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, which results in a formal decision and is reviewed by Design & Historic Preservation (DHP) staff (except for new building identification signs, which require a public hearing before the Design Commission).

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.

☐ **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.

☐ **CONSOLIDATED DESIGN PLANS**
The Consolidated Design Plans shall contain the plans, elevations and details of the changes that are proposed to be made to the building. 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.

- ☐ 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.

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☐ 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.

☐ 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.