



*Submission 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. 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/>.

**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 minor rehabilitations and storefront alterations to existing buildings:**

**ELECTRONIC SUBMITTAL**

All required submittals listed below shall be provided in electronic format via flash drive, email or file transfer to [dhpquestions@cityofpasadena.net](mailto: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 form.

**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](https://mypermits.cityofpasadena.net/EnerGov_Prod/SelfService#/payinvoice)

**PHOTOGRAPHS** *One (1) 8 ½" x 11" copy*

Provide full elevation photographs of the existing building. Include

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)

**PROJECT NARRATIVE** *One (1) 8 ½" x 11" copy*

The applicant must 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



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- b. Any applicable [design guidelines](#) adopted by the Council.

**Historic resources in the Central District.** In addition to the two findings for all applications above, the alteration to a designated historic resource or resource qualifying for a historic designation in the Central District 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 in the Central District 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).

**DESIGN DRAWINGS** *One (1) 11"x 17" copy*

The Design Drawings shall include all required drawings to document and describe the existing conditions and proposed project. One printed, legible copy no larger than 11" x 17" and one electronic copy shall be provided via flash drive, email or file transfer. 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 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 Site Plan that is proposed to remain.
- 2) For new additions, clearly indicate location, outside dimensions and use of proposed new construction.



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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:
  - 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 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



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- 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 façade elements, window or door openings, light fixtures, etc.
  - 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.
  
- Large-Scale Architectural Details for new or altered features 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
  - 5) 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.
  
- MATERIALS SPECIFICATIONS**
  - Manufacturer's Specifications (e.g., brochures/cut-sheets) for new features including new windows, doors, light fixtures or other manufactured features proposed including materials 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, paint colors, etc. (if determined necessary by staff).
  
- 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



## PASADENA PERMIT CENTER – DESIGN & HISTORIC PRESERVATION

[www.cityofpasadena.net/permitcenter](http://www.cityofpasadena.net/permitcenter)

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current conditions by qualified professionals, historical drawings or images, samples of existing materials, etc.