Architectural Plan Set Checklist

Community Development Department |Planning Division
1414 Mission Street, South Pasadena, California 91030
626-403-7220 | askplanning@southpasadenaca.gov
https://www.southpasadenaca.gov/Home

The Architectural Plan Set included as part of the Master Planning Application shall include the following details.

All Sheets	
☐ Title Block	☐ Project Name
☐ Sheet Number	☐ Architect/Contractor/Engineer Info
☐ Sheet Title	☐ Scale with scale bar
☐ Project Address	☐ North Arrow

Required Site Plan Content

☐ **Cover Sheet**

- ☐ Address(es) of project site.
- ☐ Assessor's Parcel Number(s) (Book, page and parcel).
- ☐ Legal Description.
- ☐ Detailed scope of work.
- ☐ Date of preparation.
- ☐ Contact information of the Property Owner, Applicant, Consultant List (and agent if applicable) and Design Consultant.
- ☐ A vicinity map showing nearest major cross streets.
- ☐ Tabular legend with the following information:
  - Existing and proposed property zoning designation.
  - Existing and proposed property land use designation.
  - Square footage of Project Site.
  - FAR – existing and proposed
  - Lot Coverage – existing and proposed
  - Square footage of proposed structures, additions and remodel area.
  - Applicable development standards and the project's compliance/noncompliance with each requirement.
  - Type of construction.
  - Use and Occupancy.
  - Total occupancy load.
  - Fire sprinkler provided.
  - Plan sheet index.
  - Historical Status Code (if applicable)

☐ **Site Plan**

- ☐ North arrow, scale, and site address.

☐ Fully dimensioned property lines, building and structure setbacks (setbacks to roof overhang/projection also to be identified), yards, and open space.

☐ Existing and proposed buildings and structures, including location, size, height, number of stories, location of doors, and existing and proposed use. Identify any buildings or structures to be demolished.

☐ Walls, fences, and landscaping: location, height, and materials.

☐ On-site parking and circulation facilities, including location, dimensions of parking area, aisles, curb cuts, driveways, arrangement of parking stalls, number and dimensions of standard, compact, motorcycle, accessible spaces, electric vehicle (EV) EV and EV ready parking stalls identified by type (EV-capable, Ev-ready, EV supply equipment installed), and internal circulation pattern. The Parking tabulation must identify the total number of proposed parking spaces, type, as well as the City's parking requirements.

☐ Access: ADA path of travel from public way and accessible parking to primary entrance(s), pedestrian, vehicular, service; and definitions of all points of ingress and egress.

☐ Location, dimension, and nature of easements.

☐ Loading areas: location, dimensions, number of spaces, internal circulation, and access from public streets.

☐ Outdoor Lighting: including general nature, location, and hooding devices.

☐ Utility equipment and structures, including roof top equipment and fire protection devices, and method of screening.

☐ Trash enclosure and bike racks.

☐ Existing and Proposed Signage if applicable (free standing, wall).

☐ Existing and proposed off-site improvements: including location of overhead power lines, utility poles, fire hydrant, street lights, street trees, parkway landscape, and water meter.

☐ Landscaping: including existing mature trees and proposed trees and plant materials.

☐ Outdoor storage and activities if permitted in the zone: including type, location, and height of screening devices.

☐ Drainage and grading plan.

☐ Such other data as may be required to assist the director of community development to act on the plan.

☐ First 50 Feet of adjacent properties showing building footprints, height, and use.

☐ <u>On-Site Information</u>

- ☐ Total gross floor area (GFA) of the existing and proposed buildings, provided by floor and as a total).
- ☐ Note that the entire parcel of record (i.e., created pursuant to the State of California Subdivision Map Act and the South Pasadena Municipal Code) must be

Community Development Department |Planning Division
1414 Mission Street, South Pasadena, California 91030
626-403-7220 | askplanning@southpasadenaca.gov
https://www.southpasadenaca.gov/Home

identified including a legal description. If only a portion of an existing parcel is to be developed, a key map shall be included depicting the entire parcel.

