location of parking. If subterranean, indicate footprint location,
- l) Preliminary circulation diagram for all modes of transportation (pedestrian, bicycle, vehicular).

BUILDING DESIGN CONCEPT

- a) Single line floor plan diagrams depicting preliminary interior programming layout including major access points and openings, preferably in color.



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- b) Preliminary 3-D block models, sketches and/or elevations that demonstrate building form and height in context. Include multiple pedestrian perspective views from the public right-of-way. Explain how the building form responds to the factors identified in the Opportunities and Constraints Exhibit.
- c) Key site map and north arrow identifying façade orientation shown on each sheet.

DESIGN EVOLUTION EXHIBITS

- a) Exhibit containing vignettes, sketches, images, or previous plans or elevations organized to demonstrate the design evolution process and how the designer arrived at the proposed design solution. This exhibit should general not exceed one sheet in length.
- b) Exhibits illustrating rejected design schemes, accompanied with an explanation of why the concept was rejected. This exhibit should generally not exceed one sheet in length.

DIGITAL MASSING MODEL

- a) Simple digital building form/massing model (i.e. no internal building elements, landscaping, people, cars, etc.) 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.

Note: 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 at citygis@cityofpasadena.net to obtain digital models of existing buildings in the vicinity of the project.

- b) Signed Digital 3-D Model Usage Agreement: <https://www.cityofpasadena.net/planning/permit-center/applications-forms#design-review-submittal-requirements>

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.



Submittal Checklist for CONCEPT DESIGN REVIEW

Concept Design Review (similar to what is commonly known in the architectural profession as “Design Development”) is the second step and entitling phase of the Design Review process required by Pasadena Municipal Code Section 17.61.030, which states, “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.” Identification of major conceptual exterior materials is also considered at this stage of the process. Applicants will need to demonstrate visually and in writing how the revised design addresses the comments provided during Preliminary Consultation. The Concept Design Review process may include a public hearing before the Design Commission and results in a formal decision. Applicants should obtain approval of Concept Design Review before preparing plans for Final Design Review or construction documents.

All applications for Design Review shall adhere to applicable City design guideline documents, which can be viewed and downloaded from the following website:

<https://www.cityofpasadena.net/planning/planning-division/design-and-historic-preservation/design-guidelines/>.

To avoid delays, applicants should coordinate with the following city agencies (unless a land-use entitlement or environmental review has already been completed) prior to submitting an application for Concept Design Review:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Consult with the Current Planning Section to ensure that the proposed project complies with the development standards in the Zoning Code. (626) 744-6777; Window 3, Permit Center; or zoningquestions@cityofpasadena.net . If a Zoning Entitlement is not required for the proposed project, a Preliminary Plan Check will be formally conducted by Current Planning Staff upon submittal of an application for Concept Design Review. Projects that are found to be out of compliance with Zoning Code requirements or inconsistent with a previously approved Entitlement will not be scheduled for a Concept Design Review hearing until found to be in compliance. |
| <input type="checkbox"/> | Contact the Department of Transportation to begin preparation of any required traffic assessment or traffic study prior to submitting an application for Concept Design Review. (626) 744-7478 |
| <input type="checkbox"/> | Projects subject to the Public Art requirement must have concept art plan submitted to the Cultural Affairs Division before a hearing date can be scheduled for Concept Design Review. (626) 744-7062 |
| <input type="checkbox"/> | Projects subject to the Inclusionary Housing requirement must have an Inclusionary Housing Plan approved by the City Manager before a hearing date can be scheduled for Concept Design Review. (626) 744-8314 |
| <input type="checkbox"/> | Projects proposing removal of public trees should submit an application for Public Tree Removal to Urban Forestry before a hearing date is scheduled for Concept Design Review. forestry@cityofpasadena.net or (626) 744-3846 |

In addition, all applications for Concept Design Review are subject to the **California Environmental Quality Act (CEQA)**, unless the CEQA analysis has been completed as part of a separate entitlement. Upon review of the submitted application, staff will determine what action is required to demonstrate compliance with the CEQA regulations. If additional analysis is required, staff will initiate a competitive bidding process to select and engage with a qualified professional to perform the analysis and the applicant will be required to submit a deposit to the City to fund the analysis.



