Submittal Checklist for

NEIGHBORHOOD DEVELOPMENT PERMIT

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 Neighborhood 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 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.

☐ **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) Labels.

☐ **PHOTOS** (two sets)
a) A minimum of four colored photos of the project site showing existing structures.

☐ **VISUAL SIMULATIONS** (two sets)
a) A minimum of one three-dimensional depiction of proposed project, in compliance with Section 17.28.090(H) of the Pasadena Municipal Code, including all proposed structures, demonstrating how the proposed project will appear to observers viewing the project from public rights-of-way three houses down in either direction, as well as from other public areas near the site.

☐ **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 Neighborhood 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 Neighborhood Development Permit.

☐ **DEVELOPMENT SCHEDULE** (three copies)

☐ **FLOOR PLANS** (three full size copies and four 11”X17” reductions)

☐ **ELEVATIONS** (three full size copies and four 11”X17” reductions)

☐ **ELEVATION SECTIONS** (three full size copies and four 11”X17” reductions)

☐ **STREET ELEVATION SKETCHES** (three full size copies and four 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 engineering and at a contour interval of no greater than five feet, required if there are obvious areas of slope on the site) The map must identify all portions of the lot with slopes of 15% or less, 15-50% and over 50%.

☐ **PRELIMINARY LANDSCAPE PLAN** (three full size copies and two 11”X17” reductions)

Supplemental Application for
NEIGHBORHOOD DEVELOPMENT PERMIT

Project Address: _____ Case # _____

DESCRIPTION OF REQUEST:

This Neighborhood Development Permit is to:

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FINDINGS:

The applicant must thoroughly respond to the seven 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) Standards Compliance. The design, location, and character of the proposed house or other structure are consistent with the Development standards in Section 17.28.080(F) and Section 17.28.090(G) of the Pasadena Municipal Code.);

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Project Address: _____ Case #

2) Neighborhood Consistency. The proposed house or other structure is compatible with existing houses and consistent with the prevailing neighborhood character;

3) Massing and Articulation. The massing, scale, and building articulation of the proposed house or other structure is reasonably consistent in scale and proportion to existing houses in the neighborhood;

4) Topography. The house or other structure is designed to reasonably incorporate and avoid natural topographic features;

Project Address: _____ Case #

For two-story projects, the following additional findings must be made:

5) Necessity of Two-Story House. A one-story house or one-story addition cannot reasonably be constructed on the property due to site constraints, such as protected trees or topography, or due to development standards such as required setbacks;

6) View Protection. The proposed house or other structure will not unreasonably visually intrude upon a protected view, as defined in Section 17.28.090(C) of the Pasadena Municipal Code;

Project Address: _____ Case #

7) Privacy. The proposed house or other structure is designed to minimize privacy infringement on neighboring residents.

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