☐ Phase lines (if applicable).

☐ Easements (existing and proposed).

☐ Sewers and storm drains.

☐ Drainage of site indicated by flow lines.

☐ Dimensioned location and width of points of access (vehicular and pedestrian) showing ingress, egress, and internal circulation pattern.

☐ Locations and dimensions of properties to be dedicated for public use or utilities.

☐ Setback line illustrated with a dashed line and labeled.

☐ Landscaped/hardscape areas – provide calculation of percentage landscape post construction (existing and proposed).

☐ Site walls, fences, and gates (existing and proposed).

☐ Off-Site Information

☐ Adjacent land use and zoning designations.

☐ Adjacent streets, freeways, and railroads (labeled and dimensioned).

☐ Section lines and center lines.

☐ Street designations (i.e., Arterial, Collector, etc.).

☐ All existing and proposed dedications. Provide a dimension from the section and center lines to the existing and proposed property lines.

☐ Street Improvements: Identify existing and proposed curb, gutter, sidewalks (provided width), driveway approaches (provide width), accessible ramps (provide radius), bus bays, traffic signals, etc.

☐ All street furniture including utility poles, boxes, guy wires, signs, street lights (specify if wood or metal pole), fire hydrants, bus stop benches, trash receptacles, tree wells, etc.

☐ Identify the required four-foot minimum path of travel along the public sidewalk adjacent to property.

☐ Median islands: Identify and specify if existing to remain, proposed or to be modified.

Intersections: If the proposed project is on a street corner, provide the entire intersection on the site plan. If located on a major intersection, also provide existing striping.

☐ Sewer: Location and size of existing and proposed sewer lines and manholes.

☐ Water: Location and size of existing and proposed water lines.

☐ Storm Drain: Location of existing and proposed storm drain facilities.

☐ Vacations: Identify and dimension all vacations.

☐ Tree wells and method of irrigation.

☐ Off-Site Parking Plan.

☐ Recycling and refuse enclosures.

☐ All existing and proposed pad, utility vaults, transformers, backflow, prevention devices, gas meters, free standing mailboxes, and type/location/height of proposed lights/light poles, fire hydrants, etc.

☐ Landscape concept plan showing the following (Zoning Code Section – 36.330.040. – Landscape Location Requirements and 36.330.020(A)):

- Plans showing landscape areas, hardscape areas, and allowable impervious surfaces.
- The project applicant shall ensure that the defensible space required by the city code is maintained and shall avoid fire-prone plant materials and mulches.
- A description of the type and size of all proposed plant materials and include a plant schedule, count, size, type.
- Any proposed stormwater facilities.
- A description of all hardscape materials and features.
- Irrigation plans shall accompany the landscape design plan and incorporate low water use systems as required by the California Model Water Efficient Landscape Ordinance.
- Demonstrate conformance with Article III of Chapter 35 of SPMC.

☐ Other: _____

Required Floor Plan Content

☐ North arrow and scale.

☐ Layout and dimensions with annotations of interior rooms' and spaces' names and uses.

☐ Total building square footage, including per floor if multistory.

☐ Details including exterior and interior walls, doors and windows, kitchen cabinets and bathroom fixtures, walks, patios, porches, or decks.

☐ Windows, doors, outline of lofts and loft levels, staircases, equipment rooms

☐ For commercial buildings (in addition to the above):

☐ Accessibility features (path of travel to altered area and restroom(s), enlarged plan for accessible restroom(s)).

☐ Exiting plan.

☐ Occupant load calculation.

