



CITY OF SOUTH PASADENA

ADMINISTRATIVE MODIFICATION APPLICATION

General Information:

The following application must be completed and filed when the owner of a subject property is seeking an "Administrative Modification" to development standards within the zoning code (SPMC Chapter 36), when such modifications are warranted by unusual circumstances or are necessary to achieve the objectives of the applicable regulations.

Permissible Administrative Modifications:

1. **Yards:** A ten percent (10%) adjustment from the required front, side, and rear yard setbacks and open space requirements for additions and new developments.
2. **Lot Coverage:** A five percent (5%) adjustment in the maximum lot coverage permitted on any lot.
3. **Dwelling Unit Size:** A ten percent (10%) adjustment in the minimum square footage required for dwelling units.
4. **Lot Dimension:** A ten percent (10%) adjustment in the minimum lot size and/or the minimum lot width required.
5. **Building Height:** A ten percent (10%) adjustment in the building height limitation; provided that under no circumstances can the height limitation of 45 ft. be exceeded, as established by the 1983 approved initiative.
6. **Parking:** A ten percent (10%) variation in the minimum dimensions required for parking spaces, loading spaces, and driveway and aisle widths.
7. **Fences & Walls:** The construction of fences, walls, gates or pilasters in the rear and side yards which exceed six feet (6') and do not exceed eight feet (8') in height.
8. **Nonconforming Uses or Structures:** A ten percent (10%) adjustment of and/or addition to a non-conforming use or structure; provided the limitations of the 1983 voter initiative are not violated.

Review & Decision:

After the application packet is deemed complete the Community Development Director shall review the application and all plans for compliance with the zoning code as well as the justification statements for the administrative modifications sought. The Director will make a determination, which may include approval, conditional approval or disapproval of such application. The decision is subject to appeal for fifteen (15) days after the date of the notice of the decision.

Eligible Sites:

Administrative Modifications may be granted to projects meeting the Permissible Administrative Modification standards above for all properties within the city with the exception of properties subject to the Hillside Development Ordinance.

FILING INSTRUCTIONS

Application Requirements (checked items required):

- A. To file an application for an administrative modification, the applicant shall submit the following checked items to the Community Development Department (the first six items are required for all projects, other items will be determined by a planner for depending on the project's scope of work):
- ✓ **Application Form** - This includes a description of the proposed project, a statement of how the request meets the required findings, and an original signature from the property owner.
 - ✓ **Vicinity Map** - One (1) copy of a map showing all parcels within the required radius of the project site, indicating their existing land use (s).
 - ✓ **Radius Map/Mailing Labels** - Two sets of 'typed' address labels for 1) all owners and occupants for the property; 2) the representative of the project; and 3) all legal owners and occupants of all properties within either a 100' radius of the subject property, as specified in Ordinance 2085. Labels must be submitted on standard 8 ½" x 11' sheets with peel-off individual labels
 - ✓ **Site Plan** - Three (3) copies at a scale of 1" = 20' or larger. Submitted plans must be folded accordion style to a size of 8 ½" x 11" or less with the title block showing. All plans should include the following:
 1. Identify all lot lines, streets (with street names), easements (including dimensions, purpose, distance from property lines);
 2. Existing and proposed walls and fences (including height and type), and all existing and proposed structures, including trash and storage areas, and any obstructions such as telephone poles and signs in the public right-of-way;
 3. Title block, including address and legal description of subject property, label each structure for use, development status (existing or proposed), square footage, scale, north arrow, and the date the plans were prepared;
 4. Indicate the name, address and phone number of the property owner, applicant and project architect/engineer;
 5. Slopes, contours, trees and other pertinent physical features, including landscaping and irrigation;
 6. All exterior building dimensions, roof lines, setbacks, and the location of the nearest building wall on all abutting lots;
 7. Vehicle circulation and parking areas, including dimensions of drive aisles and parking spaces, handicap spaces, tabulation of required and provided on-site parking, and access-ways to and from streets; and
 8. All exterior lighting, existing and proposed.

APPLICATION FORM

Please complete and return by the application deadline.

