



Submittal Checklist for
CONSOLIDATED DESIGN REVIEW (SIGNS, AWNINGS & MINOR ALTERATIONS)

Pursuant to Zoning Code Section 17.61.030, design review is required for new signs and awnings in the Central District or on new buildings that required design review and for other minor alterations to existing buildings in certain portions of the Central District. Please consult with a Design & Historic Preservation 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 Design & Historic Preservation 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 signs, awnings and minor alterations to existing buildings:*

- PLANNING DIVISION MASTER APPLICATION FORM**
Please complete all information on the application form. Provide one printed, legible copy and one electronic copy via flash drive, email or file transfer.
- 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.
- PHOTOGRAPHS**
Provide full elevation photographs of the existing building. Provide one printed set no larger than 8 ½" x 11" and one electronic copy via flash drive, email or file transfer.
- DESIGN DRAWINGS**
The Design Drawings shall contain the plans, elevations and details of the changes that are proposed to be made to the building. One printed, legible copy no larger than 11" x 17" and one electronic copy shall be provided via flash drive, email or file transfer.
 - Demolition plans and elevations depicting existing conditions of the building and noting with dashed lines features proposed to be removed in conjunction with the project.
 - Site & building floor plans identifying the proposed new design, including locations of proposed new signage. The site plan shall include locations of buildings, structures, driveways, walkways, landscaped areas, property lines and setbacks. If freestanding or projecting signs are proposed, any existing freestanding or projecting signs to remain on the property or on adjoining properties must also be included. Indicate the dimensions of the building frontages on which the signage is proposed.



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- Building elevations** in color identifying proposed new features, including locations and design of signage identified on the site and building floor plans. Indicate the dimensions of the proposed signage. Color photographic simulations of the existing building with an accurate representation of the proposed changes/signage, including dimensions, may be provided in lieu of building elevations. For painting projects, identify the manufacturer's specifications for each color proposed and ensure the elevation drawings represent the proposed colors as accurately possible. Include a contextual street elevation with a portion of the adjacent property structures included.
- Large-scale elevations, sections and design details** of proposed changes and signage identified in the building floor plans and elevations, including, where applicable, method of attachment to walls or other surfaces, sign depths/thicknesses, method of lighting including any proposed raceways or background panels, proposed materials, and transitions from new to existing features. Details shall accurately reflect the actual proposed changes/signs, including raceways, background panels and any other sign components and shall not be generic. For projecting or freestanding sign cabinets, accurately depict proposed dimensionality of sign lettering or logos beyond the cabinet.
- Materials specifications.** Provide manufacturer's specifications and physical samples for all materials proposed to be utilized in the proposed project. Physical samples are not required for common signage materials such as acrylic and aluminum. Provide manufacturer specifications of any exterior lighting fixtures proposed. For painting projects, provide physical paint chips from the paint manufacturer for each proposed color. For projects involving outdoor dining on private property, include manufacturer's specifications for proposed outdoor furnishings.
- DESIGN COMMISSION REVIEW**
Most applications will be reviewed by staff; however, building identification signs on buildings over 75' high require review by the Design Commission. In these cases, the following additional submittals are required:
 - NOTIFICATION PACKET**
<https://www.cityofpasadena.net/planning/planning-division/design-and-historic-preservation/design-review/#forms-and-applications>
 - COPIES OF DESIGN DRAWINGS** – *One (1) 11" X 17" copy required at time of submittal; fifteen (15) additional copies will be required when the application is formally deemed to be complete.*