



Submission Checklist for
CONSOLIDATED DESIGN REVIEW
(MAJOR REHABILITATION & NEW CONSTRUCTION)

Pursuant to Zoning Code Section 17.61.030, design review is required for major rehabilitation and new construction of buildings of certain sizes Citywide. Please consult with a Design & Historic Preservation (DHP) Planner to determine if design review is required for your project. For these types of projects, Preliminary Consultation is the first phase of the design review process. Upon completion of Preliminary Consultation, the remaining two phases of the design review process (Concept Design Review and Final Design Review) **may** be combined into a single application for Consolidated Design Review, and will be documented in the Preliminary Consultation comment letter.

The design review process ensures that proposed projects are consistent with the design guidelines adopted by the City Council, which may be viewed and downloaded from the City’s website here: <https://www.cityofpasadena.net/planning/planning-division/design-and-historic-preservation/design-guidelines/>. Applications for Consolidated Design Review may be reviewed by the Design Commission at a noticed public hearing or may be reviewed by staff. Consult with DHP staff to determine if your project will require a public hearing.

To avoid additional delays, applicants should coordinate with the following city agencies (unless a land-use entitlement or environmental review has already been completed) prior to submitting an application for Consolidated Design Review for new construction projects:

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| <ul style="list-style-type: none"> Consult with the Current Planning Section to ensure that the proposed project complies with the development standards in the Zoning Code. (626) 744-6777; Window 3, Permit Center; or zoningquestions@cityofpasadena.net |
| <ul style="list-style-type: none"> Contact the Department of Transportation to begin preparation of any required traffic assessment or traffic study prior to submitting an application for Consolidated Design Review. (626) 744-7478 |
| <ul style="list-style-type: none"> Projects subject to the Public Art requirement must have concept art plan submitted to Cultural Affairs before a hearing date can be scheduled for Consolidated Design Review. (626) 744-7062 |
| <ul style="list-style-type: none"> Projects subject to the Inclusionary Housing requirement must have an Inclusionary Housing Plan submitted to the Housing Department before a hearing date can be scheduled for Consolidated Design Review. (626) 744-8300 |

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 Consolidated Design Review for major rehabilitations to existing buildings and new construction.**



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ELECTRONIC SUBMITTAL

All required submittals listed below shall be provided in electronic format via flash drive, email or file transfer to dhpquestions@cityofpasadena.net or the case planner if one has been assigned.

PLANNING DIVISION MASTER APPLICATION FORM *One printed copy*

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
- 4) Tree Inventory
- 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 to accommodate the project (if not previously approved)

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 *One (1) 11" x 17" copy (Additional 11"x 17" copies may be required for Design Commission reviews, subsequent to initial application submittal).*

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.



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- PROJECT NARRATIVE** *One (1) 8 ½" x 11" copy (Additional 8 ½" x 11" copies may be required for Design Commission reviews, subsequent to initial application submittal)*
Provide a written narrative that thoroughly describes the proposed project and how it meets the following required findings for approval of Design Review:

For all applications. The project's design is consistent with

- a. The [purposes of design review](#); and
- b. Any applicable [design guidelines](#) adopted by the Council.

Historic resources. In addition to the two findings for all applications above, the alteration to a designated historic resource or resource qualifying for a historic designation is consistent with the [Secretary's Standards](#).

Alterations to structures with 6L or 7N status code. In addition to the two findings for all applications above, the alteration to a structure with 6L or 7N status code is consistent with the [Secretary's Standards](#), or alternatively, with other adopted design guidelines. The Director may choose not to apply these standards due to a loss of historic integrity or setting.

Demolitions, relocations, and demolitions without a Building Permit for a replacement structure in the Central District. In addition to the two findings for all applications above, the demolition, relocation, and demolition without a Building Permit for a replacement structure in the Central District is consistent with the findings identified in Zoning Code [Section 17.62.090](#) (Alteration, Demolition, or Relocation of a Historic Resource).

- RESPONSE TO PRELIMINARY CONSULTATION REVIEW NARRATIVE** - *One (1) 11" x 17" copy (Additional 11" x 17" copies may be required for Design Commission reviews, subsequent to initial application submittal).*
- 1) Written and illustrated narrative describing how the project's design concept responds to comments and recommendations provided by the Design Commission or staff during the Preliminary Consultation process.
 - 2) Written narrative describing what green building measures, including passive environmental control strategies and/or active environmental control systems, are incorporated into the building's design.

