Submittal Checklist for

PRELIMINARY PLAN CHECK – ZONING REVIEW

This checklist should be reviewed with a Planner at the Permit Center and must be submitted with the application.

MINIMUM SUBMITTAL REQUIREMENTS:

Listed below are the minimum submittal requirements for Preliminary Plan Checks.

☐ **USB FLASH DRIVE**
Digital copies (PDF) of all application material is required.

☐ **MASTER APPLICATION** (three copies)
a) Cover Sheet with Applicant Signature.
b) Environmental Assessment.
c) Tree Inventory.
d) Taxpayer Protection Act Disclosure Form.

☐ **PHOTOS**
A minimum of 4 photos (varied angles) of the project site showing walls, trees, existing structures, and all existing buildings on adjacent properties within 15 feet of the shared property line. Indicate on the sewer map (labeling each photo) the direction from which each photo is taken.

☐ **DEVELOPMENT PLANS** (One full size and two 11x17)
Please refer to the attached sheets entitled, "Submittal Items for City of Gardens Preliminary Plan Check."

ADDITIONAL ITEMS:

Subject to pre-application review with a Planner

☐ **GRANT DEED OR TITLE PAPERS** Verifying ownership of property.

☐ **DEVELOPMENT SCHEDULE**

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
CURRENT PLANNING SECTION – Email: ZoningQuestions@cityofpasadena.net
175 NORTH GARFIELD AVENUE
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SUBMITTAL ITEMS FOR CITY OF GARDENS PRELIMINARY PLAN CHECK

The following plan and project information is required for residential projects located in the RM-16, RM-16-1, RM-32 and RM-48 zoning districts. This list is not inclusive but provides a guide for the minimum information that should be submitted for each project.

To review the complete applicable zoning development standards, the Zoning Code may be viewed at: www.cityofpasadena.net/planning. If you have questions regarding the development standards you may submit an inquiry to the Planner of the Day at: ZoningQuestions@cityofpasadena.net.

Title Sheet:

- Project address.
- Project description.
- Project summary to include:
  1. Zoning district
  2. Site area
  3. Allowable density
  4. Proposed density
  5. Lot coverage, if applicable
  6. Required number of parking spaces
  7. Parking spaces provided
- List of sheets contained in the plans (e.g., site plan, floor plan, building elevations, section details, landscape plan, electrical, plumbing, civil etc.).
- Date plans were prepared.
- Architect, consultant and/or developers name, address and phone number.

Site Plan:

- A fully dimensioned scaled site plan.
- North arrow.
- Property lines.
- Setback dimensions.
- Location of existing and proposed buildings.
- Encroachments into yards (e.g., eaves, porches, balconies, steps etc.).
- Location of driveways.
- Delineate the boundaries of the Main Garden area.
- Garden summary to include:
  1. Main Garden required
  2. Main Garden provided
  3. Total Garden required
  4. Total Garden provided
  5. Unenclosed encroachment in Main Garden permitted (7% of Main Garden).
  6. Unenclosed encroachments in Main Garden provided.
  7. Enclosed encroachment in Main Garden permitted (13% of Main Garden).
  8. Enclosed encroachments in the Main Garden provided.
  9. Percentage of front yard encroachments permitted.
  10. Percentage of front yard encroachments proposed.
  11. Percentage of Main Garden planting vs. paving.
- Provide a Block Face Diagram for both sides of the street to determine the height requirement at the front setback.
- Call-out all structures on the abutting properties that are within 15-feet of the subject site's property lines. Call-out the type of structure, provide the setback dimension, size of windows and the number of stories. See Section F for the light and air separation requirements.
- Provide a Block Face Diagram showing the front setback for existing developed properties on the

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blockface to determine the front setback requirement for the project.
- Call-out the location of all ground mounted mechanical equipment.
- Call-out the location of the trash and recycling facilities.
- Identify the location and height of all proposed fences/walls
- Identify the location and size of all windows on the proposed buildings, as well as on existing buildings on adjacent properties that are within 15 feet of the shared property line.
- Provide dimensions between buildings.

Main Garden Requirements:

Calculation – All districts (% of lot)
- 19% of lot (lot width less than 80 ft.)
- 17% of lot (lot width 80-160 ft.)
- 20% of lot (lot width over 160 ft.)

Main Garden size
- A rectangle with a minimum 20-foot dimension in all directions.
- Alternative garden designs may be allowed subject to approval from the Design Review Authority and compliance with the minimum requirements (see City of Gardens development standards).

Main Garden visibility
- Minimum 10’ x 10’ opening from street for lots 60 feet wide or greater.
- Openings greater than 20 feet wide shall be open to the sky.

Planters
- Maximum height of planter walls shall be 18” above finished grade.

Setbacks
- Third story in RM-32 and RM-16-1 shall be setback 10 feet from the Main Garden, or the entire building shall be setback 5 feet from the Main Garden.

Enclosure
- 75% of Main Garden perimeter to be enclosed by buildings, walls, landscaping, etc.
- 50% of Main Garden perimeter to be enclosed by building (lots 60 ft. wide or greater).
- 40% of Main Garden perimeter to be enclosed by building (lots less than 60 ft. in width).

Main Garden grade
- At natural grade, or 2’-8” maximum above grade over partially subterranean parking, or recreate natural grade above fully subterranean parking.

Soil Depth
- 18 inches minimum for shrubs, 8 inches minimum for ground cover and grass areas.
- 8 inches total unit pavers with sandbed.

Building Elevations and Sections:
- Building elevation for all sides of the building(s).
- On all Building Elevations and Section Details, call-out the existing and finished grade elevations on the plans. Also call-out the finished grade elevation for the Main Garden.
- Provide height dimensions measured from the existing grade to the top plate and to the highest ridgeline of the building on all elevations.
- Provide a cross section through the full length of the site. Call out the existing grade at the centerline of the street frontage.

Floor Plan:
- Fully dimensioned and scaled floor plans.
- Label the use of each room.

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- Provide the square footage for each dwelling unit.

Parking Plan:

- Fully dimensioned and scaled parking plan.
- Parking calculations.
- Parking stall or garage dimensions.
- Back-up dimensions.
- Vertical clearance dimensions.
- Garage door width.
- Guest parking labeled, if applicable.
- Slope of ramps leading to garage.

Landscape Plan:

- Provide the standard site plan information as listed above.
- Plant palette including the common and botanical plant names, the container size and the quantity proposed.
- Location, type, and size of existing trees to be retained or removed.
- Location of the required canopy trees and tree wells.
- Show all street trees.
- Show tree canopies of adjacent property trees if the tree canopy extends into the proposed site and will draw effect by the proposed site improvements.
- Garden summary including the information required on the site plan.
- Delineate the boundary of the Main Garden and Total Garden areas.
- Paving materials.

Lighting Plan:

- Location of all exterior light fixtures.
- Height of freestanding light fixtures.
- Location of lighting fixtures in the Main Garden.
- Specification sheet of the light fixtures incorporated into the plan.

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