Submittal Checklist for

CONSOLIDATED DESIGN REVIEW
(MINOR REHABILITATION & STOREFRONT ALTERATIONS)

Pursuant to Zoning Code Section 17.61.030, design review is required for minor rehabilitation and storefront alterations in the Central District. Please consult with a Design & Historic Preservation (DHP) Planner to determine if design review is required for your project. For these types of projects, the required multi-phased design review process may be combined into a single application for Consolidated Design Review, which results in a formal decision and is reviewed by Design & Historic Preservation (DHP) staff.

All applications for Design Review shall adhere to applicable City design guideline documents, which can be viewed and downloaded here.

MINIMUM SUBMITTAL REQUIREMENTS:
Listed below are the minimum submittal requirements for Consolidated Design Review. Submit this completed checklist with your application materials. *This checklist should be reviewed together with a planner at the Permit Center prior to submittal.* ***Substantially incomplete applications will not be accepted.*** *Additional documentation not included in this checklist should not be included in the Consolidated Design Review submittal.*

☐ **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 form.

☐ **APPLICATION FEES**
Application fees are required for all projects. See the adopted fee schedule or consult with Design & Historic Preservation staff to determine the amount of the application fee. Application fees may be paid online once an invoice is created by staff.

☐ **OWNERSHIP VERIFICATION**
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

☐ **PHOTOGRAPHS**
Provide full elevation photographs of the existing building. Include:
a. Clear contextual views of the project site showing the setting
b. Clear views of the existing elevations of the building
c. Detail photographs of areas affected by the project
d. Contextual photographs of surrounding neighborhood adjacencies, including a street elevation photograph of the project site and the abutting property(ies)

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☐ **CONSOLIDATED DESIGN PLANS**

The Consolidated Design Plans shall include all required drawings to document and describe the existing conditions and proposed 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.

☐ Existing/Demolition 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 and landscaped areas
4) Existing paved areas
5) Existing fences, walls or retaining walls
6) Partial building footprints of adjacent properties

☐ Proposed Site Plan including the following information, if changes to the site plan or new construction/additions are proposed:

1) All information listed on the Existing/Demolition Site Plan that is proposed to remain.
2) For new additions, clearly indicate location, outside dimensions and use of proposed new construction.

☐ 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:

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 Plans for each floor of buildings proposed to be affected by the project, including the following information:

1) All information listed on the Existing Floor Plan that is proposed to remain.
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 Window and Door Schedule described below.

☐ 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. This is not required if no changes are proposed to be made to the roof:

1) Ridges and valleys of the existing roof
2) Direction and pitch of roof slopes
3) 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:

1) All information listed on the Existing Roof Plan that is proposed to remain.
2) Clearly indicate new roof areas and new roof features

☐ 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:

1) For projects proposing replacement of historical exterior materials, provide accurate representation, dimensions and finishes of existing materials proposed to be replaced.
2) Accurate depiction of affected facades including roof form, eaves or parapets, building walls, window and door openings and detailing, foundations and all architectural features including awnings, canopies, bulkheads, cornices and other architectural details on the façade.
3) Depict and call out all existing exterior façade materials
4) Call out building heights

☐ Proposed Building Elevations including the following information:

1) All information listed on the Existing Building Elevations that is proposed to remain.
2) Clearly indicate new architectural features, window or door openings, cladding, light fixtures, etc., including a legend listing precise manufacturer, product name and finish for all exterior materials and features proposed.
3) For additions, clearly demarcate the location of existing walls and new walls.
4) Street elevation drawing or photographic rendering of proposed elevation and adjacent building(s) on abutting property(ies), to scale.
5) Provide callouts to locations of Large-Scale Architectural Details provided.

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☐ Large-Scale Architectural Details for new or altered features, referenced to callouts provided on the Proposed Building Elevations, 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) Roof parapet or eave details.
3) Storefront details including bulkheads, transoms, awnings, etc.
4) Corner and/or joinery details of exterior cladding materials.
5) Other architectural details may be required based on the proposed project scope.

☐ Window and Door Schedule corresponding to the numbering system on the Proposed Floor Plans and indicating the existing and proposed framing materials, operation type and dimensions of the windows and doors affected by the project.

☐ Final Landscape Plan including the following information, if new or altered landscape/hardscape features are proposed:

1) Planting plan showing location, spacing, common name, botanical name, container size and quantity of all proposed new plant material with distinct plant symbols for each specimen. Include a visual plant palette showing images of all plantings proposed.
2) Landscape construction plan with dimensions, materials, and finishes of all features proposed within the landscaped areas of the site (drawings, manufacturer specifications, and/or photographs and an existing installation).
3) Hardscape details (including paving, trash enclosure, raised planters, water features, fences, walls, site furniture, shade structures, amenity features, 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.).

☐ **MATERIALS SPECIFICATIONS**

☐ Manufacturer's Specifications (e.g., brochures/cut-sheets) for new manufactured features including new windows, doors, light fixtures or other manufactured features and precisely indicating materials, finishes and colors proposed for the project, coordinated with specifications in the Building Elevations legend.

☐ 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, coordinated with specifications in the Building Elevations legend.

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

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☐ **SIGNAGE PLANS**

If new signage is proposed in conjunction with the project, provide all required submittals in the Consolidated Design Review Submittal Checklist (Signs, Awnings & Minor Alterations).

☐ **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.