Submittal Checklist for
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MINIMUM SUBMITTAL REQUIREMENTS:

Listed below are the minimum submittal requirements for Concept Design Review. Submit this completed checklist with your application materials. This checklist should be reviewed together with a planner at the Permit Center prior to submittal. **Substantially incomplete applications will not be accepted.**

PRELIMINARY CONSULTATION

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:

<https://www.cityofpasadena.net/planning/permit-center/applications-forms/#design-review-application-and-submittal-checklists>

ELECTRONIC SUBMITTAL

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

PLANNING DIVISION MASTER APPLICATION FORM - *One printed copy*

Please complete all information on the application forms.

- 1) Cover Sheet with applicant signature
- 2) Applicant Authorization for Reproduction of Application Materials
- 3) Environmental Assessment Forms
- 4) Tree Inventory
- 5) Taxpayer Protection Act Disclosure Form
- 6) Private Tree Removal Application for each protected tree proposed to be removed to accommodate the project (if not previously approved)

<https://www.cityofpasadena.net/planning/permit-center/applications-forms/#supplemental-applications>

APPLICATION FEES

Application fees are required for all projects. Applications for Concept Design Review may also be charged a fee for Preliminary Plan Check, which will be conducted by staff of the Current Planning Section, as well as the 3% Records Management Surcharge. 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 fees. Application fees may be paid online once an invoice is created by staff:

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

OWNERSHIP VERIFICATION – *One printed copy*

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

NOTIFICATION PACKET - *Electronic submittal only; for Design Commission reviews only*

<https://www.cityofpasadena.net/planning/permit-center/applications-forms/#master-application>



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- VISUAL CONTEXT PHOTO MONTAGE** - *One (1) 11" x 17" copy (Additional 11"x 17" copies may be required for Design Commission reviews, subsequent to initial application submittal).*
This is intended to demonstrate how the proposed project fits within the surrounding neighborhood context. Supporting text/narrative explanation should be provided to explain how the project responds to its surroundings.
 - 1) Project Site Context: Color photographs of the existing project site taken from various vantage points from the street and from within the project site showing the existing structure(s), tree(s), and other existing site improvements. Provide full elevation photographs of all site structures including detailed images of affected architectural features proposed for alteration, if applicable.
 - 2) Neighborhood Context: Color photographs of existing buildings on both sides of the street on which the project is proposed, 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.
 - 3) Photographic Key Map indicating from where and at what angle the photographs were taken. All photographs provided should be labeled to correspond to the locations on the photographic key map.

- BUILDING PROGRAM NARRATIVE** - *One (1) 8 ½" X 11" printed copy.*
Describe in narrative format the applicant's programmatic goals for the project in approximately 100 words or less. Note any programmatic changes that have been made since the Preliminary Consultation.

- DESIGN EVOLUTION EXHIBIT** - *One (1) 11" x 17" copy (Additional 11"x 17" copies may be required for Design Commission reviews, subsequent to initial application submittal).*
 - 1) Written and illustrated exhibit (before and after imagery; e.g., story boards) describing how the project's design concept responds to each of the comments and recommendations provided by the Design Commission and/or staff during the Preliminary Consultation process.
 - 2) Provide images of studies conducted to address the Preliminary Consultation comments, including cases where comments were not implemented in the design.
 - 3) Written and illustrated exhibit describing how the previously presented Site Planning and Building Design Concepts have developed since the Preliminary Consultation. The exhibit should clearly visually depict the design evolution.

