



## **Administrative Use Permit**

City of South Pasadena  
Community Development Department  
1414 Mission Street, South Pasadena 91030

**AUP:**

**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.

### **I. Application Requirements**

To file an application for a Administrative Use Permit (AUP), the applicant shall submit the following items to the Community Development Department:

Application Form (attached) - This includes a description of the proposed project, a statement of how the request meets the required Administrative Use Permit findings, and an original signature from the property owner and applicant (if not the owner).

Property Owners and Occupants Map and List - The following must be submitted with application:

- One (1) copy of a map depicting all the properties within the required 300' radius of the project site and a list of the names and addresses of all current owners and occupants of these depicted properties, including all residential and non-residential properties.
- Two sets of envelope labels for the City to mail information to these property owners and occupants.
- A mapping company's affidavit signed and dated. (See attached form.)

Other - Staff will advise applicant regarding additional submittal requirements, if needed (i.e., drawings, photos, maps, technical studies, etc.)

Fees - See Fee Schedule.

### **II. Processing Your Application**

Pre-Application Review - A preliminary meeting with the Planning Staff is recommended, though not required. The meeting provides you and staff an opportunity to review the project and the applicable zoning standards, and obtain the appropriate applications form(s) for your request. It also helps Planning Staff determine other approvals that might be necessary by other City departments. There is no charge for this service.

Application Submittal - After you have prepared your plans and filled out the application forms, bring them, the required fee, and any other materials advised by the City for processing. You will receive a receipt for your fee payment.

Staff Review of Application to Determine Completeness - Upon submittal, staff will review your application packet and notify you if additional materials or information are needed. Your application is completed when all relevant materials are adequate for the Planning Director to make a decision on your request.

Staff Review of the Administrative Use Permit Request - Staff will examine the application materials, including your plans, justification statement, and other relevant information. Staff will also make one or more site visits to your property.

Decision on the Request - A decision on your request for an Administrative Use Permit will be made by the Planning Director. At the hearing, the Planning Commission opens the matter for public comment by interested parties or individuals. Once everyone wishing to speak on the matter has been heard, the Planning Commission will close the public hearing and discuss the application. His/her decision could be approval, approval with conditions, or denial.

Appeal - Before the Commission's decision is final, there is a fifteen calendar day appeal period during which the applicant, the City Council, or any person aggrieved by the decision of the Commission, can file a written appeal. An appeal application and current filing fee may be submitted to the City Clerk's office within the fifteen-day appeal period. If no appeal is filed, the Commission's decision is final. If an appeal is filed, the matter is set for a public hearing by the City Council. At the hearing, the Council will either uphold or reverse the Planning Commission's decision, at which time, the decision on the matter is final.

## **Initial Study Questionnaire**

### **I. Introduction**

California law requires that all local governments review any project for its potential effects on the environment. The process for this review is contained in the California Environmental Quality Act (CEQA) and its implementing Guidelines. The first step in this review is the preparation by the City of an Initial Study. The Initial Study is the basis for reviewing your project and determining if additional studies, such as an Environmental Impact Report (EIR), are required. In order to prepare the Initial Study, the City needs information about the project, which you are asked to provide in the attached Initial Study Questionnaire. Note: Some projects may be exempt from CEQA. The City will advise you regarding this.

This guide and the attached forms identify the information which you, as applicant, must provide before the City can decide on the possible environmental impacts of your project. You are also encouraged to contact the Community Development Department at (626) 403-7220, if you have any questions about your project or the application process.

### **II. The Initial Study and Your Project**

Typically, an environmental review is conducted as part of the entitlement process for development. However, you may request an environmental review in advance of applying for any permits or approvals. In either case, your project must be sufficiently well defined so that the City can prepare an adequate picture of future environmental conditions.

Please refer to the Fee Schedule for current entitlement application fees.

**APPLICATION FOR ADMINISTRATIVE USE PERMIT**

*Please complete and return the following pages.*

1. Property Address for this application: \_\_\_\_\_

Assessor's Parcel No.: \_\_\_\_\_

2. Current Zoning Designation of Property: \_\_\_\_\_

3. Proposed Project Description (examples: Conduct real estate office in 2,500 sq. R. building; Operate preschool for 35 children):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Applicant:

\_\_\_\_\_

Name

\_\_\_\_\_

Street, City, State, Zip

\_\_\_\_\_

Home Number

Work Number

\_\_\_\_\_

Cell Number

\_\_\_\_\_

Email

6. Property Owner(s), if different from applicant:

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Name

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Street, City, State, Zip

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Home Number Work Number

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Cell Number

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Email

7. Justification Statement(s): Please respond to the conditions and findings listed below. Each one must be met before the application can be deemed complete. Please indicate on the numbered lines below how the proposed project meets each criterion.

Findings for Administrative Use Permit. (See South Pasadena Municipal Code Sec. 36.410.060)

1) The proposed use is allowed with Conditional Use Permit or Administrative Use Permit approval within the applicable zoning district and complies with all applicable provisions of the City's Zoning Code.

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2) The proposed use is consistent with the General Plan and any applicable specific plan.

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3) The establishment, maintenance, or operation of the use would not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use.

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- 4) The use, as described and conditionally approved, would not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.

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- 5) The subject site is adequate in terms of size, shape, topography, and circumstances and has sufficient access to streets and highways which are adequate in width and pavement type to carry the quantity and quality of traffic expected to be generated by the proposed use.

