



## COMMUNITY DEVELOPMENT DEPARTMENT

1414 Mission Street

\*

South Pasadena, CA

91030

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(626) 403-7220

AskPlanning@southpasadenaca.gov

### CERTIFICATE OF APPROPRIATENESS ALTERATIONS & DEMOLITION

#### MAJOR PROJECT REVIEW APPLICATION FORM

Case No:

- COA

Business License Current ☐

Office Use Only

#### **ATTENTION ALL ARCHITECTS, DESIGNERS, AND DESIGN PROFESSIONALS:**

Per the South Pasadena Municipal Code Chapter 18, any person who transacts or carries on any business, trade, profession, calling or occupation in the City (regardless of the city in which your office is located), whether or not for profit or livelihood, must first obtain a license from the City. Failure to apply for a business license prior to beginning work may result in late fees. Business license applications are available at the Finance Department. Please note that Planning applications will not be processed until a business license is obtained.

#### **SECTION A: Project/Applicant Info**

**Project Address:** \_\_\_\_\_

Property Type:

☐ Single-Family

☐ Multi-Family

☐ Addition

☐ Façade Change

☐ Other: \_\_\_\_\_

Assessor Parcel No.: \_\_\_\_\_

Date Structure Built: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Registered/Potential Historic District: \_\_\_\_\_

Brief Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Owner's Name:** \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Telephone (Business): \_\_\_\_\_

Telephone (Home): \_\_\_\_\_

E-mail: \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Telephone (Business): \_\_\_\_\_

Telephone (Other): \_\_\_\_\_

E-mail: \_\_\_\_\_

## SECTION B: Fees

### FILING FEE:<sup>1</sup>

#### Check Fee Schedule for fees.

##### Notes:

1. A filing fee is required to process an application for Design Review. All fees are subject to change without notice.
2. Most projects are exempt from the California Environmental Quality Act (CEQA). However, Planning Staff will review the proposed project, and if applicable, the analysis of the Historic Resources Evaluation (HRE) to determine if the project is indeed a historic Cultural Resource. If determined to be a Cultural Resource, and the proposed demolition may have a significant impact on the environment, Planning Staff will require the preparation of an Initial Study, Environmental Impact Report, Mitigated Negative Declaration, or Negative Declaration. Please note that additional CEQA fees may apply if Planning Staff determines that there could be potential impacts to historic resources.
3. Planning Staff will request a proposal and associated fee from Architectural Historian consultants. The fee will vary depending on the scope of the proposed demolition and property type among other factors. Once an Architectural Historian consultant is chosen, the applicant shall be required to provide a deposit to cover the City's costs associated with the hiring of an historic consultant and/or Architectural Historian to conduct the HRE.
4. The Public Noticing Fee does not include the radius map mailing labels. These are to be provided by the applicant at the time of the application submittal.
5. If applicable, a 24"x36" Notice of Public Hearing weather-proof board shall be posted onsite during the duration of the public notice period informing the public of the intention to demolish the structure(s)

SECTION C: Design Guidelines

The City Council approved Resolutions 6979 and 6980 on April 23, 2008, which adopted the City of South Pasadena Residential & Commercial Design Guidelines. The Design Guidelines communicate the City's expectations of high quality design. The Cultural Heritage Commission will use them in addition to the Secretary of Interior's Standards as a basis for its decision on the proposed project. The Guidelines may be found online at <https://www.southpasadenaca.gov/government/departments/planning-and-building/design-guidelines>. Historic resources located within the Mission Street Specific Plan (MSSP) area are subject to the guidelines contained therein. The MSSP can be found online at <https://www.southpasadenaca.gov/home/showpublisheddocument/9763/636721709083330000>.

Please check the box that best describes your project:

✓	Scope of Work	Guidelines Reference Page
	Alteration or Addition to Craftsman/Bungalow	Page 10 of Residential Guidelines
	Alteration or Addition to Mission and Spanish Colonial Revival	Page 12 of Residential Guidelines
	Alteration or Addition to Turn of the Century Architecture	Page 14 of Residential Guidelines
	Alteration or Addition to American Colonial Revival	Page 16 of Residential Guidelines
	Alteration or Addition to Tudor & English Inspired Architecture	Page 18 of Residential Guidelines
	Alteration or Addition to French Inspired Architecture	Page 20 of Residential Guidelines
	Alteration or Addition to Monterey Revival Architecture	Page 22 of Residential Guidelines
	Alteration or Addition to any other architectural style	Page 24 of Residential Guidelines
	Commercial or Residential Building in the MSSP	MSSP

SECTION D: Analysis of Design Guidelines

Use the City's Design Guidelines to address the architectural style and design issues listed below, as it pertains to the proposed project. Each design issue must be addressed before this application can be deemed complete. If not applicable, write N/A for a response, or explain why the Design Guidelines are not appropriate for the proposed project. Attach additional sheets if necessary.

