Submittal Checklist for
CONCEPT DESIGN REVIEW

Concept Design Review is similar to what is commonly known in the architectural profession as "Design Development" and is the second of three phases of the Design Review process for new development projects as required by Pasadena Municipal Code (PMC) 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 results in a formal decision and may be reviewed by staff or by the Design Commission at a public hearing based on the design review thresholds in PMC Section 17.61.030. For more information about Design Commission hearings and presentation requirements, refer to the Appendix: Guidance to Applicants for Design Commission Presentations. The Commission may approve, approve with conditions, continue to a subsequent meeting, or disapprove applications for Concept Design Review and may establish a subcommittee to conduct additional reviews. Following Concept Design Review approval, Final Design Review is required to complete the design review process.

All applications for Design Review shall adhere to applicable City design guideline documents, which can be viewed and downloaded here.

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:

☐	*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 or issued a staff decision until found to be in compliance.*
☐	*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) 744-7494*
☐	*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 or a staff decision issued. (626) 744-7062*
☐	*Projects subject to the **Inclusionary Housing** requirement must have an Inclusionary Housing Plan submitted to the Housing Department and approved by the City Manager before a hearing date can be scheduled for Concept Design Review or a staff decision issued. (626) 744-8314*
☐	*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 or a staff decision issued. forestry@cityofpasadena.net or (626) 744-3846*

Submittal Checklist for
CONCEPT DESIGN REVIEW

*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.*

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.*** *Additional documentation not included in this checklist should not be included in the Concept Design Review submittal.*

☐ **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.

☐ **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**
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)

☐ **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 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.

☐ **OWNERSHIP VERIFICATION**
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.*

Submittal Checklist for
CONCEPT DESIGN REVIEW

☐ **VISUAL CONTEXT PHOTO MONTAGE**
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**
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**
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 –**
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.

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

Submittal Checklist for
CONCEPT DESIGN REVIEW

☐ **CONCEPT DESIGN PLANS**
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 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.

☐ Proposed 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 Proposed Building and Site 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.
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.

Submittal Checklist for
CONCEPT DESIGN REVIEW

☐ **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).

☐ **ADDITIONAL DOCUMENTATION**

☐ Additional documentation may be required at the City's discretion to fully document the scope, intent and details of the proposed project. These may include assessments of current conditions by qualified professionals, historical drawings or images, samples of existing materials, etc.

APPENDIX:
GUIDANCE TO APPLICANTS FOR DESIGN COMMISSION PRESENTATIONS

The applicant's presentation to the Design Commission is an extremely important component of the design review process and should be given significant attention to ensure that the Commission understands the proposed project's design concept, how that concept was developed, and how the Commission's previous comments have been studied and addressed. This appendix is intended to outline general hearing procedures and provide guidance to allow applicants to develop high quality presentations that provide the Commission with the essential information they will need to provide feedback and make a decision.

Hearing Format

At the scheduled hearing, there will typically be multiple items and project reviews on the Commission's agenda. The agenda order is set by staff and may be modified by the Commission at the start of the meeting. Applicants should provide their presentations to staff in Power Point format by noon on the day of the hearing and should arrive to the meeting at least 15 minutes early to ensure their presentation is functioning properly. Animations/fly-throughs may also be provided in advance of the hearing. When the item is called the following will occur, in this order:

1. Staff presentation.
2. Commission questions to staff.
3. Applicant presentation (15 minutes maximum for all presenters and presentation components, including animations/fly-throughs; additional time may be requested in advance for more complex projects).
4. Commission questions to applicant.
5. Public comment (3 minutes maximum per person).
6. Applicant rebuttal (5 minutes maximum).
7. After the Commission closes the public hearing, no further public or applicant comment is allowed unless specifically requested by the Commission.
8. Commission deliberation and action.

Staff Presentation

The staff presentation will include the following information:

1. Overview of purpose of current design review phase of the project.
2. Project location, current site conditions and surrounding context.
3. Brief project description & history.
4. A brief summary of staff's review of responses to previous comments (stating simply whether staff finds the previous comments have been satisfactorily addressed and whether conditions are recommended to ensure they are fully addressed as the project advances in the process).
5. Overview of design proposed, using imagery from the submitted application package and generally summarizing the written staff report.
6. Staff recommended conditions.
7. Brief indication of Zoning Code compliance and next steps.
8. Staff recommended action.

Guidelines for Applicant Presentations

The applicant's presentation should explain how the current design was developed, how the project is designed and how it has evolved in response to the Commission's comments from Preliminary Consultation. In addition, if there are any concerns with the Concept Design Review conditions recommended by staff, those concerns should be noted in the applicant's presentation. Design content provided in the presentation should not differ from the design content included in the plans that are submitted with the application, although additional views and models of the same design may be included. Images should be clear and include pedestrian perspective renderings of the project in context with surrounding existing buildings. Due to the potential length of time between review phases, applicants should expect that Commission membership may change between reviews. As such, each presentation should include a brief summary of the project program and opportunities and constraints of the site. Note that the time for questions and answers between the Commission and applicant is generally not limited; therefore, presentations should be structured to provide an overview of the most important considerations and responses, as determined by the applicant team, with more minor items being reserved for the Q&A period if the Commission has questions about those items. Specific guidelines for applicant presentations for the Final Design Review phase are noted below:

1. Provide a brief reminder of the building program and primary site opportunities and constraints.
2. Describe how the project has changed to address the Commission's Preliminary Consultation comments. Explain studies that were conducted and provide before and after imagery for each substantive comment. Similar comments may be grouped in the presentation.
3. Describe further development of the design since Preliminary Consultation, such as landscape design concept, conceptual exterior materials, building sections, etc.
4. Explain any concerns with the staff report, including staff's recommended conditions.