Submittal Checklist for

MODIFICATION FOR INDIVIDUALS WITH DISABILITIES

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 Modifications for Individuals with Disabilities. 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** (one copy)
a) Cover Sheet with Applicant Signature.
b) Environmental Assessment.
c) Tree Inventory.
d) Taxpayer Protection Act Disclosure Form.

☐ **SITE PLANS** (one full size copy and one 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).

☐ **PHOTOS** (one 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 Modifications for Individuals with Disabilities shall also be submitted:

☐ **SUPPLEMENTAL APPLICATION** (one copies)
a) Description of Request.
b) Findings for a Modification for Individuals with Disabilities.

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

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 dwelling which is the subject of the request for modifications will be used by an individual with a disability protected under State and Federal law;

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Project Address: _____ Case # _____

2) Describe how the requested modification(s) are necessary to make the dwelling available to an individual with a disability protected under State and Federal law; and

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3) Describe how the requested modification(s) will not result in a direct threat to the health and safety of other persons or physical damage to the property of others.

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Signature of Applicant Date