



Submittal Checklist for
EXPEDITED CONSOLIDATED DESIGN REVIEW

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. In addition, in response to the economic devastation caused by the COVID-19 pandemic, the following types of applications for Consolidated Design Review for new or existing retail businesses or restaurants may apply for Expedited Consolidated Design Review:

- a. Signs (except building identification signs, new/amended Master Sign Plans Creative Sign Permits or Sign Exceptions)*
- b. New Awnings*
- c. Exterior Paint*
- d. Storefront Alterations within existing openings that do not affect historic features such as mullions, bulkheads, doors, and transom windows*
- e. Alterations to create new openings in non-historic buildings*
- f. Other minor alterations at the discretion of the Director (please consult with a Design & Historic Preservation Planner for any projects not specifically listed above by calling 626-744-4009)*

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:

Applications for Expedited Consolidated Design Review are being accepted electronically only, here: <https://permitforms.cityofpasadena.net/v/p1/RetailExpedited>. Listed below are the minimum submittal requirements for Expedited Consolidated Design Review:

- ONLINE APPLICATION FORM**
Please complete all information on the online 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.
- PHOTOGRAPHS**
Provide full elevation photographs of the existing building. Compile photographs into a single electronic file and upload to the application portal.
- DESIGN DRAWINGS**



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The Design Drawings shall contain the plans, elevations and details of the changes that are proposed to be made to the building. Compile all required drawings into a single file and upload to the application portal.

- 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.
- 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. For storefront alterations or new openings, provide details of the opening(s) including header, sill and jamb conditions and any bulkheads or transoms proposed.

MATERIALS SPECIFICATIONS

Provide manufacturer's specifications for all materials proposed to be utilized in the proposed project. Provide manufacturer specifications of any exterior lighting fixtures proposed. For painting projects, provide electronic images of 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. Compile all specifications into a single file and upload to the application portal.