- PERSPECTIVE RENDERINGS** - *One (1) full-size copy and one (1) 11" x 17" copy (Additional 11"x 17" copies may be required for Design Commission reviews, subsequent to initial application submittal).*
 - Street level perspective renderings or virtual illustrations (in color) depicting the massing of the project, the elevations visible from the street and the building in its context. Provide as many views as necessary to fully convey how the project relates to its context. Photorealistic renderings are not required at this stage.
 - Shade/Shadow study or animation depicting shade and shadows cast by the proposed project over the course of a year. Static study images should show shadows for the



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solstice and equinox at 9:00 A.M., 12:00 Noon, and 3:00 P.M., occurring on the following dates: June 21st or 22nd (summer solstice), September 21st and March 21st (winter solstice). Utilize correct sun angle altitude and azimuth, with sun direction clearly illustrated.

- CONCEPT DESIGN PLANS** - *One (1) full-size copy and one (1) 11" x 17" copy (Additional 11"x 17" copies may be required for Design Commission reviews, subsequent to initial application submittal).* All plans and elevations shall be drawn to scale and shall include the preparer's contact information, a north arrow, date prepared, the scale, a vicinity map and a legend identifying symbols and abbreviations. All elevations and renderings shall be labeled with cardinal direction of view AND any street names for any views facing street frontages.
- Vicinity Map showing ½-mile radius street system with project site highlighted.
- Cover Sheet with a project data table containing the following information:
 - 1) Total area of site in square footage.
 - 2) Gross and Net building area calculations:
 - a. Existing and proposed square footage.
 - b. Existing and proposed number of buildings and dwelling units.
 - 3) Existing building construction dates.
 - 4) Existing and proposed vehicular parking and bicycle parking spaces with minimum required by the Zoning Code.
 - 5) Existing and proposed loading spaces and size, including minimum standard required by the Zoning Code.
 - 6) Existing and proposed Floor Area Ratio, including maximum allowed by the Zoning Code.
 - 7) Existing and proposed Lot Coverage, including maximum allowed by the Zoning Code.
 - 8) Existing and proposed building heights and number of stories.
 - 9) Total area of project site proposed to be dedicated towards landscaping.
 - 10) Total area of project site proposed to be dedicated towards hardscape/paving.
 - 11) Existing zoning and land use designation.
 - 12) Existing and proposed UBC occupancy group and construction type.
- Survey of the existing conditions on the site, including topography, trees, on-site structures and footprints of adjacent buildings.
- Existing/Demolition Site Plan in color including the following information and clearly indicating any structures, building walls, trees and other existing site features proposed to be removed:
 - 1) Property lines and adjoining sidewalks, streets/alleys, curb cuts/driveways and public facilities along the property frontage(s) including utility poles, street lights, transit stops, trash receptacles, etc.
 - 2) Existing structures - location, outside dimensions and use of all existing buildings and structures including building features such as elevated porches and outside stairs.
 - 3) Existing trees with accurate canopies depicted, numbered to correspond to the tree survey provided and indicating those that are protected by the Tree Protection



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Ordinance and those that are proposed to be removed, retained or relocated. Include street trees and trees on adjoining properties that may overlap onto the project site.

- 4) Existing landscaped areas.
- 5) Existing paved areas.
- 6) Existing fences, walls or retaining walls.
- 7) Footprints of adjacent buildings on abutting property(ies).

Proposed Site Plan in color including the following information:

- 1) All information listed on the Existing Site Plan that is proposed to remain.
- 2) If on-site structure or tree relocation is proposed, depict the proposed new locations.
- 3) For additions and new construction, clearly indicate location, outside dimensions and use of proposed new construction including primary and accessory structures and site features.
- 4) Locations and dimensions of driveways and walkways.
- 5) Landscaped areas including existing trees to remain and new trees to be planted.
- 6) Walls and fences.
- 7) Conceptual locations of ground-mounted mechanical equipment/utilities.

