*Submittal Checklist for*

# SINGLE FAMILY COMPATIBILITY PERMIT

*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 Single Family Compatibility 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 two 11”x17” reductions, folded)
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, Deed Trust or Title Report showing ownership.
b) Written Consent from property owner to authorize representative (if applicable).

☐ **NOTIFICATION PACKET (Only required for a new two-story house and/or upper story addition)**
a) Radius Map and Ownership List.
b) Affidavit.
c) Mail Merge (Excel Spreadsheet).

☐ **PHOTOS** (two sets)
a) A minimum of four colored 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 Single Family Compatibility 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 Single Family Compatibility Permit.
c) Worksheet for Floor Area Ratio and Neighborhood Compatibility.

☐ **DEVELOPMENT SCHEDULE**

☐ **FLOOR PLANS** (three full size copies and two 11"x17" reductions)

☐ **ELEVATIONS** (three full size copies and two 11"x17" reductions)

☐ **ELEVATION SECTIONS** (three full size copies and two 11"x17" reductions)

☐ **STREET ELEVATION SKETCHES** (three full size copies and two 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)

☐ **LANDSCAPE PLAN** (three full size copies and two 11"x17" reductions)

☐ **CALCULATIONS** (three copies, square footage, floor area ratio, average slope, etc.)

☐ **VISUAL ANALYSIS** A visual analysis shall consist of one or more three-dimensional depictions of a proposed project, including all proposed structures and site development, illustrating how the project will appear to observers viewing the project from public rights-of-way and other public areas near the site. The Zoning Code provides several options to meet the visual analysis requirements (e.g. Digital and/or artistic renderings, computer-generated photo simulations, three-dimensional scale model etc.). Consult with a planner to determine the most appropriate visual analysis for the specific site and the number of copies required.

**ADDITIONAL ITEMS:**
*In addition, the following items may be required by the Planner for submittal:*

☐ **CIRCULATION PLAN** ☐ **SIGN INVENTORY**

☐ **LEASE AGREEMENT** ☐ **ESCROW TITLE PAPERS**

☐ **OTHER ITEMS** _____

*Supplemental Application for*

# SINGLE FAMILY COMPATIBILITY PERMIT

Project Address: _____ Case #_____

**DESCRIPTION OF REQUEST:**

*This Single Family Compatibility Permit is to:*

_____

_____

_____

_____

_____

_____

**FINDINGS:**

*The applicant must thoroughly respond to the two (2) 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) Explain how the design, location, and size of proposed structures and/or additions or alterations to existing structures will be compatible with existing and anticipated future development along both sides of the blockface in terms of aesthetics, height, materials, massing and scale;

_____

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Project Address: _____ Case # _____

2) Explain how the proposed project includes contextual front yard setbacks and residence entryways consistent in scale with entries on both sides of the blockface. Blockfaces with 4 or fewer lots may include additional blockfaces within the 500 foot neighborhood to meet this finding;

_____

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Project Address: _____ Case # _____

**SINGLE FAMILY COMPATIBILITY PERMIT WORKSHEET:**

This worksheet is designed to assist applicants or homeowners with the calculations necessary for projects needing a Single Family Compatibility Permit (SCP). A SCP is required for projects proposing a floor area that exceeds 35% above the median neighborhood house size, up to the maximum floor area permitted in Zoning Code Section 17.22.040. .

| **GENERAL INFORMATION** | | |
|---|---|---|
| Date: | | |
| Site Address: | | |
| Assessor Parcel Number: | | |
| Zoning Designation: | | |
| Lot Size of Subject Property (square feet): | | |
| Existing Floor Area:<br>(with and without garages & any accessory structures) | With | Without |
| Proposed Floor Area:<br>(with and without garages & any accessory structures) | With | Without |
| Proposed Lot Coverage for properties 7,200 square feet or greater (include all roofed areas such as porches and garages): | | |

Project Address: _____ Case # _____

## 1) NEIGHBORHOOD COMPATIBILITY:

Neighborhood compatibility is a requirement that ensures the house size is consistent with the surrounding neighborhood. It is based on the size of dwellings within a 500-foot radius of the subject property. Proposals may exceed the **MEDIAN** dwelling size (middle dwelling size, not the average dwelling size) within a 500 foot radius by no more than 35 percent without a Single Family Compatibility Permit. To exceed this amount, up to the floor area limitations specified in Zoning Code Section 17.22.040, approval of a Single Family Compatibility Permit is required. Additional information regarding this regulation can found in Zoning Code Section 17.22.050.E and 17.22.090.

The median dwelling size shall be determined using primary residence data from the Los Angeles County Assessor. Please use the worksheet provided on the following page, or you may create your own worksheet. Only include developed single-family lots, including the existing size of the subject property. Be advised, a neighborhood compatibility analysis may be obtained from City staff through a letter request. Please inquire through zoningquestions@cityofpasadena.net for form and fee.

Please complete the table below to enable staff to determine whether the proposal meets the neighborhood compatibility requirement.

| **NEIGHBORHOOD COMPATIBILITY** | |
|---|---|
| Lot size of subject property, in square feet | |
| Number of developed single-family dwellings within a 500-foot radius (including subject property) | |
| Median dwelling size (excluding garages/carports or any accessory structures) within a 500-foot radius of subject property | |
| 35% above median dwelling size | |
| Proposed dwelling size (excluding garages/carports) | |

Project Address: _____ Case # _____

Attach additional sheets if more space is needed. The median dwelling is the one where half of the addresses have a larger dwelling size and half have a smaller dwelling size.

| **RANK** (from largest to smallest) | **ADDRESS** (include the subject property and all other developed residential properties within a 500-foot radius of the subject property) | **DWELLING SQUARE FOOTAGE** (per the LA County assessor, excludes garages/carports) |
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