



Supplemental Application for a **Master Development Plan & Master Development Plan Amendment**

Project Address _____ MDP # _____

A Master Development Plan is a detailed document that sets guidelines for long-term development of a site over a specified period of time. Master Development Plans include text describing the proposed project and phasing; site plans with details of all development on the project site; and building elevations.

SUBMITTAL REQUIREMENTS - The submittal requirements for a Master Development Plan (MDP) are listed on the *Submittal Requirements Checklist*. In some cases a model will be required to clarify the relationship between the proposed development to the existing site and surrounding neighborhood. It is important to review the submittal requirements with a Planner to establish the specific materials necessary to submit with your application.

Please respond thoroughly to the directives below. Use additional sheets if necessary.

- 1) Describe how the Master Development Plan would be consistent with the objectives and policies of the General Plan. (Copies of the General Plan are available in the City's libraries and at the Permit Center, 175 North Garfield Avenue, and on the City's website.)

- 2) Describe fully the proposed development and the scope of work to be performed on the project site.

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3) If applicable to the type of development proposed, the following specific information is required.

A. Historical Resources Inventory:

- ◆ Provide a Historical Resource Inventory of existing structures (contact Design & Historic Preservation Section staff);
- ◆ Building significance ratings if a Historical Resource Inventory is not required.

B. Traffic/Parking Analysis:

The traffic/parking analysis should reflect all phases of the proposed project. The following issues should be addressed in the traffic/parking analysis. (Contact Public Works and Transportation Department staff for further information.)

- ◆ Peak-hour parking at the site;
- ◆ Number of employees/guests/customers, etc.;
- ◆ Existing parking conditions (number of spaces and location of spaces on site, including number of compact, regular and tandem parking spaces);
- ◆ Proposed parking space configuration, based on the City of Pasadena Municipal Code (17.68 - Off-Street Parking and Loading);
- ◆ Transportation Demand Management Program, if required. (Check with the City of Pasadena Public Works and Transportation Department.)
- ◆ A proposed circulation plan showing site egress and ingress;
- ◆ Projections of traffic volume within the plan area;
- ◆ Projections of increased traffic volumes to local streets.

C. Employment and Hours of Operation:

- ◆ Number of employees at each phase and calculated for each use;
- ◆ Existing uses in each building and uses proposed;
- ◆ Hours of operation for existing uses and proposed.