

City of Pasadena

S. Lake Avenue
Zoning Parking Credits
Application Packet

City of Pasadena

S. Lake Avenue Zoning Parking Credit Program

Application Submittal

Dear Applicant:

To assist you with processing your Zoning Parking Credit Application, the following information and documentation must be submitted:

1. A completed Zoning Parking Credit application and Worksheet (one application for each project).
2. A copy of the Grant Deed (must include the legal description of property(ies)).
3. A copy of the current Property Tax Statement(s).
4. Two copies of a floor plan (fully dimensioned and to-scale) of the project detailing the square footage of all uses on the property (11 x 17 or smaller).
5. Indicate the location of the project on the attached Fund boundary map.
6. A letter authorizing you to act on behalf of the owner (if you are not the owner of the property).
7. Zoning Parking Credit application processing fee.
8. In order to obtain Zoning Parking Credits, the application must meet the attached guidelines for the S. Lake Ave. Parking Credit Program (see attachment). On a separate sheet of paper, please explain how you are meeting these guidelines.

Failure to provide the above-mentioned information and documentation may delay the issuance of the building permit and certificate of occupancy for your project.

Once you have met the zoning requirements for your project, the Zoning Administrator will provide a letter of approval along with your Zoning Parking Credit application packet to the Development Department, at which time the Zoning Parking Credit contract will be prepared. You will be contacted when the contract is ready for execution. A check for your first year allocation of parking credits will be due upon execution of the contract. Parking credit fees are established based on the number of credits issued and the current rate of each credit.

Should you have any questions, please contact the Zoning Administration at (626) 744-4009.

For Department Use Only

ZPC # _____
Contract # _____

City of Pasadena

S. Lake Avenue Zoning Parking Credit Program

Application

- Address of Subject Property: _____

- Name of Property Owner: _____
- Mailing Address: _____
- City: _____ State: _____ Zip: _____
- Phone: Day: _____ Evening: _____
- Contact Person/Representative: _____
- Phone: Day: _____ Evening: _____
- Please indicate the proposed use that requires the parking credit:
- Please indicate if you have previous parking credits or have parking spaces within the S. Lake Parking District or parking on-site:

ZPC #	# of Spaces	Location

Number of existing parking spaces	Location of spaces	How are spaces held (owned, leased, etc.)? (Please provide proof of title)

10. Have you submitted plans for this project to the Building and Safety Department that are pending approval subject to the off-street parking requirements?

Yes _____ No _____

PLANNING DEPARTMENT USE

Date Application Received: _____ By: _____

Application Fee Received (check #): _____ Amount \$ _____

Total Number of Parking Spaces Necessary for this Project: _____

Number of Zoning Parking Credit Spaces Required for this Project: _____

Verified by: _____

Additional Comments: _____

DEVELOPMENT DEPARTMENT USE

Current ZPC Fee Per Space: \$ _____

Date Planning Approval Letter and ZPC Application Packet Received: _____

Received By: _____

Zoning Parking Credit Fee Received (check #): _____

Amount (must correspond with Required ZPC's): \$ _____

Date ZPC contract executed: _____

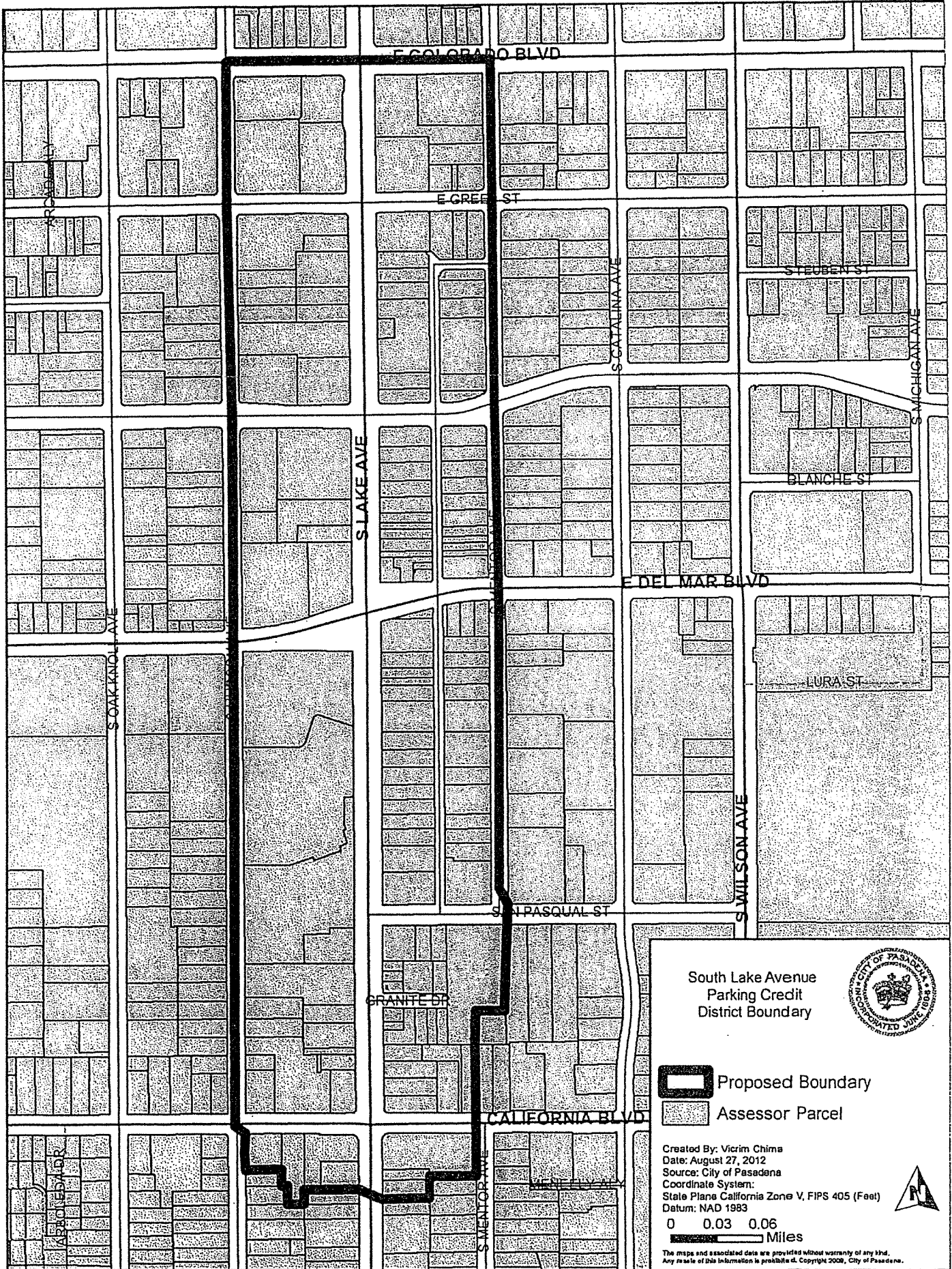
Certificate of Occupancy Approval Date: _____