Historical Residential Styles of Architecture

Describe how the proposed project meets the Design Guidelines for its appropriate architectural style as selected in the above table (reference appropriate Design Guidelines page as noted above).

## Alterations to Primary Facades of Historic Residential Buildings

1. Describe how the proposed project meets the Design Guidelines related to roof materials, form and shape (See Residential Design Guidelines, pages 26-27).

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2. Describe how the project meets the Design Guidelines related to porches and balconies (See Residential Design Guidelines, page 28).

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3. Describe how the proposed project meets the Design Guidelines regarding architectural details, windows, doors, and façade treatments (See Residential Design Guidelines, pages 29-33).

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4. Describe how the proposed project meets the Design Guidelines regarding streetscape and site design (See Residential Design Guidelines, pages 34-35).

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## **Commercial or Residential Building in the Mission Street Specific Plan (MSSP)**

1. Describe how the proposed project meets the Design Guidelines for Historic Buildings (See MSSP 64-81).

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2. Describe how the proposed project meets the Design Guidelines for Seismic Reinforcement of unreinforced masonry buildings (See MSSP).

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**SECTION E: Trees and Proposed Tree Removal**

In accordance with South Pasadena Municipal Code, Chapter 34 Trees and Shrubs per City Council Ordinance 1991 & 2126, trees on public and private properties are a protected resource and shall require a tree removal permit prior to any permits issued for building construction. The issuance or denial of the tree removal permit is subject to the Director of the Public Works Department and possible concurrence with the National Resources and Environmental Commission. Tree removals are subject to mitigated replacements or in-lieu fees to be determined by the Public Works Department.

Please describe any tree removals deemed necessary for the project proposal. An arborist report may be necessary to determine the validity of the proposed tree removal and any mitigation measures necessary.

Provide the information of the trees proposed for removal in the table below along with a Site Plan that identifies all trees with a corresponding number and their location relative to the site. In addition, provide any alternatives to the project that will allow for the protection of the tree(s).

PROPOSED TREE(S) FOR REMOVAL					
Tree #	Botanic Name	Common Name	Caliper (measured 4.5' above grade)	Height (estimated)	Single Trunked or Multi Trunked
1					
2					
3					
4					
5					

**ALTERNATIVES TO TREE REMOVAL**

Please list all possible alternatives to tree removal including the alternative of no development project.

**SECTION F: Applicant Signature**

I HEREBY CERTIFY that I am the owner/applicant of the property which is the subject of this application; that this application is full and complete; and I have read and understand the City's Design Guidelines.

Furthermore, I agree to defend, indemnify, and hold harmless the City of South Pasadena and its Council members, Commission members, Board members, agents, officers, and employees from any claim, action, or proceeding against the City or its agents, officers, or employees to contest this application or any portion of it or to attack, set aside, void, or annul any approval of the City, City Council, Planning Commission, Cultural Heritage Commission, Design Review Board or City staff concerning this application, its processing or approval.

Furthermore, I agree to provide advance payment for services to the City of South Pasadena for all reimbursable costs, both direct and indirect, including State-mandated costs, associated with the review and processing of all applications for land use entitlements and/or encroachment or grading permits, and inspections. Payment is acknowledged to be required even if the applicant withdraws the application or the City does not approve the application. Reimbursable costs include, without limitation, all items within the scope of the City's adopted Fee Schedules, as well as the cost incurred by the City for professional, technical, or legal services and any services necessary to perform functions related to review and process of the applications and inspection of the work. Non-payment or untimely payment of any amount owed may result in temporary or permanent cessation of processing of the application or inspection, and may result in the denial of the application, an order requiring cessation of all work, termination of defense of the matter through legal proceedings, and/or the withholding or revoking of permits, plan checks, entitlements, approvals, and/or certificates.