Required Elevations Content

Include elevations of all building(s) sides showing the following:

Community Development Department |Planning Division
1414 Mission Street, South Pasadena, California 91030
626-403-7220 | askplanning@southpasadenaca.gov
https://www.southpasadenaca.gov/Home

☐ North arrow and scale.
☐ Each elevation should be shown as existing and proposed alongside each other on the same page at ½" scale as feasible.
☐ Cross-sections.
☐ Building and structure height labeled in feet, including finished roof and top of parapets.
☐ Building width and dimensions of major architectural features (such as windows, pop-outs, balconies, overhangs, railings, posts, shutters).
☐ Exterior scaled renderings of all proposed buildings or structures, clearly showing architectural features and indicating materials of all major elements (e.g., siding, roofing, windows, window trim, doors, door molding, veneers).
☐ Outline adjacent buildings that abut & conceal portions of the project's elevations to illustrate what will be visible and concealed.
☐ Gutters and downspouts.
☐ Colors of buildings, structures, and architectural features should be clearly labeled and identified.
☐ Location and dimensions of all roof-mounted equipment and required screening.
☐ For residential projects:
- All finish floor heights.
- Provide a 45-degree sight line angle from the front edge of the property inwards.
- Sectional views of:
  - Existing and new windows.
  - Existing and new doors.
  - Existing and new siding

☐ For hillside residential projects:
- Part of the ground plane should be shown on all elevations.
- Hatching and shadow lines should be used to provide material connotation and a 3-dimensional effect.

Sections

☐ 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.

Roof Plan Content

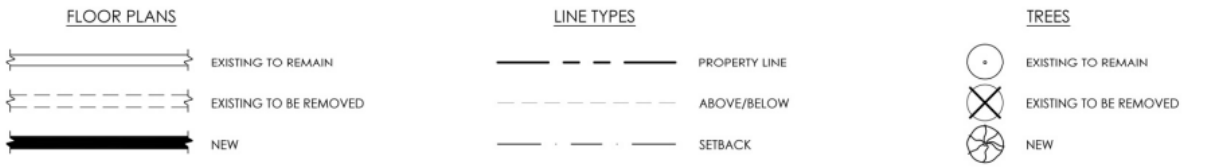
☐ Show Existing (E) and New (N) roof plans alongside each other with the following:
- Show all roofing materials.

- Show all ridges, valley, hips, etc.
- Indicate all roof slopes and provide slope directional arrows.
- Indicate all skylights with size, material, and manufacturer.
- All roof-mounted mechanical equipment, if applicable.

Supplemental Line Types and Symbols for all Residential Projects

☐ Line types and symbols:

Line Types and Symbols to Use, Typical:



All Residential Projects - Door and Window Schedule (in addition to the above)

☐ 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.

Door & Window Schedule (Example)

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

EXISTING WINDOW SCHEDULE

Window #	Quanity	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 #	Quanity	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' x4'	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 for all Residential Projects (in addition to the above)

☐ Project Narrative describing the project and scope of work.
☐ Cut Sheets/Brochures of all new windows (N), doors, lighting fixtures and other items.
☐ Renderings
☐ 8 1/2" x 11" material and color board (if using new materials)
☐ Labeled Photographs of the site including:

- Photographic elevations of all sides of the existing structure.
- Photographs of all accessory structures.
- Detail photographs of all existing conditions such as:
- Windows & Doors
- Siding & exterior finish treatments
- Architectural features

Supplemental for Certificate of Appropriateness (in addition to the above)

☐ Historic Status
☐ Year Built
☐ Historic Architectural Style
☐ 8 1/2" x 11" material and color board (if using new materials)
☐ 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.