Zoning Parking Credit Worksheet

PLANNING DEPARTMENT USE

Project Address	Tenant Name	Proposed Use	Gross Floor Area (Sq. Ft.) of space	Current CUP or Variance Case #	Amount of Grandfather Parking	Zoning Parking Credits Required
TOTALS						

Attachment A



South Lake Avenue
Parking Credit
District Boundary



- Proposed Boundary
- Assessor Parcel

Created By: Vicrim Chima
Date: August 27, 2012
Source: City of Pasadena
Coordinate System:
State Plane California Zone V, FIPS 405 (Feet)
Datum: NAD 1983

0 0.03 0.06
Miles

The maps and associated data are provided without warranty of any kind.
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ATTACHMENT - B
S. LAKE AVENUE PARKING CREDIT DISTRICT PROGRAM GUIDELINES

ELIGIBILITY FOR ZONING CREDIT PARKING SPACES

Eligibility for Zoning Credit Parking Spaces is as follows:

1. Owners of buildings in the S. Lake Avenue Parking Credit District are eligible.
2. Buildings will not qualify to apply for zoning credits if there is sufficient parking on site or if parking is being met off-site;
3. Zoning credits will not apply to new construction or additions;
4. Zoning credits will be available only for the conversion of the ground floor space or space associated with a ground floor (such as a mezzanine);
5. The following uses are not eligible:
 - a. Fast food restaurants;
 - b. Formula fast food restaurants;
 - c. Clubs, lodges, private meeting halls;
 - d. Electronic game centers;
 - e. Medical offices; and
 - f. Personal improvement services - health or physical fitness clubs
6. The following types of buildings are not eligible:
 - a. Buildings that are more than two stories;
 - b. Buildings that are more than 50,000 square feet;
 - c. Buildings locate in Planned Development (PD- 24 - South Lake Avenue Development).

PROCEDURES FOR OBTAINING ZONING CREDIT PARKING SPACES

1. Applications will be processed on a first come basis.
2. An application for zoning credit parking spaces are to be completed in full, signed, and submitted to the Director of Planning and accompanied by a processing fee established by resolution of the City Council.

3. A separate application is required for each rehabilitation, change in use, business expansion, change of occupancy, new project, and/or other activity for which zoning credit parking spaces are requested to satisfy parking requirements of the Zoning Code.
4. The number of zoning credit parking spaces required for each Project will be determined by the Zoning Administrator.

EXECUTION OF ZONING CREDIT PARKING CONTRACTS

Zoning credit parking contracts are to be executed at the time the zoning credits are granted by the City to the Applicant. After a zoning credit parking contract is executed between the City and the Applicant, the Applicant will have an entitlement to the specified number of zoning credit parking spaces that can be applied to meet the City's parking requirements for the project under the terms and conditions of these Guidelines, duly adopted procedures and the zoning credit parking contract. Building permits for which a zoning credit parking contract is required will not be issued until the contract has been fully executed.

COST OF ZONING CREDIT PARKING SPACES

An application for zoning credit parking spaces shall pay the fee established in the General Fee Ordinance. Fees for outstanding credits have been established by contract. In order to maintain zoning credit parking spaces under a new contract, the Applicant will be required to pay an annual fee for each zoning credit parking space. The amount of the required annual fee as of August 8, 2012 is \$229 per credit with an annual escalation factor applied on a compound basis on August 8th of each successive calendar year.