Owner's Name (print)	Owner's Signature	Date
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Owner's Name (print)	Owner's Signature	Date
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Applicant's Name (print)	Applicant's Signature	Date
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## **SECTION G: CEQA & Secretary of the Interior's Standards & Design Guidelines**

### **CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA):**

Historical resources are recognized as part of the environment and must be given consideration in the California Environmental Quality Act (CEQA) process. For the purposes of CEQA, a "historical resource" includes any structure that is listed in or determined to be eligible for listing in the California Register of Historical Resources or included in a local Register of historical resources. The Cultural Heritage Commission (CHC) is required by law to consider the environmental impacts prior to making a decision for alterations that are not in keeping with the Secretary of the Interior Standards. Planning Staff will review the proposed project to determine if it could have a significant impact on the historic resource or the surrounding district (if applicable). Please note that the applicant will need to deposit funds to the City to recover the costs necessary for an accredited historian to prepare a study of the potential impacts and the required CEQA documentation.

### **SECRETARY OF THE INTERIOR STANDARDS:**

The Cultural Heritage Commission (CHC) will use the Secretary of the Interior's Standards when evaluating the proposed project. The Standards promote responsible preservation practices that help protect cultural resources. For example, the methods of removing paint and the techniques of preparing paint need to be considered. Special attention is required for the preservation of original windows and glass. Visit the National Park Service website at [www.nps.gov/tps/standards.htm](http://www.nps.gov/tps/standards.htm) for helpful information regarding the Preservation, Rehabilitation, Restoration, and Reconstruction guidelines.

*Note: A structure is considered "Historic" or a Cultural Resource if it is listed on the City of South Pasadena's Inventory of Historic Resources.*

## **SECTION H: Determination by the Commission**

The Commission will make a determination as to whether the property could potentially meet national, state, or local criteria for designation if the property is not already listed as a Cultural Resource.

1. If the Commission determines, upon review of the filing materials and testimony, that the property is not eligible at the federal, state, or local level, the project involving demolition shall proceed through the City's application process without any further restrictions under this Chapter.
2. If the Commission determines that the property is potentially eligible at the federal, state, or local level, the property shall be added to the Inventory and the provisions of Section 2.65(E), the Procedures for a Certificate of Appropriateness, shall apply to the proposed demolition. If any such resources are potentially affected by a project, the City shall require preparation of the appropriate CEQA documentation.

The Commission may also condition any demolition on Conditions of Approval including:

- Building permits shall first be issued for the replacement project on the current location, prior to the demolition or relocation of a Cultural Resource or Improvement to another location;
- All CEQA documentation has been reviewed and approved by the appropriate review authority;
- Any Mills Act contract formerly existing on the property shall no longer be in force, pursuant to the cancellation terms in the contract;
- The owner shall repay to the City any Preservation grants or loans the owner previously accepted from the City as incentives to help preserve the resource.



## SECTION I: Required Findings for Demolition of Historic Structures

No building or structure which is listed on the cultural heritage inventory shall be demolished without first obtaining a Certificate of Appropriateness (CofA). The CHC will determine whether a building or structure, or any portion thereof, shall be permitted to be demolished based on the following findings

### MANDATORY FINDINGS:

*The Commission shall make **all** of the required findings listed below:*

1. The project is consistent with the goals and policies of the General Plan.
2. The project is consistent with the goals and policies of this Article (Article IVH – Cultural Heritage Commission) of Chapter 2 of the South Pasadena Municipal Code.
3. The project is consistent with the applicable criteria identified in Section 2.65(E)(8) which the Commission applies to Alterations, Demolitions, and relocation requests.

