



Submittal Checklist for
AFFORDABLE HOUSING CONCESSION 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 Affordable Housing Concession 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.

SPECIFIC ENTITLEMENT REQUIREMENTS:

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

- SUPPLEMENTAL APPLICATION** (eight copies)
 - a) Description of Request.
 - b) Findings for an Affordable Housing Concession Permit.
 - c) Public Hearing Request.

- DENSITY BONUS WAIVER(S) REQUEST** (eight copies)

A signed letter from the applicant to the Zoning Administrator detailing all density bonus concessions requested, and how each concession directly relates to the affordability of the project.

- COST PRO-FORMA** (eight copies)
 - a) Financial justification for EACH specific development concession requested that clearly demonstrates how granting each individual concession will make affordability of the project feasible.
 - b) A cost comparison of the project without the requested concession versus with the concession.

ADDITIONAL ITEMS:

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

- FLOOR PLANS**
- ELEVATIONS**
- ELEVATION SECTIONS**
- CALCULATIONS** (square footage, floor area ratio, average slope, etc.)
- LANDSCAPE PLAN**
- CIRCULATION PLAN**
- DEVELOPMENT SCHEDULE**
- ESCROW TITLE PAPERS**
- LEASE AGREEMENT**
- OTHER ITEMS**



Supplemental Application for
AFFORDABLE HOUSING CONCESSION PERMIT

Project Address: _____

Case # _____

DESCRIPTION OF REQUEST:

A separate description and set of findings must be submitted if there is more than one concession as part of this Affordable Housing Concession Permit request. This Affordable Housing Concession Permit is to:

FINDINGS:

The applicant must thoroughly respond to the two (2) 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 Affordable Housing Concession Permit 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 concession or incentive is required in order for the designated units to be affordable; and

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2) Describe how the concession or incentive would not have a specific adverse impact on public health, public safety, or the physical environment and would not have an adverse impact on a property that is listed in the California Register of Historic Resources, and for which there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact, without rendering the development unaffordable to low- and moderate-income households. A specific adverse impacts is a significant, quantifiable, direct or unavoidable impact, based on objective, identified written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete.

PUBLIC HEARING REQUEST:

The procedures for an Affordable Housing Concession Permit shall be same as for a Minor Variance. Section 17.61.080(C)3 of the Zoning Code specifies that a public hearing need not be held on a "Minor" Variance if no concern is registered with the Zoning Administrator in response to the required public notice. If no concern is registered, however, the applicant may request that a public hearing be held.

Sign here if you wish to have a public hearing held even if no concern is registered.

Signature of Applicant

Date