Submittal Checklist for

HILLSIDE DEVELOPMENT 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 Hillside Development 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** (fully dimensioned, 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, Deed Trust or Title Report showing ownership.
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 colored 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 Hillside Development Permits shall also be submitted:

☐ **SUPPLEMENTAL APPLICATION** (three copies)
a) Description of Request (i.e. Comprehensive Scope of Work in narrative form).
b) Findings for a Hillside Development Permit.
c) Worksheet for Average Slope, Floor Area Ratio, and Neighborhood Compatibility.

☐ **DEVELOPMENT SCHEDULE** (three copies)

☐ **FLOOR PLANS** (three full size copies and two 11"x17" reductions)

☐ **ELEVATIONS** (three full size copies and two 11"x17" reductions)

☐ **ELEVATION SECTIONS** (three full size copies and two 11"x17" reductions)

☐ **STREET ELEVATION SKETCHES** (three full size copies and two 11"x17" reductions)

☐ **GRADING PLAN** (three full size copies and two 11"x17" reductions, required if grading is greater than or equal to 50 cubic yards; clearly identify areas to be cut and filled)

☐ **TOPOGRAPHIC MAP** (three full size copies and two 11"x17" reductions, to be prepared by a licensed surveyor or civil engineer and at a contour interval of no greater than five feet.) The map must identify all portions of the lot with slopes of 15% or less, 15-50%, and over 50%.

☐ **LANDSCAPE PLAN** (three full size copies and two 11"x17" reductions)

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

☐ **CONSTRAINTS ANALYSIS** (three copies in narrative form describing any environmental conditions on the lot that impact placement of structures, e.g. riparian areas, wildlife corridors, protected trees, etc.)

☐ **PRELIMINARY GEOTECHNICAL REPORT** (two copies, to identify and propose mitigation measures for any soils or geological problems that may affect site stability or structural integrity)

☐ **HYDROLOGY REPORT** (two copies, to analyze the effects of water runoff, drainage, sustained landscape irrigation, and increased groundwater on slope stability, and the potential effects of added groundwater on properties down slope; the Zoning Administrator may waive this requirement for projects where no or only minor alterations to the existing topography or drainage patterns are proposed or where the slope does not exceed 15%.)

☐ **VISUAL ANALYSIS** The Hillside Development Ordinance provides several options to meet the visual analysis requirements (e.g. models, photo simulations, etc.). Consult with a planner to determine the most appropriate visual analysis for the specific site and the number of copies required.

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

☐ **CIRCULATION PLAN** ☐ **SIGN INVENTORY**

☐ **LEASE AGREEMENT** ☐ **ESCROW TITLE PAPERS**

☐ **OTHER ITEMS** _____

Supplemental Application for
HILLSIDE DEVELOPMENT PERMIT

Project Address: _____ Case #_____

DESCRIPTION OF REQUEST:
This Hillside Development Permit is to:

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FINDINGS:
The applicant must thoroughly respond to the eight (8) 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) Explain how the proposed use is allowed with a Hillside Development Permit within the applicable zoning district and complies with all applicable provisions of this 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) Explain how the location of the proposed use complies with the special purposes of this Zoning Code and the purposes of the applicable zoning district;

3) Explain how the proposed use is in conformance with the goals, policies, and objectives of the General Plan and the purpose and intent of any applicable specific plan;

4) Explain how the establishment, maintenance, or operation of the use would not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use;

Project Address: _____ Case # _____

5) Explain how the use, as described and conditionally approved, would not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City;

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6) Explain how the design, location, operating characteristics, and size of the proposed use would be compatible with the existing and future land uses in the vicinity, in terms of aesthetic values, character, scale, and view protection;

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Project Address: _____ Case # _____

7) Explain how the design, location, and size of the proposed structures and/or additions or alterations to existing structures will be compatible with existing and anticipated future development on adjacent lots, as described in Section 17.29.060(d) and in terms of aesthetics, character, scale, and view protection; and

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8) The placement of proposed structures avoids the most steeply sloping portions of the site to the maximum extent feasible and minimizes alteration of hillside topography, drainage patterns and vegetation.

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Project Address: _____ Case # _____

HILLSIDE OVERLAY DISTRICT WORKSHEET:

This worksheet is designed to assist applicants or homeowners with the calculations necessary for projects needing a Hillside Development Permit (HDP). An HDP is required for your project if any of the following is proposed (see Section 17.29.030 of the Zoning Code for the complete list of HDP thresholds and exemptions):

- New dwelling or structure;
- An addition of 500 square feet or greater to the first floor of an existing structure
- Any new square footage above the first story; or
- An accessory structure of more than 20 percent of the existing floor area of the dwelling.
- These totals apply either individually or in the aggregate with all other additions and all prior additions in the previous three years to the same lot.

