



Submittal Checklist for ADJUSTMENT PERMIT

This checklist should be reviewed together with a Planner at the Permit Center and must be submitted with the application. Incomplete applications cannot be processed and will be returned to the applicant together with a checklist specifying the items that are incomplete.

MINIMUM SUBMITTAL REQUIREMENTS:

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

- MASTER APPLICATION** (eight copies)
 - a) Cover Sheet with Applicant Signature.
 - b) Environmental Assessment.
 - c) Tree Inventory.
 - d) Taxpayer Protection Act Disclosure Form.

- SITE PLANS** (eight full size copies and four 11"X17" reductions)
 - a) Applicant name, address and phone number.
 - b) Project site address, north arrow and drawing scale.
 - c) Property lines.
 - d) Internal and external rights-of-way and any vehicular access or other easements.
 - e) Existing and proposed structures with their uses labeled.
 - f) Location of structures on adjacent properties and their uses.
 - g) Mature trees 4 inches or more in diameter (on-site, adjacent to property lines and in public right-of-way).
 - h) Yard dimensions.
 - i) Topography (when applicable).
 - j) Vicinity map showing ½-mile radius street system with project site highlighted (integrated at lower right hand corner of plan).

- OWNERSHIP VERIFICATION** (one copy)
 - a) Copy of Grant Deed.
 - b) Written Consent from property owner to authorize representative (if applicable).

- NOTIFICATION PACKET** (two sets)
 - a) Radius Map and Ownership List.
 - b) Affidavit.
 - c) Labels.

- PHOTOS** (two sets)
 - a) A minimum of four photos (varied angles) of the project site showing walls, trees and existing structures.

- APPLICATION FEES**

- CHECKLIST FOR SPECIFIC ENTITLEMENTS & OTHER ITEMS**
Refer to the reverse page for additional submittal requirements.

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SPECIFIC ENTITLEMENT REQUIREMENTS:

In addition to the minimum submittal requirements, the following specific entitlement requirements for Adjustment Permits shall also be submitted:

- SUPPLEMENTAL APPLICATION** (eight copies)
 - a) Description of Request.
 - b) Findings for an Adjustment.

- INCLUSIONARY HOUSING PLAN** (two copies, if 10 or more new housing units are proposed)

ADDITIONAL ITEMS:

In addition, the following items may be required by the Planner for submittal:

- FLOOR PLANS**
- ELEVATIONS**
- ELEVATION SECTIONS**
- STREET ELEVATION SKETCHES**
- GRADING PLAN** (if greater than or equal to 50 cubic yards)
- TOPOGRAPHIC MAP**
- CALCULATIONS** (square footage, floor area ratio, average slope, etc.)
- LANDSCAPE PLAN**
- CIRCULATION PLAN**
- SIGN INVENTORY**
- DEVELOPMENT SCHEDULE**
- ESCROW TITLE PAPERS**
- LEASE AGREEMENT**
- OTHER ITEMS**



Supplemental Application for
ADJUSTMENT PERMIT

Project Address: _____

Case # _____

An adjustment permit allows for the adjustment of applicable development standards and allows for the density to be averaged on lots divided by two or more zoning districts. The Adjustment Permit is intended to promote and encourage quality development within the City's zoning districts. Applicants applying for an Adjustment Permit are expected to produce a comprehensive development with a more enhanced environment and architectural excellence. The land involved shall be a minimum of 1/2-acre in size.

DESCRIPTION OF REQUEST:

A separate description and set of findings must be submitted if there is more than one Adjustment request. This Adjustment Permit is to:

FINDINGS:

The applicant must thoroughly respond to the seven (7) directives below to make the required findings for the proposed project. A separate set of findings must be submitted if there is more than one adjustment request. Use additional sheets if more space is necessary to complete your response. The City's Zoning Code and General Plan can be viewed at the Permit Center and online at www.cityofpasadena.net.

1a) Describe how the proposed development is allowed within the subject base zoning district;

Project Address: _____

Case # _____

2) Describe how the proposed development is in conformance with the following:

a) The criteria identified in Section 17.61.070(D) of the Zoning Code;

b) The goals, policies and objectives of the General Plan and the purpose and intent of any applicable specific plan;

c) The applicable provisions of the Zoning Code relating to both on- and off-site improvements that are necessary to accommodate flexibility in site planning and property development and to carry out the purpose and intent of the subject base zoning district;

Project Address: _____

Case # _____

5) Describe how the subject site is physically suitable for the type and density/intensity of the development being proposed and is adequate in shape and size to accommodate the proposed development;

6) Describe how the public need for, and the positive benefits to be derived from, the proposed project clearly outweigh any of the potential unavoidable negative effects it may cause; and

7) Describe how, where applicable, the Adjustment Permit provides the flexibility in development standards necessary to preserve a significant historic landmark, resource, site or structure.