Applicant/Owner Information

Applies to all applications

Applicant:

Name

Street

City

Zip

()

Daytime Telephone No.

Property Owner(s):

Name

Street

City

Zip

()

Daytime Telephone No.

Property Information

Property Address: _____

Type of Modification (i.e. Floor Area Ratio, Building Height): _____

Existing Condition: _____ Proposed Condition: _____

Legal Description: Lot No.: _____ Block No.: _____ Tract: _____

Current Zoning of Property: _____

Current Land Use Designation: _____

Proposed Project Description (example: Exceed the allowable lot coverage of 40% by 3% for a total lot coverage of 43% on a single-family residence in an R-1 zone). Attach additional sheets if necessary.

Description of use (Indicate types of activities, hours of operation, number of employees, other relevant information, etc.). Attach additional sheets if necessary.

- ✓ **Photographs** - One (1) set of 4" x 6" color photographs (35 mm) showing all existing elevations of the subject property and front elevations of neighboring properties. The photographs should show all street views on both sides of the subject property to adequately portray the appearance of the immediate neighborhood. Photos shall to be mounted on 8 ½" x 11" sheets, and must be labeled with street addresses and referenced to a photo key (reduced site map). Photo keys do not need to be drawn to scale, but must indicate approximate locations photos were taken and the direction of each shot. Photo keys must also have a north arrow and the subject property address.
- ✓ **Application Fee (\$525.00)** - The amount is established by the current fee schedule approved by the City Council. Checks shall be made payable to the City of South Pasadena.
- **Building Elevations** - Three (3) copies at a scale of 1" = 8' or larger. Submitted plans must be folded accordion style to a size of 8 ½" x 11" or less with the title block showing. All plans should include the following:
 1. All exterior sides of all existing and proposed buildings;
 2. All exterior building dimensions, including height;
 3. Description of all exterior building materials, colors, design elements, including methods for screening mechanical equipment and trash and storage areas; and
 4. Location of all signage, including sign type, height, dimensions, copy, and color.
- **Floor Plans** - Three (3) copies at a scale of 1" = 8' or larger. Submitted plans must be folded accordion style to a size of 8 ½" x 11" or less with the title block showing. All plans should include the following:
 1. Identify proposed use of all interior floor area;
 2. Dimensions of all interior rooms or other enclosed areas; and
 3. Location of all plumbing equipment, existing and proposed.
- **Roof Plan** - The roof plan is a plan view drawing of the structure showing the direction of roof pitches. Roof plans must indicate addition/alteration areas in gray shading format.
- **Window and Door Schedule**. The window and door schedule shows the size, type, material, and in some cases, make and model of windows and doors to be used. The window and door schedule can be provided by a table/chart or labeled on the elevations.
- **Reduced Plans** - Two (2) sets of site, floor, and elevation plans, 8 ½" x 11"

**CITY OF SOUTH PASADENA
COMMUNITY DEVELOPMENT**

**DECLARATION AND CERTIFICATION OF
PROPERTY OWNERS WITHIN A**

**_____ FOOT RADIUS OF
THE PROPERTY LOCATED AT**

SOUTH PASADENA, CALIFORNIA 91030.

I, _____, declare and certify:

1. The attached mailing list contains the names and addresses of property owners whom appear on the latest available assessment roll of the County within the area described and for a distance of _____ feet from the exterior boundaries of the property located at:

South Pasadena, California 91030

2. If the assessment role indicated that the legal owner was not a resident of the subject property located South Pasadena, an additional label for the occupant/tenant of those properties has also been provided.

I declare under penalty of perjury that the foregoing is true and correct.

Executed at _____, California on this

_____ day of _____, _____.

Signature of Declarant

JUSTIFICATION STATEMENTS

1. The Administrative Modification is not detrimental to the public interest, safety, health or welfare and is not detrimental or injurious to property or improvements in the vicinity under the same zoning classification; and
2. The subject property is physically suitable to accommodate the Administrative Modification; and
3. The Administrative Modification is consistent with the goals, programs and objectives of the South Pasadena General Plan and the general purposes and intent of the zoning code, including, but not limited to, the zoning classification of the subject property.

1. _____

2. _____

3. _____