Residential Hillside (in addition to the above)

☐ Percentage of lot remediated to natural slope and vegetation
☐ Provide slope calculations of the following:

- Driveway slope (15% max along centerline)
- Exterior parking surfaces (7% max all directions)
- Apron slope to a covered parking (5% max)

☐ Percentage of lot remediated to natural slope and vegetation.
Per SPMC 36.340.050(F): a minimum of 25% of the lot area plus the percentage figure of the average slope must be remediated to its natural state in terms of slope and vegetation.
☐ Slope Calculation Analysis (Include on Cover Sheet, Site Plan, or on own sheet):

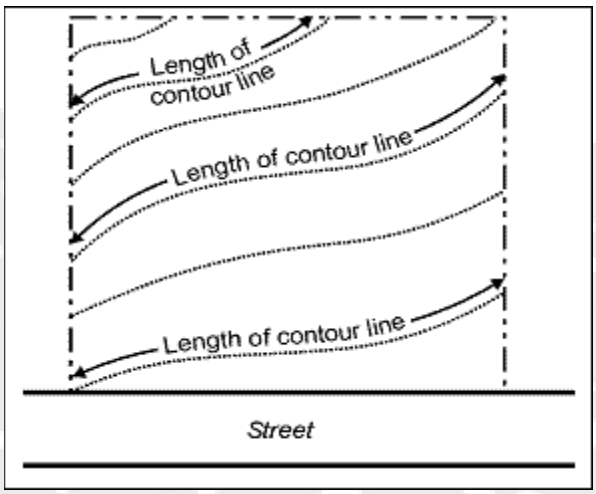
- Slope calculation shall have a Wet Seal Stamp and signature of a licensed engineer, registered surveyor, or registered architect.
- Provide the average slope of the lot as determined by the following formula:
  $S = 100 (I \times L) / A$
  Where:

S = Average natural slope percentage

I = Contour interval in feet, at not more than 10 foot intervals, resulting in at least five contour lines being shown on the contour map.

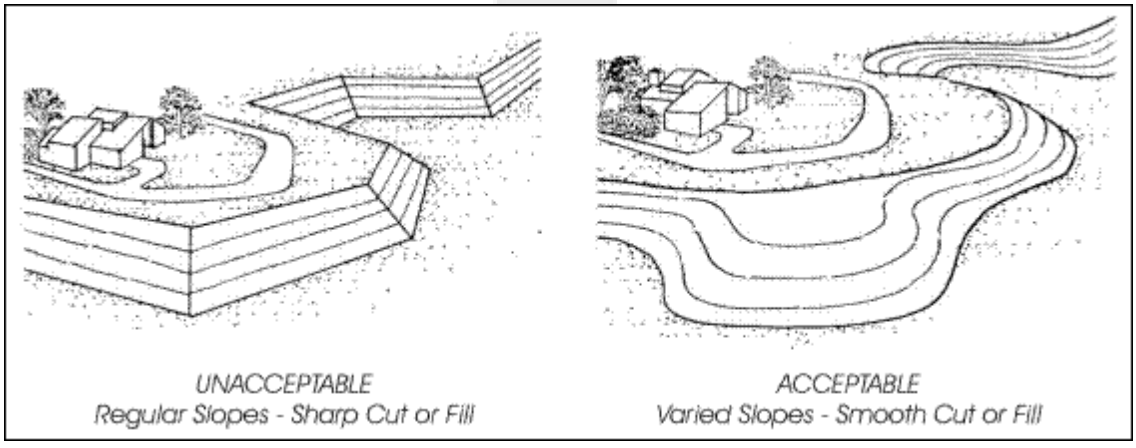
L = The sum of the length of all the contour lines across the parcel in scale feet.

A = The gross area of the building site in square feet.



☐ Grading and Drainage Plan:

- All grading and drainage plans shall be wet stamped and signed by a licensed engineer or registered surveyor.
- Provide detailed plans of all drainage devices, swales, drains, gutters, walls, cribbing, and/or other.
- All grading plans shall be prepared in compliance with the SPMC and General Plan which prohibits grading on slopes over 30 percent.
- Grading shall also utilize landform grading techniques (Reference image below).



☐ Provide the following grading information:

Typical cross section details of retaining wall(s).

- Retaining wall schedule listing materials and dimensions.
- Grading calculations (with separate calculations for within the foundation footprint and outside of the foundation footprint):
  - Amount to be cut.
  - Amount to be filled.
  - Amount to be exported.
  - Amount to be imported.

