Submittal Checklist for
PRELIMINARY CONSULTATION

Preliminary Consultation is similar to what is commonly known in the architectural profession as "Sketch or Schematic Design" and is the first of three phases of the design review process for new development projects as required by Pasadena Municipal Code (PMC) 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 Preliminary Consultation process results in a list of comments to assist in the further development of the project, which will need to be addressed at the next phase of the design review process (Concept or Consolidated Design Review) and may be reviewed by staff or at a public meeting by the Design Commission 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. Applicants should be prepared to discuss their design concept with the staff or Design Commission and should be aware that the comments provided as a result of this process may require substantial changes to the proposed design concept. Therefore, it is required 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 here. ***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 context, response to the surrounding community, and building form, style and program. *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. Submit this completed checklist with your application materials. *This checklist should be reviewed together with a planner at the Permit Center.* ***Substantially incomplete applications will not be accepted.*** *Additional documentation not included in this checklist should not be included in the Preliminary Consultation submittal.*

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

☐ **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
4) Tree Inventory
PLEASE NOTE: All public trees (i.e., street trees or other trees on City-owned property) are protected regardless of size or species. Any projects considering the removal of any existing public tree(s) 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.

5) Taxpayer Protection Act Disclosure Form

☐ **APPLICATION FEES**
Application fees are required for all projects. See the adopted fee schedule 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.

☐ **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.*

☐ **VISUAL CONTEXT PHOTO MONTAGE** -
This is intended to demonstrate the character of the surrounding neighborhood context.

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 existing 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.

☐ **SCHEMATIC DESIGN PLANS** - *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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1) **URBAN CONTEXT 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) Site Planning 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) Inspiration/Precedent Photos depicting the architectural inspiration for the proposed architectural design with narrative describing how the proposed architectural concept contributes to Pasadena's architectural legacy. This exhibit should generally not exceed two sheets in length.
   d) Architectural Intent Diagram including sketch overlays, and/or design logic diagrams with narrative demonstrating the architectural intent and design logic of the building and describing how the proposed architectural concept responds to Pasadena's climate. This exhibit should generally not exceed two sheets in length.

2) **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 concept. This exhibit should general not exceed one sheet in length.
   b) Exhibits illustrating rejected design concepts, accompanied with an explanation of why the concept was rejected. This exhibit should generally not exceed one sheet in length.

3) **PROPOSED 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).

4) **PROPOSED BUILDING DESIGN CONCEPT**
   a) Single line floor plan diagrams depicting preliminary interior programming layout including major access points and openings, preferably in color. If any existing buildings are proposed to be retained, provide single line floor plan diagrams depicting walls and features to be demolished.
   b) Preliminary 3-D block models, sketches and elevations that demonstrate building form, height and conceptual architectural design 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. If any existing buildings are proposed to be retained, provide demolition sketches and elevations depicting exterior walls and features to be demolished.
   c) Key site map and north arrow identifying façade orientation shown on each sheet.

☐ **DIGITAL MASSING MODEL**

1) 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.

2) Signed Digital 3-D Model Usage Agreement.

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 and how that concept was developed. This document 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 on the preliminary design concept presented.

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 commentary.

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. Overview of design proposed, using imagery from the submitted application package.
5. Staff comments on the proposed design.
6. Brief indication of Zoning Code compliance and next steps.
7. Staff recommended action.

Guidelines for Applicant Presentations

In general, the applicant's presentation should explain the project program, the opportunities and constraints of the site, how the current design was developed and provide an overview of the submitted design concept. In addition, if there are any concerns with the comments 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. 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 of the design concept, with more minor items being reserved for the Q&A period if the Commission has questions about those items. Specific guidelines for applicant presentations at the Preliminary Consultation phase are noted below:

1. Describe the building program.
2. Explain the opportunities and constraints of the site and its surroundings that have been identified.
3. Summarize studies that were conducted to develop the design and how the design evolved to its current form.
4. Describe the proposed site planning concept and how it responds to the opportunities and constraints identified.
5. Describe the building design concept and how it responds to the opportunities and constraints identified.
6. Describe the architectural intent, including reference imagery, and how it contributes to Pasadena's climate and architectural legacy.