### PROJECT-SPECIFIC FINDINGS:

*The Commission shall make at least **three (3)** of the findings listed below:*

1. The project removes inappropriate Alterations of the past;
2. The project is appropriate to the size, massing, and design context of the historic neighborhood.
3. In the case of an addition or enlargement, the project provides a clear distinction between the new and historic elements of the Cultural Resource or Improvement;
4. The project restores original historic features in accordance with the Secretary of the Interior Standards for the Treatment of Historic Properties;
5. The project adds substantial new living space (for example: a second story toward the rear of a residence) while preserving the single story [architectural style or building type] character of the streetscape;
6. The project enhances the appearance of the [residence or building] without adversely affecting its original design, character, or heritage;
7. The project will not adversely affect the character of the Historic District in which the property is located; and/or
8. The project will be compatible with the appearance of existing Improvements on the Site and the new work will be compatible with the massing, size, scale, and Character-Defining Features to protect the Historic Integrity of the property and its environment.
9. The Project is consistent with the Secretary of the Interior Standards for the Treatment of Historic Properties, and is therefore exempt from CEQA under Class 31, which applies to "projects limited to Maintenance, Repair, stabilization, rehabilitation, restoration, Preservation, conservation or reconstruction of historical resources in a manner consistent with the Secretary of the Interior Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstruction Historic Buildings (1995), Weeks and Grimmer." (CEQA Guideline [Cal. Code Regs. Title 14] § 15331.)
10. Relocation as an alternative to Demolition of the Cultural Resource is appropriate because of the following: CEQA analysis has been conducted and the owner has provided substantial evidence, as defined in CEQA (Public Resources Code § 21080(e)), demonstrating that no feasible alternative exists that would avoid a significant adverse impact on the resource; Relocation is required to prevent destruction of the resource at its current location; the new location is compatible with the Cultural Resources original character and use; upon relocation, the resource retains its historic features and compatibility in orientation, setting, and general environment; if re-located within the City of South Pasadena, the receiving location is appropriately zoned; the relocation is part of a definitive series of actions that will assure Preservation of the Cultural Resource.

11. Demolition of the Cultural Resources is appropriate because of one or all of the following:
  - i. CEQA analysis has been conducted and the owner has provided substantial evidence, as defined in CEQA (Public Resources Code § 21080(e)), demonstrating that no feasible alternative exists that would avoid a significant adverse impact on the resource;
  - ii. The owner is approved for a Certificate of Economic Hardship;
  - iii. The size, massing, and scale of the replacement structure is harmonious with other Improvements and natural features that contribute to the Historic District, or the neighborhood character; and
  - iv. The replacement structure contributes to the integrity of the Historic District or neighborhood.
12. In the case of a structure that poses an Imminent Threat and is unsafe to occupy, the Commission shall make one or all of the following findings to approve a Demolition of a Cultural Resource:
  - i. The building has experienced several structural damage and is substantial evidence to support this conclusion from at least two sources (e.g., Structural Engineer, Civil Engineer, or Architect); or
  - ii. No economically reasonable, practical, or viable measures could be taken to adaptively use, rehabilitate, or restore the building or structure on its existing site and there is substantial evidence to support this conclusion from at least two sources (e.g., Structural Engineer, Civil Engineer, or Architect); or
  - iii. A compelling public interest justifies demolition.

## SECTION J: Application Materials

Along with the supplemental submittal requirements (available from Planning) for Historic properties, all of the following materials are required for a complete application:

- a) Written Narrative.** A written narrative of the project indicating the manner and the extent and the extent in which the proposed project is consistent with the Secretary of the Interior Standards for the Treatment of Historic Properties and the City of South Pasadena's adopted Design Guidelines.
- b) Site or Plot Plan.** A site or plot plan drawn at an appropriate scale that reflects the proposed project including: areas of Alteration and, or Demolition, property lines, and all recorded or proposed easements and public rights of way. The site plan shall also indicate the footprint of buildings on adjacent properties.
- c) Floor Plan.** Building floor plans and building sections at a scale of a least one eighth of an inch (1/8) equals one (1) foot.
- d) Elevations.** Exterior elevations specifying all exterior materials with critical dimensions and existing Character-Defining Features clearly indicated.
- e) Landscaping Plan.** A plan that accurately and clearly displays the following: existing trees on the project site that are subject to the City's adopted Tree Ordinance as set forth in SPMC Chapter 34; species of all trees and their appropriate trunk diameter, height, and condition; proposed final disposition of all existing trees; the extent and location of all proposed vegetation; species and planting sizes of all proposed landscaping along with the provisions for irrigation and ongoing Maintenance; an irrigation plan; and indication of all hardscape along with the exterior of all structures and amenities, including colors and materials keyed to a materials and colors board as appropriate.
- f) Window and Door Schedule.** All doors and windows labeled with symbols that correspond to the labeling on the floor plans and elevations. The door and window schedule is a table containing the following information: existing and new window and door sizes, window and door manufacturer information, exterior finish, fabrication material, operational type, glazing information, divided lite details, and window muntins details where applicable.
- g) Exterior Finishes.** Materials, colors, and finishes clearly indicated on elevation drawings and keyed to a materials and colors board including light reflectance values, a clear indication of the appearance, location and light effects of all exterior lighting fixtures, and two-point perspective rendering showing proposed structures with profile drawings of the adjoining structures from an eye level elevation.

