



## Submittal Checklist for CERTIFICATE OF EXCEPTION

*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 Certificate of Exception. 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.
- SUPPLEMENTAL APPLICATION FOR CERTIFICATE OF EXCEPTION**
- SUPPLEMENTAL APPLICATION FOR CERTIFICATE OF COMPLIANCE** (see submittal checklist)
- SITE PLANS FOR EXISTING AND PROPOSED** (eight full size & four reduced copies 11"x17")
  - 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** (digital format)
  - a) Excel Mail Merge File.
  - b) Radius Map and Ownership List.
  - c) Signed Affidavit.
- 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.



*Submittal Checklist for*  
**CERTIFICATE OF EXCEPTION**

**SPECIFIC ENTITLEMENT REQUIREMENTS:** *In addition to the minimum submittal requirements, the following specific entitlement requirements for Certificates of Exception shall also be submitted:*

- SUPPLEMENTAL APPLICATION** (eight copies)
  - a) Description of Request.
  - b) Finding for a Certificate of Exception.

**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**





**PASADENA PERMIT CENTER**

www.cityofpasadena.net/permitcenter

*Supplemental Application for*  
**CERTIFICATE OF EXCEPTION**

Project Address: \_\_\_\_\_ Case # \_\_\_\_\_

**OWNER'S STATEMENT:** The applicant must thoroughly respond to the directives below to make the required finding for the proposed project. Use additional sheets if more space is necessary to complete your response.

**PARCEL #1**

Existing Legal Description:	
Property Owner's Name:	
Property Owner's Signature:	
Size Before Adjustment:	Date Property Acquired:
Size After Adjustment:	

**PARCEL #2**

Existing Legal Description:	
Property Owner's Name:	
Property Owner's Signature:	
Size Before Adjustment:	Date Property Acquired:
Size After Adjustment:	

**PARCEL #3 (if applicable)**

Existing Legal Description:	
Property Owner's Name:	
Property Owner's Signature:	
Size Before Adjustment:	Date Property Acquired:
Size After Adjustment:	

**PARCEL #4 (if applicable)**

Existing Legal Description:	
Property Owner's Name:	
Property Owner's Signature:	
Size Before Adjustment:	Date Property Acquired:
Size After Adjustment:	