- DESIGN DRAWINGS** *One (1) full-size copy and one (1) 11" x 17" copy (Additional 11" x 17" copies may be required for Design Commission reviews, subsequent to initial application submittal).*
The Design Drawings shall include all required drawings to document and describe the existing and proposed conditions of the 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.

- Vicinity Map showing ½-mile radius street system with project site highlighted



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- Cover Sheet with a project data table containing the following information:
 - 1) Total area of site in square footage
 - 2) Gross and Net building area calculations:
 - a. Existing and proposed square footage
 - b. Existing and proposed number of buildings and dwelling units
 - 3) Existing building construction dates
 - 4) Existing and proposed vehicular parking and bicycle parking spaces with minimum required by the Zoning Code.
 - 5) Existing and proposed loading spaces and size, including minimum standard required by the Zoning Code.
 - 6) Existing and proposed Floor Area Ratio, including maximum allowed by the Zoning Code.
 - 7) Existing and proposed Lot Coverage, including maximum allowed by the Zoning Code.
 - 8) Existing and proposed building heights and number of stories
 - 9) Total area of project site proposed to be dedicated towards landscaping.
 - 10) Total area of project site proposed to be dedicated towards hardscape/paving.
 - 11) Existing zoning and land use designation
 - 12) Existing and proposed UBC occupancy group and construction type.

- Existing Site Plan including the following information and clearly indicating any structures, building walls or existing site features proposed to be removed:
 - 1) Property lines and adjoining sidewalks and streets
 - 2) Existing structures - location, outside dimensions and use of all existing buildings and structures including building features such as elevated porches and outside stairs.
 - 3) Existing trees with accurate canopies depicted, numbered to correspond to the tree survey provided and indicating those that are protected by the Tree Protection Ordinance and those that are proposed to be removed, retained or relocated
 - 4) Existing landscaped areas
 - 5) Existing paved areas
 - 6) Existing fences, walls or retaining walls
 - 7) Footprints of adjacent buildings on abutting property(ies)

- Proposed Site Plan including the following information, if changes to the existing site plan or new construction/additions are proposed:
 - 1) All information listed on the Existing Site Plan that is proposed to remain.
 - 2) If on-site structure or tree relocation is proposed, depict the proposed new locations.
 - 3) For additions and new construction, clearly indicate location, outside dimensions and use of proposed new construction.
 - 4) Indicate proposed location of electrical vault, gas and electrical meters, fire sprinkler valves, backflow preventer, HVAC condensers, and any other ground-level mechanical equipment, including proposed method of screening from public view.



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- Existing Floor Plan for each floor of buildings proposed to be affected by the project, including the following information and clearly indicating any walls, windows, doors or other building elements proposed to be removed or altered (not required for projects proposing demolition of all existing structures):
 - 1) Exterior and interior walls of the affected structure
 - 2) Attached exterior features such as awnings, canopies or balconies
 - 3) Locations and sizes of all window and door openings

- Proposed Floor Plan for each floor of buildings proposed to be affected by the project or for proposed new buildings, including the following information:
 - 1) All information listed on the Existing Floor Plan that is proposed to remain or for each floor of proposed new buildings.
 - 2) Clearly indicate all proposed new walls, windows, doors or other features. New or altered window and door openings shall be numbered to correspond to the required schedule described below.
 - 3) Include callouts to locations of building sections provided.

- Existing Roof Plan for buildings proposed to be affected by the project, including the following information and clearly indicating any areas or features of the roof proposed to be removed or altered (not required if no changes are proposed to be made to the roof or for projects proposing demolition of all existing structures).
 - 1) Ridges and valleys of the existing roof
 - 2) Direction and pitch of roof slopes
 - 3) Existing roof materials
 - 4) Existing eaves or parapets, including any exposed rafters, beams, brackets fasciae, gutters and other features of the roof

- Proposed Roof Plan for buildings proposed to be affected by the project, including the following information, if changes to the roof are proposed or for proposed new construction:
 - 1) All information listed on the Existing Roof Plan that is proposed to remain or that is proposed for new construction.
 - 2) Clearly indicate new roof areas and new roof features
 - 3) Proposed locations of all exterior rooftop mechanical equipment

- Existing Building Elevations for building facades proposed to be affected by the project, including the following information and clearly indicating any features proposed to be removed or altered (not required for projects proposing demolition of all existing structures):
 - 1) Accurate depiction of affected facades including roof form, eaves or parapets, building walls, window and door openings and detailing, foundations and all



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architectural features including awnings, canopies, bulkheads, cornices, gutters, downspouts and other architectural details on the façade.

