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.

☐ **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.

☐ **SUPPLEMENTAL APPLICATION FOR CERTIFICATE OF EXCEPTION**

☐ **SUPPLEMENTAL APPLICATION FOR CERTIFICATE OF COMPLIANCE** (see submittal checklist)

☐ **SITE PLANS FOR EXISTING AND PROPOSED** (three full size copies & 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** (digital format)
a) Radius Map and Ownership List.
b) Signed 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.

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** *(three 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**

_____

_____

_____

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

Supplemental Application for

CERTIFICATE OF EXCEPTION

Project Address:_____ Case #_____

DESCRIPTION OF REQUEST:

FINDING: The applicant must thoroughly respond to the directive below to make the required finding for the proposed Certificate of Exception (lot line adjustment). Please use additional sheets if more space is necessary to complete your response. The Zoning Code can be viewed at the Permit Center and online.

1) Describe how the parcels resulting in the lot line adjustment will conform to the general plan, any applicable specific plan and zoning and building ordinances.

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

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:	