- h) Photographs.** Photographs of the site and its surroundings to document the existing conditions and provide a complete understanding of the property and its neighborhood context. This includes photographs of the site and adjacent properties for a distance of 300 feet from each end of the principal street frontage, as well as properties opposite and adjacent to the subject site. The photos shall be mounted color prints, supplied from continuous views along the principal streets, along with a key map provided indicating the relationship of all views to the parcels, streets, and related features.
- i) Other Documentation.** Documentation as may be required to understand the history of previous construction on the property including but not limited to: a series of site plans illustrating the chronological order of construction of permitted and non-permitted work, the construction or removal of Character Defining Features, or building permits.
- j) Scale Model.** Although not a mandatory requirement, a three-dimensional scale model, a perspective view, or other similar types of graphic information may be recommended for a complete understanding of the proposed project.
- k) Mailing Labels and Spreadsheet.** All projects reviewed by the Cultural Heritage Commission (CHC) require a 10-day public notification that will be conducted by the Planning Division. The applicant shall provide mailing labels upon submittal of application. The City strongly recommends that applicants utilize a mapping company to prepare the mailing labels; a list of mapping companies is available from the Planning Division for informational purposes only (The City does not recommend or endorse any of these companies). Please provide the following:
- Two (2) sets of adhesive address labels on an 8-1/2" x 11" sheet
  - One (1) photocopy of the labels.
  - The mailing labels must list both the property owners and occupants (if not owner-occupied) of every parcel which falls within a 300' radius (100' for signs) of the project site (as measured from the corners of the subject parcel).
    - i. Note: Labels for occupants do not need to include the occupant's name because this information is usually not available; these can simply state "Occupant" and address. If possible, the labels should be cross-referenced to the radius map (by numbering each parcel or listing the Assessor's Parcel Number on each label.*
  - A radius map which identifies all parcels falling within a 300' radius (100' for signs) of the project site.
  - An electronic file that contains a spreadsheet on Microsoft Excel listing the following information in separate columns: a) Property Owner, b) Occupant, c) Property Owner Address, d) Occupant Address – including Unit Number. Planning Staff will use the spreadsheet to perform a mail merge with Microsoft Word.
  - A notarized declaration (provided by the Planning Department) from the company/individual that prepared the mailing labels stating the source of the property information, and how recently this was updated.

*Note: A supplemental submittal requirement checklist is available from the Planning Division that further details the required submittal information.*



## CERTIFICATE OF APPROPRIATENESS SUBMITTAL REQUIREMENTS

### For Historic Residential Additions/Alterations

*All application designs shall adhere to the City's Residential Design Guidelines and the Secretary of the Interior Standards. All applicable items on this checklist should be provided at the time of the application. Incomplete applications will not be forwarded to the Cultural Heritage Commission until all submittal requirements are satisfactorily met according to the City Planning Division.*

#### All Sheets:

- |  |  |
|--|--|
| <input type="checkbox"/> Title Block     | <input type="checkbox"/> Project Name                        |
| <input type="checkbox"/> Sheet Number    | <input type="checkbox"/> Architect/Contractor/Engineer Info  |
| <input type="checkbox"/> Sheet Title     | <input type="checkbox"/> Scale with scale bar, if applicable |
| <input type="checkbox"/> Project Address | <input type="checkbox"/> North Arrow, if applicable          |