Notes to keep in mind:

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) x (100) = Lot Coverage %

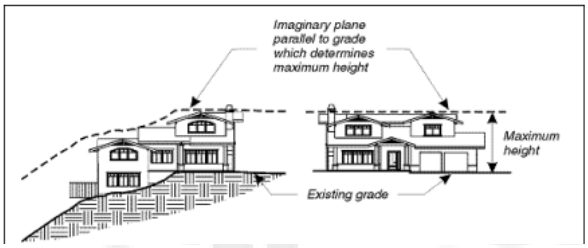
Note: Floor Area Ratio (FAR):

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 garages or other covered parking up to 500 square feet in a residential zone) shall be determined by multiplying the FAR by the total net area of the site.

(FAR) x (Net Site Area) = Maximum Allowable Building Square Footage

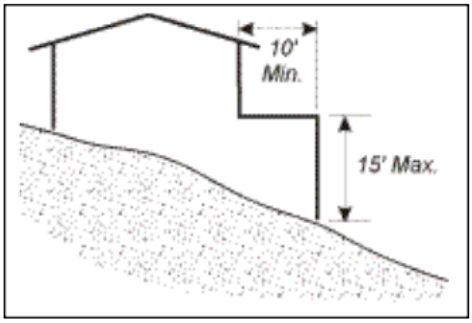
Note: Height Measurement:

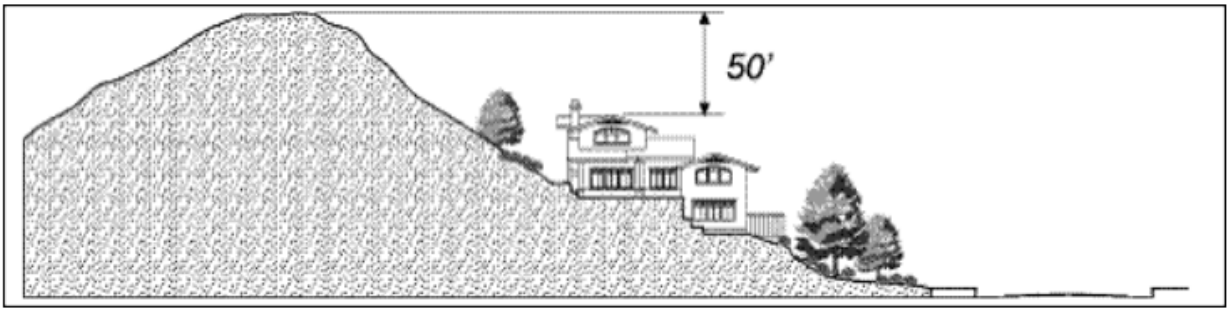
The maximum allowable height shall be measured as the vertical distance from the existing grade of the site to an imaginary plane located the allowed number of feet above and parallel to the grade (see below). "Existing Grade" shall be established by the Director, consistent with parcels in the immediate vicinity, and shall not be, nor have been artificially raised to gain additional building height.



Note: Downhill Building Wall Step Back:

No single building wall on the downhill side of a house shall exceed 15 feet in height above grade. Additional building height on a downhill side may be allowed in 15-foot increments, where each increment is stepped-back from the lower wall a minimum of 10 feet (SPMC 36.340.050(C)(5).





☐ Per SPMC 36.340.050, ensure the following:

- Provide the height of the structure at top plate and top of roof ridge.
    - Maximum height with a roof pitch of 3:12 or greater shall be 28 feet.
    - Maximum h with a roof pitch less than 3:12 shall be 24 feet.
- The vertical distance between the the top of the hill ridge and top of structure shall be 50 feet minimum.
- Ther vertical distance between the lowest floor and where the foundation meets the grade shall not exceed 6 feet.
- No wall on the downhill side shall exceed 15 feet in height above grade.
- Decks shall not exceed 6 feet in height above grade.