Submittal Checklist for
EXPRESSIVE USE PERMIT

This checklist should be reviewed with a Planner at the Permit Center and must be submitted with the application. Incomplete applications cannot be processed and will be returned to the applicant together with a checklist specifying the items that are incomplete.

MINIMUM SUBMITTAL REQUIREMENTS:
Listed below are the minimum submittal requirements for Expressive Use Permits. If there are multiple entitlements, they may be combined under one submittal.

☐ **DIGITAL COPIES (PDF)** of all application material
a) Submit via USB Flash Drive.

☐ **MASTER APPLICATION** (three copies)
a) Cover Sheet with Applicant Signature.
b) Environmental Assessment.
c) Tree Inventory.
d) Taxpayer Protection Act Disclosure Form.

☐ **SITE PLANS** (three full size copies and two 11”x17” reductions)
a) Applicant name, address and phone number.
b) Project site address, north arrow and drawing scale.
c) Property lines.
d) Internal and external rights-of-way and any vehicular access or other easements.
e) Existing and proposed structures with their uses labeled.
f) Location of structures on adjacent properties and their uses.
g) Mature trees 4 inches or more in diameter (on-site, adjacent to property lines and in public right-of-way).
h) Yard dimensions.
i) Topography (when applicable).
j) Vicinity map showing ½-mile radius street system with project site highlighted (integrated at lower right hand corner of plan).

☐ **OWNERSHIP VERIFICATION** (one copy)
a) Copy of Grant Deed.
b) Written Consent from property owner to authorize representative (if applicable).

☐ **NOTIFICATION PACKET** (two sets)
a) Radius Map and Ownership List.
b) Affidavit.
c) Mail Merge (Excel Spreadsheet).

☐ **PHOTOS** (two sets)
a) A minimum of four photos (varied angles) of the project site showing walls, trees and existing structures.

☐ **APPLICATION FEES**

☐ **CHECKLIST FOR SPECIFIC ENTITLEMENTS & OTHER ITEMS**
Refer to the reverse page for additional submittal requirements.

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
CURRENT PLANNING SECTION – Email: ZoningQuestions@cityofpasadena.net
175 NORTH GARFIELD AVENUE
PASADENA, CA 91101

SPECIFIC ENTITLEMENT REQUIREMENTS:
In addition to the minimum submittal requirements, the following specific entitlement requirements for Expressive Use Permits shall also be submitted:

☐ **SUPPLEMENTAL APPLICATION** (three copies)
a) Description of Request.
b) Findings for an Expressive Use Permit.

ADDITIONAL ITEMS:
In addition, the following items may be required by the Planner for submittal:

☐ **FLOOR PLANS**

☐ **ELEVATIONS**

☐ **ELEVATION SECTIONS**

☐ **STREET ELEVATION SKETCHES**

☐ **GRADING PLAN** (if greater than or equal to 50 cubic yards)

☐ **TOPOGRAPHIC MAP**

☐ **CALCULATIONS** (square footage, floor area ratio, average slope, etc.)

☐ **LANDSCAPE PLAN**

☐ **CIRCULATION PLAN**

☐ **SIGN INVENTORY**

☐ **DEVELOPMENT SCHEDULE**

☐ **ESCROW TITLE PAPERS**

☐ **LEASE AGREEMENT**

☐ **OTHER ITEMS**

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Supplemental Application for
EXPRESSIVE USE PERMIT

Project Address: _____ Case #_____

DESCRIPTION OF REQUEST:
This Expressive Use Permit is to:

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FINDINGS:
The applicant must thoroughly respond to the five (5) directives below to make the required findings for the proposed project. Use additional sheets if more space is necessary to complete your response. The City's Zoning Code and General Plan can be viewed at the Permit Center and online at www.cityofpasadena.net.

1) Describe whether the proposed use is allowed with an Expressive Use Permit within the subject zoning district and how it complies with the applicable development and design requirements of the subject zoning district and with all applicable provisions of the City's Zoning Code (see Section 17.10 of the City's Zoning Code and the zoning district purposes at the introduction to each zoning district regulation);

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Project Address: _____ Case # _____

2) Describe how the proposed use will provide and maintain wastewater to establish and maintain an unrestricted flow in sanitary sewers during average and peak conditions as established by the City's approved Sewer Master Plan, as amended from time to time;

3) Describe how the proposed use will provide and maintain solid waste services to establish and maintain a level of service consistent with the City's approved Source Reduction and Recycling Element;

4) Describe how the proposed use will provide and maintain fire prevention and suppression services as established by the Uniform Fire Code to establish and maintain minimum response time for fire and emergency medical calls as established by the City's General Plan; and

Project Address: _____ Case # _____

5) Describe how the proposed use will provide and maintain police services and crime prevention services to establish and maintain minimum response time for police calls for service as established by the City's General Plan.

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