#### Cover Sheet:

- |  |  |
|--|--|
| <input type="checkbox"/> Applicable project notes      | <input type="checkbox"/> Year Built                              |
| <input type="checkbox"/> Project Address               | <input type="checkbox"/> Historic Architectural Style            |
| <input type="checkbox"/> Project Name                  | <input type="checkbox"/> Project Square Footage Calculations:    |
| <input type="checkbox"/> Project Owner                 | <input type="checkbox"/> Lot Size                                |
| <input type="checkbox"/> Consultant List               | <input type="checkbox"/> FAR requirements                        |
| <input type="checkbox"/> Property Information:         | <input type="checkbox"/> FAR – Existing & Proposed               |
| <input type="checkbox"/> Assessor Parcel Number        | <input type="checkbox"/> Lot Coverage – requirements             |
| <input type="checkbox"/> Legal Tract/Block Information | <input type="checkbox"/> Lot Coverage – Existing & Proposed      |
| <input type="checkbox"/> Zoning                        | <input type="checkbox"/> Project Scope of Work (Brief Narrative) |
| <input type="checkbox"/> Historic Status               | <input type="checkbox"/> Vicinity Map with highlighted parcel    |

#### Existing Site Plan:

- |   |   |
|---|---|
| <input type="checkbox"/> Show all existing buildings, fully dimensioned at exterior with square footage calculations.           | <input type="checkbox"/> Show all existing hardscape including walkways and driveways, labeled and dimensioned.                                     |
| <input type="checkbox"/> Show all existing site walls, fences, and gates, fully dimensioned with heights and material finishes. | <input type="checkbox"/> Provide a calculation of total percentage of site dedicated to hardscape paving, pre-construction.                         |
| <input type="checkbox"/> Show neighboring context including:  | <input type="checkbox"/> Show all existing landscape areas, labeled.  |
| <input type="checkbox"/> Neighboring parcel building footprints   | <input type="checkbox"/> Provide a calculation of total percentage of site dedicated to landscape, pre-construction.                                |
| <input type="checkbox"/> Adjoining streets, sidewalks, parkways, and alleys - labeled   | <input type="checkbox"/> Indicate and enumerate the number of parking spaces provided and the number of spaces required, if applicable              |
| <input type="checkbox"/> Show all existing trees, labeled with symbols  | <input type="checkbox"/> Show all existing property lines, dimensioned.   |
| <input type="checkbox"/> Provide a tree schedule that references the tree symbols in the plan with:                             | <input type="checkbox"/> Show all existing setbacks, dimensioned at the offset from the property line.  |
| <input type="checkbox"/> Botanic Name   | <input type="checkbox"/> Provide existing topography, if applicable.  |
| <input type="checkbox"/> Common Name  | <input type="checkbox"/> Show all existing site features including pools, utilities, easements, and mechanical equipment – labeled and dimensioned. |
| <input type="checkbox"/> Caliper Diameter   |   |
| <input type="checkbox"/> To be removed  |   |
| <input type="checkbox"/> To be relocated  |   |
| <input type="checkbox"/> To be preserved in place   |   |
| <input type="checkbox"/> Hatch/differentiate all proposed demolished site features and building areas.                          |   |

### **New/Proposed Site Plan:**

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- ❑ Include everything shown in the Existing Site Plan with the exception of all demolished work.
- ❑ Show all new/proposed buildings, fully dimensioned at exterior with square footage calculations.
- ❑ Show all new/proposed site walls, fences and gates, dimensioned with heights and material finishes.
- ❑ Show all new/proposed topography, if applicable.
- ❑ Show all new/proposed site features including pools, utilities, and mechanical equipment – labeled and dimensioned.
- ❑ Hatch/differentiate all new/proposed site features and building areas.
- ❑ Show all new trees, labeled with symbols
  - Include in the tree schedule and indicate as new.
- ❑ Show all new/proposed hardscape, labeled and dimensioned.
  - Provide a calculation of total percentage of site dedicated to hardscape paving, post-construction.
- ❑ Show all new/proposed landscape areas, labeled.
  - Provide a calculation of total percentage of site dedicated to landscape post-construction.

### **Floor Plans:**

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- ❑ Show each level floor plan as existing and proposed alongside each other on the same page, at 1/4" scale.
- ❑ On Existing floor plans:
  - Show all exterior walls and interior walls.
  - Label each room.
  - Dimension each demolition area and overall building perimeter.
  - Hatch and provide differentiating line work for all building areas planned for demolition.
  - Indicate all above and/or below building features with dashed lines, as applicable.
  - Show all doors with swings, and all windows with directional arrows if they are sliding.
  - Label all existing windows and doors with differentiating symbols.
- ❑ On New/Proposed floor plans:
  - Show all exterior walls and interior walls.
  - Label each room.
  - Dimension each new addition space and overall building perimeter. Also provide square footage calculations.
  - Hatch and provide differentiating line work for all new building additions.
  - Indicate all above and/or below building features with dashed lines, as applicable.
  - Show all doors with swings, and all windows with directional arrows if they are sliding.
  - Label all windows and doors with differentiating symbols.
  - Indicate on each window and door with an (E) or (N) for "Existing" or "New."

