Submittal Checklist for

PREDEVELOPMENT PLAN REVIEW (PPR)

MINIMUM REQUIREMENTS:

One (1) full-size set of plans at 24"x36"
One (1) reduced set of plans at 11"x17"
One (1) copy of the Master Application and Supplemental Forms
One (1) set of Application, Supplemental Documents, Plans, and Photos in PDF on USB flash drive. All electronic development plans must be in a single (1) PDF file.

_____ **COVER SHEET**

a) Project Address and Assessor Parcel Number.

b) Zoning Designation and General Plan Land use Designation.

c) Complete Project Description.

d) Calculations (table or legend indicating lot size, project floor area square feet, lot coverage square feet and percent, number of units, bedrooms per unit, and parking).

_____ **SITE PLAN**

a) Location and layout of the proposed development including dimensions as well as tentative tract or parcel map information where a division of land is involved.

b) North Arrow and indication of drawing scale.

c) Existing building(s) (labeled "to be retained" or "removed," use dotted lines and include square footage of each structure).

d) Location of adjacent structure(s) (use solid lines).

e) Proposed structure(s) [*use solid lines and include square footage of each structure]*

f) Topography (where slope is over 15% contour intervals to be no greater than five feet; where slope is 15% or less, show natural contours and elevation at corners of parcel/lot.

g) Location of subterranean structure(s).

h) Easements, utilities, public right-of-way, street lights, and curb cuts.

_____ **BUILDING ELEVATIONS**

_____ **FLOOR PLANS**

_____ **PHOTOGRAPHS**

a) Clear photographs of all elevations of all buildings existing on site.

b) Clear photographs of all adjacent buildings and sites, labeled with street addresses.

_____ **OPTIONAL ADDITIONAL INFORMATION**

a) Grading and landscape plans, vicinity map, technical reports such as soils, hydrology, etc.

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
CURRENT PLANNING SECTION – Email: ZoningQuestions@cityofpasadena.net
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