GENERAL INFORMATION		
Date:		
Site Address:		
Assessor Parcel Number:		
Zoning Designation:		
Lot Size of Subject Property (square feet):		
Existing Floor Area: (with and without garages & any accessory structures)	With	Without
Proposed Floor Area: (with and without garages & any accessory structures)	With	Without
Proposed Lot Coverage for properties 7,200 square feet or greater (include all roofed areas such as porches and garages):		

1) AVERAGE SLOPE:

Average slope as used in the Hillside Overlay Chapter shall be determined using the following formula: $S = \frac{0.00229 \times I \times L}{A}$

S = average slope

I = contour interval in feet

L = combined length of contour lines

A = is the Gross Developable Area in acres

- Includes any right-of-way to be established by a proposed parcel map or tract map.
- Does not include existing right-of-ways located within the site for public streets, private streets, private driveway easements or other vehicular access ways.
- For lots 10,000 square feet or greater, does not include any portion of the lot with a 50% slope or greater.

Project Address: _____ Case # _____

2) FLOOR AREA RATIO (MAXIMUM ALLOWABLE GROSS FLOOR AREA):

Floor Area Ratio (FAR) is a calculation based on several factors, including the size of the lot, slope of the lot and zoning designation. If the lot is 10,000 square feet or greater, those portions of the lot that have a slope of 50 percent or more are removed from the area of the lot used to calculate the base allowable floor area. For lots with an average slope over 15 percent, the allowable floor area is reduced by a function of steepness of the lot (see Section 17.29.060(a) of the Zoning Code for the complete list of FAR rules).

CALCULATING MAXIMUM ALLOWABLE GROSS FLOOR AREA	
C = Area of property in square feet	
D1 = Area of property in square feet with a slope of 50% or higher (for lots 10,000 square feet or greater)	
D2 = Area of property in square feet with access easements (i.e. private streets, private driveways, public trails, etc.)	
R = "Remaining Developable Area" of property in square feet used for calculating base maximum gross floor area, or R = C – D1 – D2	
B = "Maximum Base Floor Area" in square feet (including garages or carports) permitted, factoring in property zoning, or B = Property Zoning — Required Formula RS-1-HD = R x 0.20 + 500 sf RS-2-HD = R x 0.225 + 500 sf RS-4-HD = R x 0.25 + 500 sf RS-6-HD = R x 0.275 + 500 sf	
S = "Average Slope of Property" (as determined in Section 1 of this worksheet)	
F = "Maximum Allowed Gross Floor Area" in square feet (including garages or carports) permitted, factoring in average slope of property, or $F = B \times \left(1 - \frac{(S - 0.15)}{2}\right)$ Step F would only be done if the average slope of property was 15% or greater. For properties with a lower cross slope, the Maximum Base Floor area would be the Maximum Allowed Gross Floor Area.	

Project Address: _____ Case # _____

3) NEIGHBORHOOD COMPATIBILITY:

Neighborhood compatibility is a requirement that ensures the house size is consistent with the surrounding neighborhood. This applies to new homes and proposed additions that require a Hillside Development Permit. It is based on the size of dwellings within a 500-foot radius of the subject property. The rules allow a proposal to exceed the **MEDIAN** dwelling size (not the average dwelling size) within a 500 foot radius by no more than 35 percent. For lots larger than 20,000 sq. ft., the hearing body (i.e. Hearing Officer, Board of Zoning Appeals, and City Council) may approve a size greater than 35 percent. Additional information regarding these regulation can found in Section 17.29.060.F (Neighborhood Compatibility) of the Zoning Code.

To calculate the median dwelling size, you may use the worksheet provided on the following page, or you may create your own worksheet. Only include developed single-family lots, including the existing size of the subject property.

Please complete the table below to enable staff to determine whether the proposal meets the neighborhood compatibility requirement.

NEIGHBORHOOD COMPATIBILITY	
Lot size of subject property, in square feet	
Number of developed single-family dwellings within a 500-foot radius (including subject property)	
Median dwelling size (excluding garages/carports or any accessory structures) within a 500-foot radius of subject property	
35% above median dwelling size	
Proposed dwelling size (excluding garages/carports)	
Is the proposed dwelling size within the maximum dwelling size permitted (yes or no)	

Project Address: _____ Case # _____

Attach additional sheets if more space is needed. The median dwelling is the one where half of the addresses have a larger dwelling size and half have a smaller dwelling size.

RANK (from largest to smallest)	**ADDRESS** (include the subject property and all other developed residential properties within a 500-foot radius of the subject property)	**DWELLING SQUARE FOOTAGE** (per the LA County assessor, excludes garages/carports)
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