



COMMUNITY DEVELOPMENT DEPARTMENT

1414 Mission Street

South Pasadena, CA 91030

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GENERAL PLAN/SPECIFIC PLAN/ZONING AMENDMENT APPLICATION

REQUEST TO INITIATE

<p>Case No:</p> <hr/> <p>Business License</p> <p>Current <input type="checkbox"/></p> <p>Office Use Only</p>

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.

Proposed Amendments to the City's General Plan, Zoning Code, and/or Specific Plan require review and approval by the City Council. Please fill out all applicable information in the Sections below and provide all required documentation.

SECTION A: Project/Contact Information

Project Address: _____

Assessor Parcel No.: _____

Proposed Amendment Type: General Plan Specific Plan Zoning Code

Brief Project Description/Justification of proposed Amendment(s):

Applicant's Name: _____

Applicant's Address: _____

Telephone (Business): _____ **Telephone (Other):** _____

E-mail: _____

Owner's Name: _____

Owner's Address: _____

Telephone (Business): _____ **Telephone (Other):** _____

E-mail: _____

SECTION B: Filing Fees¹

Filing Fees

General Plan Amendment:	Fee Schedule
Specific Plan Amendment:	Fee Schedule
Zoning Amendment:	Fee Schedule
Environmental Review:	Fee Schedule
Public Noticing:	Fee Schedule

Notes:

1. Payment of a filing fee as authorized by City Council is required to deem the application complete for processing.

SECTION C: Site Information

PROPERTY EXISTING CONDITIONS

Site Conditions	Responses
1. Site Size	
2. Site Width	
3. Site Depth	
4. Street Right-of-Way Width. If corner lot, provide both widths.	

EXISTING & PROPOSED LAND USE

	Existing	Proposed
1. Subject Site		
2. Adjacent Site – North		
3. Adjacent Site – South		
4. Adjacent Site – East		
5. Adjacent Site – West		

EXISTING & PROPOSED ZONING

	Existing	Proposed
1. Subject Site		
2. Adjacent Site – North		
3. Adjacent Site – South		
4. Adjacent Site – East		
5. Adjacent Site – West		

SECTION D: Required Findings

GENERAL PLAN FINDINGS

South Pasadena Municipal Code (SPMC) Section 36.620.070(A) stipulates that a General Plan Amendment may be approved only if certain findings are met. The new General Plan follows the same process as a General Plan Amendment, meaning the following findings apply:

- 1. The proposed amendment is internally consistent with the actions, goals, objectives, policies, and programs of the General Plan.

- 2. The proposed amendment would not be detrimental to the public interest, health, safety, convenience or general welfare of the City.

- 3. If applicable, the site is physically suitable (including absence of physical constraints, access, compatibility with adjoining land uses, and provision of utilities) for the requested/anticipated project.

ZONING CODE AMENDMENT FINDINGS

South Pasadena Municipal Code (SPMC) Section 36.620.070(b) stipulates that a Zoning Code/Map Amendment may be approved only if certain findings are met. The new General Plan follows the same process as a General Plan Amendment, meaning the following findings apply:

1. The proposed amendment is internally consistent with the actions, goals, objectives, policies, and programs of the General Plan.

2. The proposed amendment would not be detrimental to the public interest, health, safety, convenience or general welfare of the City.

3. Additional finding for Zoning Code amendments. The proposed amendment is internally consistent with other applicable provisions of this Zoning Code.

4. Additional finding for Zoning Map amendments. The site is physically suitable (including absence of physical constraints, access, compatibility with adjoining land uses, and provision of utilities) for the requested zoning designations and anticipated land uses/projects.

SECTION E: Owner/Applicant/Architect Signatures

I HEREBY CERTIFY that I am the owner/applicant of the property which is the subject of this application for a General Plan/Zoning Amendment; that this is full and complete. 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.

Owner's Name (print) Owner's Signature Date

Applicant's Name (print) Applicant's Signature Date

Section F: Application Materials - *CHECKLIST*

Please review this checklist and ensure that all sections are complete and all required materials are included in your application submittal. Incomplete applications will not be accepted.

- Application Form.** All applicable sections must be complete, and the form must be signed by the property owner and the applicant (if the applicant is not the property owner).
- Title Report(s).** Less than 6 months old from the date of submitted application.
- Project Description Narrative.** Describe the proposed project in detail. Include the reasoning and justification of the proposed Amendment(s).
- Complete Architectural Plans (if applicable). Provide one (1) full set of digital/electronic plans including:**
 - **Site Plan.** A site or plot plan drawn at an appropriate scale (minimum scale of 1/8") 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. All existing trees must be shown and indicate any trees proposed for removal. The site plan must also indicate the footprint of buildings on adjacent properties.
 - **Floor Plan.** Existing and proposed building floor plans and building sections at a scale of a least one eight inch equals one foot.
 - **Elevations.** Existing and proposed exterior elevations (at 1/4" scale) specifying all exterior materials with critical dimensions and existing architectural features clearly indicated.
 - **Demolition Plan**
 - **Roof Plan**
 - **Building Sections**
 - **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 with applicable.
 - **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.
 - **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.
- 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.
- Other Documentation.** Documentation may be required to understand the proposed project including preliminary grading plan, renderings, digital or physical model, preliminary sign plans, and neighborhood contextual drawings.
- Environmental Documentation.** An Initial Study (at minimum) is required to be submitted in conjunction with a proposed General Plan/Specific Plan/Zoning Code Amendment.