Submittal Checklist for
ADJUSTMENT PERMIT

This checklist should be reviewed 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.

☐ **DIGITAL COPIES (PDF)** of all application material
a) Submit via USB Flash Drive.

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

☐ **SITE PLANS** (three full size copies and two 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) Mail Merge (Excel Spreadsheet).

☐ **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.

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
CURRENT PLANNING SECTION – Email: ZoningQuestions@cityofpasadena.net
175 NORTH GARFIELD AVENUE
PASADENA, CA 91101

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

☐ **SUPPLEMENTAL APPLICATION** (three 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**

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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:

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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.

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

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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 # _____

3) Describe how the proposed project would produce a comprehensive development incorporating a more enhanced environment and architectural excellence (e.g. appropriate variety of structure placement and orientation opportunities, appropriate mix of structure sizes, high quality architectural design, increased amounts of landscaping and open space, improved solutions to the design and placement of parking facilities, etc.) than would normally be possible under more standard district development requirements;

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4) Describe how the design, location, shape, size, operating characteristics, and the provision of public and emergency vehicle access and public services and utilities (e.g. drainage, fire protection, sewers, water, etc.), would ensure that the proposed development would not endanger, jeopardize, or otherwise constitute a hazard to the public health, safety, or general welfare, or be injurious to the property or improvements in the vicinity and base zoning district in which the property is located;

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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.