



MODIFICATION FOR INDIVIDUALS WITH DISABILITIES

This checklist should be reviewed together 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 Modifications for Individuals with Disabilities. If there are multiple entitlements, they may be combined under one submittal.

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

- SITE PLANS** (eight full size copies and four 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) Labels.

- 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.

Submittal Checklist for
MODIFICATION FOR INDIVIDUALS WITH DISABILITIES

SPECIFIC ENTITLEMENT REQUIREMENTS:

In addition to the minimum submittal requirements, the following specific entitlement requirements for Modifications for Individuals with Disabilities shall also be submitted:

- SUPPLEMENTAL APPLICATION** (eight copies)
 - a) Description of Request.
 - b) Findings for a Modification for Individuals with Disabilities.
 - c) Public Hearing Request.

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**



Supplemental Application for
MODIFICATION FOR INDIVIDUALS WITH DISABILITIES

Project Address: _____

Case # _____

DESCRIPTION OF REQUEST:

A separate description and set of findings must be submitted if there is more than one Modification for Individuals with Disabilities request. This Modification for Individuals with Disabilities is to:

FINDINGS:

The applicant must thoroughly respond to the three (3) directives below to make the required findings for the proposed project. A separate set of findings must be submitted if there is more than one Modification for Individuals with Disabilities request. Use additional sheets if more space is necessary to complete your response. The City's Zoning Code can be viewed at the Permit Center and online at www.cityofpasadena.net.

- 1) Describe how the individual requesting the modification is a qualified individual with a disability;

Supplemental Application for
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Project Address: _____

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2) Describe how the requested modification to the strict requirements of the Zoning Code is a reasonable modification on the part of the City made necessary by State or Federal laws designed to avoid discrimination on the basis of disability, and to ensure that the qualified individual with a disability has the opportunity to enjoy the rights, privileges and opportunities available to residents or property owners, as applicable, in the same zoning district; and

3) Describe how necessary conditions have been imposed to ensure that the modification shall not be detrimental to public health and safety.

PUBLIC HEARING REQUEST:

*The procedures for a Modification for Individuals with Disabilities shall be the same as for a Minor Variance. Section 17.61.080(C)(3) of the Zoning Code specifies that a public hearing need not be held on a "**Minor**" Variance if no concern is registered with the Zoning Administrator in response to the required public notice. If no concern is registered, however, the applicant may request that a public hearing be held.*

Sign here if you wish to have a public hearing held even if no concern is registered.

Signature of Applicant

Date