- 2) Depict and call out all existing exterior façade materials and features
- 3) Call out building heights
- 4) For projects proposing replacement of historical exterior materials, provide accurate representation, dimensions and finishes of existing materials proposed to be replaced.

Proposed Building Elevations in color and black and white including courtyard or other secondary elevations with the following information:

- 1) All information listed on the Existing Building Elevations that is proposed to remain or for proposed new construction.
- 2) For alterations of existing buildings, clearly indicate new façade elements, window or door openings, light fixtures, etc.
- 3) For additions, clearly demarcate the location of existing walls and new walls.
- 4) For new construction, provide:
 - a) Elevations of existing buildings adjacent to front elevation
 - b) Locations of through-the-wall mechanical vents
 - c) Locations of downspouts and drainage outlets or scuppers
 - d) Locations of lighting fixtures
 - e) Conceptual locations of signs (separate application for design review or Master Sign Plan may be required for new signs)
- 5) Include callouts to locations of wall sections provided.
- 6) Street elevation drawing or photographic rendering of proposed elevation and adjacent building(s) on abutting property(ies), to scale

Proposed Building and Site Sections (cross and longitudinal, for new construction, referenced to callouts provided on the Proposed Floor Plans)

- 1) Building walls (including freestanding walls)
- 2) Floor-to-floor dimensions
- 3) Cuts and fills, as required

Enlarged Wall Sections referenced to callouts provided on the Proposed Building Elevations and depicting articulation of the façade at strategic locations on the building where projecting and recessed volumes or features or openings are proposed. Provide callouts to architectural details provided.

Large-Scale Architectural Details referenced to callouts provided on the Large-Format Wall Sections for new or altered features or proposed new construction including the following information, as applicable to the project:

- 1) Window & door head, jamb and sill details depicting the location of building walls, depth of window/door recess, trim and sill elements and dimensions
- 2) Door and window schedule



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- 3) Roof parapet or eave details
 - 4) Storefront details including bulkheads, transoms, awnings, etc.
 - 5) Corner and/or joinery details
 - 6) Horizontal and vertical transitions between different exterior cladding materials
 - 7) Canopies, balconies, reveals, soffits, returns, surface-applied materials
 - 8) Drainage features/scuppers and mechanical vents
 - 9) Other architectural details may be required based on the proposed project scope.
- Window and Door Schedule corresponding to the numbering system on the floor plans and indicating the existing and proposed framing materials, operation type and dimensions of the windows and doors affected by the project.
- Phasing Plan (for multi-phased projects) depicting all elements of the project proposed to be completed within each construction phase.
- Proposed Landscape Plan
- 1) Planting plan showing location, spacing, common name, botanical name, container size, quantity of all proposed new plant material, with distinct plant symbols for each specimen
 - 2) Landscape construction plan with dimensions, materials, finishes (drawings, manufacturer specifications, and/or photographs of an existing installation)
 - 3) Hardscape details including paving, trash enclosure, raised planters, water features, fences, walls, site furniture, etc.
 - 4) Exterior lighting including type of fixture and manufacturer specifications
 - 5) Existing trees proposed to remain (trees with a 4-inch diameter or greater shall be identified by species and diameter-at-breast height.)
 - 6) Tree Protection Plan if existing public or private protected trees are proposed to be retained during construction.
- MATERIALS SPECIFICATIONS** *One (1) 8 1/2" x 11" copy*
- 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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- PERSPECTIVE RENDERINGS** *One (1) full-size copy and one (1) 11" x 17" copy (Additional 11"x 17" copies may be required for Design Commission reviews, subsequent to initial application submittal).*
 - Eye-level, perspective renderings or virtual illustrations (in color) depicting the elevations visible from the street and the building in its context
- THREE-DIMENSIONAL DIGITAL MODEL**
 - 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.
 - If a zoning entitlement was not required for the project, or the project involves placement of residences within 500 feet of a freeway, professional consulting services may be required, the actual cost of which is borne by the applicant.