Submittal Checklist for

CHANGES TO AN APPROVED PROJECT
(DESIGN REVIEW OR CERTIFICATE OF APPROPRIATENESS)

Pursuant to Zoning Code Section 17.64.050, additional review and findings are required for proposed major or minor changes to a previously approved project. Please consult with a Design & Historic Preservation (DHP) Planner to determine if proposed changes your project will require this review. Applicants may apply for changes to an approved project, including the conditions of approval, only twice in a calendar year. Changes are considered minor if they:

1. *Are consistent with all applicable provisions of the Zoning Code;*

2. *Do not involve a feature of the project that was specifically addressed in, or was a basis for findings in a Negative Declaration (ND), Mitigated Negative Declaration (MND), or Environmental Impact Report (EIR) for the project;*

3. *Do not involve a feature of the project that was specifically addressed in, or was a basis for conditions of approval for the project, or that was a specific consideration by the applicable review authority in the approval of the permit; and*

4. *Do not expand the approved floor area or any outdoor activity area by 10 percent or more over the life of the project.*

Changes that do not comply with the above are considered major and require review and public notice in the same manner as was required for the original application. Depending on the scope of the proposed changes, additional environmental review and/or review by other City departments may be required.

MINIMUM SUBMITTAL REQUIREMENTS:
This checklist should be reviewed together with a DHP planner at the Permit Center and must be submitted with the complete application. ***Incomplete applications will not be accepted. Listed below are the minimum submittal requirements for Changes to an Approved Project. Only those items that are affected by the proposed changes are required.***

☐ **ELECTRONIC SUBMITTAL**
All required submittals listed below shall be provided in electronic format via flash drive, email or file transfer to dhpquestions@cityofpasadena.net.

☐ **PLANNING DIVISION MASTER APPLICATION FORM**
Please complete all information on the application forms.

1) Cover Sheet with applicant signature
2) Applicant Authorization for Reproduction of Application Materials
3) Environmental Assessment (for Major Changes only)
4) Tree Inventory (if different from original approval)
5) Taxpayer Protection Act Disclosure Form
6) Notification Packet (for projects reviewed by the Design Commission)
7) Private Tree Removal Application for each protected tree proposed to be removed (and not previously approved for removal) to accommodate the revised project

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☐ **APPLICATION FEE**
Application fees are required for all projects. See the adopted fee schedule (viewable at https://www.cityofpasadena.net/finance/general-fund/fees-tax-schedules/) or consult with Design & Historic Preservation staff to determine the amount of the application fee. Application fee may be paid online once an invoice is created by staff: https://mypermits.cityofpasadena.net/EnerGov_Prod/SelfService#/payinvoice

☐ **OWNERSHIP VERIFICATION** *One printed copy*
1) Copy of Grant Deed, Deed Trust, or Title Report showing ownership
2) Written letter of Consent from property owner to authorize representative, if applicable

☐ **VISUAL CONTEXT PHOTO MONTAGE (MAJOR CHANGES ONLY)**
This is intended to demonstrate how the proposed project fits within the surrounding neighborhood context. Supporting text/narrative explanation may be provided to further explain how the project responds to its surroundings, however, it is not required.

1) Project Site Context: Color photographs of the existing project site taken from various vantage points from the street and from within the project site showing the existing structure(s), tree(s), and other existing site improvements. Provide full elevation photographs of all site structures including detailed images of affected architectural features proposed for alteration.

2) Neighborhood Context: Color photographs of existing buildings on both sides of the street on which the project is proposed, between two cross streets. Photographs should identify the address of the property depicted and should be taken perpendicular to the building. If the project is on a corner lot, photographs should include both streets.

3) Photographic Key Map indicating from where and at what angle the photographs were taken. All photographs provided should be labeled to correspond to the locations on the photographic key map.

☐ **PROJECT NARRATIVE**
Provide a written narrative that thoroughly describes the proposed changes to the project and how it meets the following required findings for approval of Changes to an Approved Project:

☐ **For all applications.** Describe the changed circumstances sufficient to justify the modification of the original approval.

☐ **For Major Changes to a previously approved Certificate of Appropriateness.** Describe how the revised project meets the required findings for approval of a Certificate of Appropriateness as specified in Zoning Code Section 17.62.090.E.4-6.

☐ **For Major Changes to a previously approved Design Review.** Describe how the revised project meets the required findings for approval of Design Review as specified in Zoning Code Section 17.61.030.K.

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☐ **DESIGN DRAWINGS**
The Design Drawings shall include all required drawings to document and describe the proposed changes to the previously approved project. Drawings shall be drawn to scale and shall include the preparer's contact information, a north arrow, date prepared, the scale, a vicinity map and a legend identifying symbols and abbreviations.

☐ Previously Approved Design Drawings including all sheets affected by the proposed changes (i.e., site plans, floor plans, roof plans, landscape plans, elevations, sections, details, materials, etc., as applicable to the project), clearly marked up to indicate areas and features proposed to change. This is not required if an entirely new design is proposed.

☐ Proposed Design Drawings depicting all proposed changes and including all affected sheets. The proposed design drawings shall be organized side-by-side or sheet-by-sheet with the Previously Approved Design Drawings and shall be clearly marked up to indicate areas and features proposed to change. The submittals and level of detail provided shall be consistent with that which was required for the original application. For example, if the proposed changes are to a previously approved application for Concept Design Review, refer to the Concept Design Review Submittal Checklist to determine the level of detail required; for changes to Final Design Review, refer to the Final Design Review Submittal Checklist, etc. Submittal checklists can be found online at: https://www.cityofpasadena.net/planning/permit-center/applications-forms.

☐ **MATERIALS SPECIFICATIONS** Provide the following information for any proposed changes to exterior materials**.**

☐ Manufacturer's Specifications (e.g., brochures/cut-sheets) for new manufactured features including new windows, doors, light fixtures, vent/drain caps, etc. including materials, finishes and colors.

☐ Materials Palette (digital) including images, manufacturer and product name/number and finishes and textures for all proposed exterior materials including cladding, accent materials, proposed color/paint and fabric swatches.

☐ Physical Samples of new materials including exterior cladding, roofing, architectural trims, paving, etc. *(if determined necessary by staff)*

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☐ **THREE-DIMENSIONAL DIGITAL MODEL (MAJOR CHANGES ONLY)**

☐ Projects involving construction of structures greater than 25,000 square feet in size or residential projects with 10 or more units that require Design Commission review must include a properly geolocated 3-D digital model of the proposed building in Google Earth (.kml) format.

☐ For projects requiring submittal of a 3-D digital model, a signed 3D Model Usage Policy is also required. This can be obtained using this link: https://www.cityofpasadena.net/planning/permit-center/applications-forms#design-review-submittal-requirements

☐ **ADDITIONAL DOCUMENTATION**

☐ Additional documentation may be required at the City's discretion to fully document the scope, intent and details of the proposed project. These may include assessments of current conditions by qualified professionals, historical drawings or images, samples of existing materials, etc.