### **Roof Plans:**

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- ❑ Show Existing (E) and New (N) roof plans alongside each other if not already shown on the Site Plans with the following information:
  - Show all roofing materials.
  - Show all ridges, valley, hips, etc.
  - Indicate all roof slopes and provide slope directional arrows.
  - Show roofing as a hatched surface.
  - Indicate all skylights with size, material, and manufacturer.
  - All roof-mounted mechanical equipment, if applicable.
  - Show roof drains and gutters.



## **Elevations:**

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- ☐ Show each elevation as existing and proposed alongside each other on the same page at 1/4" scale if possible.
- ☐ Dimension building height to top of plate(s) and to top of ridge.
- ☐ Show part of the ground plane in all elevations.
- ☐ Call out all existing (E) material finishes and architectural details and features including lighting.
- ☐ Call out all new/proposed (N) material finishes and architectural details and features including lighting.
  - All new additions are to match existing.
- ☐ Use hatching and shadow lines to provide material connotation and a 3-dimensional effect.
  - Or provide rendered elevations.
- ☐ For multi-floor buildings, provide the following:
  - All finish floor heights.
  - Provide a 45 degree sight line angle from the front edge of the property inwards.
- ☐ For all Existing (E) elevations provide the following information:
  - Hatch or shade all areas to be demolished.
  - Dimension all areas to be demolished.
  - Provide existing roof pitch.
  - Label and key all existing windows and doors
    - ☐ Symbols are to match the floor plans and schedules.
    - ☐ Label all existing windows and doors with (E).
- ☐ For all New/Proposed (N) elevations provide the following information:
  - Hatch or shade all new additions.
  - Dimension all new additions.
  - Provide pitch of new roofing.
  - Label and key all existing and all new windows and doors.
    - ☐ Symbols are to match the floor plans and schedules.
    - ☐ Label all existing windows and doors with (E) and all new windows and doors with (N).

## **Sections:**

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- ☐ Only required if structure is 2 or more stories.
- ☐ Provide cross and longitudinal sections.
- ☐ Dimension all building heights including the following:
  - Dimension of top of plate and overall building heights.
  - All finish floor levels.

## **Exterior Architectural Details:**

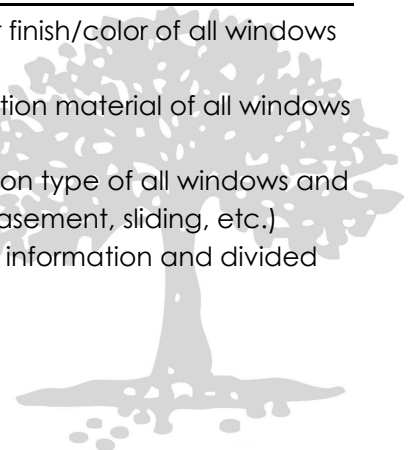
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- ☐ Provide enlarged detail drawings of all architectural features including the following that are applicable:
  - Roof eaves, lintels, gable brackets, exposed rafter tails, railings, posts, shutters, and columns, etc.
- ☐ Provide profile sectional views of the following applicable features:
  - Existing (E) and New (N) windows.
  - Existing (E) and New (N) doors.
  - Existing (E) and New (N) siding.

## **Door & Window Schedules:**

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- ☐ Provide a Door Schedule and a Window Schedule with the following information:
  - All doors and windows are to be labeled with symbols that correspond to the labeling on the plans and elevations.
  - Provide Existing (E) and New (N) window and door sizes.
  - Provide manufacturer information.
- ☐ Provide exterior finish/color of all windows and doors.
- ☐ Provide fabrication material of all windows and doors.
- ☐ Provide operation type of all windows and doors (swing, casement, sliding, etc.)
- ☐ Provide glazing information and divided lite details.



- Provide muntin details, if applicable.