Proposed Circulation Plan depicting vehicular and pedestrian paths of travel from the public realm to parking areas, common-use areas and private spaces within the proposed project.

Floor Plans: Dimensioned architectural plans, fully coordinated with the proposed elevations and sections, for each floor of proposed new building(s) and any existing building(s) to be retained or relocated, including the following information:

- 1) Exterior and interior walls and uses of rooms.
- 2) Attached exterior features such as awnings, canopies or balconies.
- 3) Locations and sizes of all window and door openings.
- 4) Callouts to locations of building sections provided.
- 5) For any existing building(s) proposed to remain or be relocated, provide existing/demolition and proposed floor plans for each floor of existing building(s) clearly indicating any walls, windows, doors or other building elements proposed to be removed or altered.

Roof Plan for new building(s) or existing building(s) proposed to be retained or relocated, including the following information:

- 1) Ridges and valleys.
- 2) Direction and pitch of roof slopes.
- 3) Roof materials.
- 4) Eaves or parapets, including dimensions and any exposed rafters, beams, brackets fasciae, gutters and other features of the roof.
- 5) Conceptual locations of solar panels and mechanical equipment and screening.



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- 6) For any existing building(s) proposed to remain or be relocated, provide existing/demolition and proposed roof plans clearly demonstrating components of the roof proposed to be modified.

- Building Elevations that convey in an appropriate visual form, in color and black and white, the proposed building facades, including courtyard or other secondary elevations, with the following information:

- 1) Accurate depiction of each proposed building facade including roof form, eaves or parapets, building walls, window and door openings and detailing, foundations and all architectural features of the façade including awnings, canopies, bulkheads, cornices, gutters, downspouts, rooftop mechanical screening, light fixtures, etc.
- 2) Depict and call out all conceptually proposed exterior façade materials and features (detailed specifications not required at this stage).
- 3) Call out building heights, depicting measurement from lowest point of existing grade.
- 4) Include shading that accurately conveys depth, dimensionality and modulation.
- 5) For additions, clearly demarcate the location of existing walls and new walls.
- 6) Street elevation drawing or photographic rendering of proposed street-facing elevation(s) and adjacent building(s) on abutting property(ies), to scale.
- 7) For alterations of existing buildings to remain on the site, provide existing/demolition and proposed elevations of each affected façade that clearly indicate how the facades are proposed to change, including all information listed above for the proposed building elevations.

- Proposed Building and Site Sections (cross and longitudinal, for new construction, referenced to callouts provided on the Proposed Floor Plans), including the following information:

- 1) Building walls (including freestanding walls).
- 2) Floor-to-floor dimensions.
- 3) Cuts and fills, as required.

- Preliminary Landscape Plan in color that includes the following information:

- 1) Planting Plan with Preliminary Landscape Palette (including trees, shrubs and groundcovers) with images of proposed plant materials.
- 2) Hardscape Plan (identify conceptual paving materials and amenities).
- 3) Existing trees proposed to remain (trees with a 4-inch diameter or greater shall be identified by species and diameter-at-breast height) numbered according to the submitted tree inventory.



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DIGITAL MASSING MODEL

- Simple digital building form/massing model (i.e. no internal building elements, landscaping, people, cars, etc.) 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.

Note: 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 at citygis@cityofpasadena.net to obtain digital models of existing buildings in the vicinity of the project.

- Signed 3D Model Usage Policy. This can be obtained using this link: <https://www.cityofpasadena.net/planning/permit-center/applications-forms#design-review-submittal-requirements>
- Digital animations/fly-throughs for presentation at the Concept Design Review hearing are encouraged but not required (note: time limit for entire applicant presentation at the public hearing is 15 minutes, including any animations/fly-throughs).

DENSITY BONUS CONCESSIONS AND INCENTIVES

Does the project seek a concession or incentive(s) as allowed pursuant to State Density Bonus law?

- Yes** **No**

- 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.

Note: 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.