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- 6) The design, location, operating characteristics, and size of the proposed use would be compatible with the existing and future land uses in the vicinity in terms of aesthetics, character, scale, impacts on neighboring properties.

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- 8. **Design Review Justification Statement(s):** The City Council approved Resolutions 6979 and 6980 on April 23, 2008, which adopted the citywide commercial and residential design guidelines. The guidelines communicate the City's expectations of high quality design. If the proposed project involves new construction, or design alterations to an existing building or site, the Planning Commission will use the Design Guidelines as a basis for its decision on the proposed project. The guidelines may be found on-line at <http://www.ci.south-pasadena.ca.us/planning/design.html>. Projects located within the Mission Street Specific Plan (MSSP) area are subject to the guidelines contained in this plan. The MSSP may be found on-line at [http://www.ci.south-pasadena.ca.us/planning/PDFs/Mission Street Specific Plan%2011.pdf](http://www.ci.south-pasadena.ca.us/planning/PDFs/Mission%20Street%20Specific%20Plan%202011.pdf). Use the City's Design Guidelines to address each design issue 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 in "N/A" for a response, or explain why the design standards are not appropriate for the proposed project. Attach additional sheets if necessary.

9. **New Residential Buildings: Multi-Family**<sup>1</sup>

- a. Describe how the proposed project meets the design guidelines in terms of building massing, and plan development. (See Residential Guidelines Page 96).

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- b. Describe how the proposed project meets the design guidelines in terms of roofs, materials, forms, and shapes (See Commercial Guidelines Pages 97).

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- c. Describe how the proposed project meets the design guidelines in terms of porches, balconies, and exterior stairways (See Commercial Guidelines Pages 97).

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- d. Describe how the proposed project meets the design guidelines in terms of windows, doors, and entries (See Residential Guidelines Pages 98).

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- e. Describe how the proposed project meets the design guidelines in terms of facade treatments, materials, and architectural details (See Residential Guidelines Pages 98).

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<sup>1</sup> "Spanish," "Mission," and "Mediterranean"-style new homes, multi-family projects, and substantial facade changes are subject to the "Mission and Spanish Colonial Revival" guidelines (as for historic homes), pages 12-13.

- f. Describe how the proposed project meets the design guidelines in terms of streetscape and site design (See Residential Guidelines Pages 99).

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- g. Describe how the proposed project meets the design guidelines in terms of parking, garages, car ports, and ancillary structures (See Residential Guidelines Pages 100).

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**Commercial Building on/near Huntington Drive, Fair Oaks Avenue or Pasadena Avenue**

- h. Describe how the proposed project meets the design guidelines in terms of site design including: building coverage, ground level treatment, parking standards and landscaping. (See Commercial Guidelines Pages 12 to 15).

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- i. Describe how the proposed project meets the design guidelines in terms of building mass and scale, forms and roof lines (See Commercial Guidelines Pages 16 to 18).

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- j. Describe how the proposed project meets the design guidelines in terms of building entrances, awnings, doors and windows, building materials and color (See Commercial Guidelines Pages 19 to 22).

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- k. Describe how the proposed project meets the development objectives for the specific commercial district: Fair Oaks Avenue corridor (Pp. 23-27), Fair Oaks Avenue/Huntington (P. 28), Huntington/Garfield (P.29), or Pasadena Avenue/Ostrich Farm (P. 30).

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**Commercial or Residential Building in the Mission Street Specific Plan**

- a. Describe how the proposed project meets the design guidelines for new buildings in Districts A and B (See Mission Street Specific Plan Pp. 49 to 62).

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- b. Describe how the proposed project meets the design guidelines for new buildings in District C. (See Mission Street Specific Plan, page. 63).

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10. All of the following materials are required for a complete application:

- **Application Form.** Must be signed by the property owner and applicant
- **Written Narrative.** Describe the proposed project in detail. Include the extent of the work, architectural style and exterior materials that will be used
- **Mailing labels & Spreadsheet:** The City strongly recommends that applicants utilize a mapping company to prepare the labels. Please provide:
  - Two (2) sets of address labels (on an 8-1/2" x 11" sheet of adhesive labels) and one (1) photocopy of the labels. The labels must list both the property owners and occupants (if not owner occupied) of every parcel which falls within a 300' radius of the project site (as measured from the corners of the subject parcel). 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, 3333 XYZ Street..." 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.
  - One PDF that contains an electronic 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 from the company/individual that prepared the mailing labels stating the source of the property information how recently this was updated.
- **Photographs.** One set of (approx) 4"x 6" color photographs 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 should be printed on 8 1/2" x 11" sheets (two per page is a good size), and must be labeled with street addresses and referenced to a photo key (a reduced site map). Photo keys do not need to be drawn to scale, but must indicate approximate locations of where the photos were taken and the direction of each shot. Photo keys must also have a north arrow and the subject property address.
  - **Plans:** A PDF of plans is required at the time the application is submitted. All site plans must be drawn at a minimum scale of 1/8" and elevations at 1/4". The plans shall include, and may not be limited to the following: site plan, demolition plan, elevations, floor plan, roof plan, window and door schedule, and building sections.

I HEREBY CERTIFY that I am the applicant for the project which is the subject of this application for an Administrative Use Permit that this application is full and complete.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature is required for all applications)

11. **Owner's Affidavit:** As owner(s) of the above described property, I/we affirm that the foregoing statements and answers herein contained and the information submitted are in all respects true and correct to the best of my/our knowledge and belief.

Executed this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Property Owner's Signature (Required)

\_\_\_\_\_  
Date