### Door & Window Schedule (Example):

An example of a good window and door schedule to follow is below:

EXISTING WINDOW SCHEDULE															
Window #	Quantity	Width x Height	Existing Material	Operation	Frame Type	Pane Type	Existing Lites	Simulated Lites	Exterior Finish	Visible From the Street	Keep Existing Sill & Frame?	Bedroom?	Energy Efficient?	Tempered Glass?	Window Within 18" of Floor / 40" of Door?
1	3	4' x 3'	Wood	Casement	Block	Single	Divided - Real 7/8" profile	Y	Paint	Y	Y	N	Y	Y	N
2	1	4' x 4'	Wood	Fixed	Block	Single	N/A	N	Paint	Y	Y	N	Y	Y	N

Note the 3 different types of frames: 1 - Block, 2 - Nail-in (also referred to as "new construction"), 3 - Z-Bar (retrofit). Z-Bar frames are generally discouraged as the wide trim or flange at their edges is usually detrimental to a building's overall appearance.

NEW WINDOW SCHEDULE															
Window #	Quantity	Width x Height	Material	Operation	Frame Type	Pane Type	Lites	Simulated Lites	Exterior Finish	Visible From the Street	Keep Existing Sill & Frame?	Bedroom?	Energy Efficient?	Tempered Glass?	Window Within 18" of Floor / 40" of Door?
1	3	4' x 3'	Wood	Double Hung	Block	Dual	Divided - Simulated 7/8" profile	Y	Paint	Y	Y	N	Y	Y	N
2	1	4' x 4'	Wood	Fixed	Block	Dual	N/A	N	Paint	Y	Y	N	Y	Y	N

Note the 3 different types of frames: 1 - Block, 2 - Nail-in (also referred to as "new construction"), 3 - Z-Bar (retrofit). Z-Bar frames are generally discouraged as the wide trim or flange at their edges is usually detrimental to a building's overall appearance.

### Supplemental Materials:










- ☐ Project Narrative describing the project and scope of work.
- ☐ Cut Sheets/Brochures of all new windows (N), doors, lighting fixtures and other items.
- ☐ 3D Rendering
- ☐ 8 1/2" x 11" material and color board (if using new materials)
- ☐ Photographs and corresponding aerial map of neighboring properties front elevations.
- ☐ Labeled Photographs of the site including:
  - Photographic elevations of all sides of the structure.
  - Photographs of all accessory structures.
  - Detail photographs of all existing conditions such as:
    - ☐ Windows & Doors
    - ☐ Siding & exterior finish treatments
    - ☐ Architectural features

### Additional Cultural Heritage Commission Requirements:

Elevations: Provide a sightline drawing from the front property line and across the street from the subject property. Sightlines are based on a 6' person looking up at the subject property.



**Line Types and Symbols to Use, Typical:**

FLOOR PLANS	LINE TYPES	TREES
 EXISTING TO REMAIN	 PROPERTY LINE	 EXISTING TO REMAIN
 EXISTING TO BE REMOVED	 ABOVE/BELOW	 EXISTING TO BE REMOVED
 NEW	 SETBACK	 NEW

**Note: Lot Coverage:**

The percentage of total site area occupied by structures. Structure/building coverage includes the primary structure, all accessory structures (e.g., carports, garages, patio covers, storage sheds) and architectural features (e.g., chimneys, balconies, decks greater than 30 inches above grade, porches, and stairs). Structure/building coverage is measured from exterior wall to exterior wall.

$$(Total\ building\ area\ /\ Total\ gross\ lot\ area)\times (100) = Lot\ Coverage\ \%$$

**Note: Floor Area Ratio (FAR):**

The FAR is the ratio of floor area to the total lot area. FAR restrictions are used to limit the maximum floor area allowed on a site (including all structures on the site). The maximum floor area of all structures (measured from exterior wall to exterior wall) permitted on a site (excluding the first 500 square-feet of garages or other covered parking in a residential zone) shall be determined by multiplying the FAR by the total net area of the site.

$$(FAR)\times (Net\ Site\ Area) = Maximum\ Allowable\ Building\ Square\ Footage$$

**Note: Maximum Height Limit for Multiple Story Structures:**

No portion of a structure shall encroach through a 45 degree angle projected perpendicularly from the front property line toward the rear property line (SPMC 36.220.040(C), Table 2-3).

