



CITY OF SOUTH PASADENA

PLANNING & BUILDING DEPARTMENT

1414 Mission Street • South Pasadena, CA • 91030 • (626) 403-7220

HILLSIDE DEVELOPMENT PERMIT

PLANNING COMMISSION

APPLICATION FORM

Case No: _____ - HDP Business License Current <input type="checkbox"/> Office Use Only <input type="checkbox"/>
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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 Information

Project Address: _____

Property Type: Single-Family Multi-Family Addition
 Façade Change Other: _____

Assessor Parcel No.: _____

Date Structure Built: _____ Zoning District: _____

Potential Historic District: _____

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: Area Calculation

EXISTING LOT COVERAGE

- 1. Area of existing 1st floor (footprint – including attached garage): _____ sq. ft.
- 2. Area of existing attached accessory structures (balconies, porches, decks, etc.): _____ sq. ft.
- 3. Area of existing detached structures (detached garage, carports, pool houses, etc.): _____ sq. ft.
- 4. TOTAL SQUARE FOOTAGE OF EXISTING BUILDING FOOTPRINT (Add 1 through 3): _____ sq. ft.
- 5. Lot Size: _____ sq. ft.
- TOTAL LOT COVERAGE (divide item 4 by item 5): _____ %**

PROPOSED LOT COVERAGE

- 6. Area of proposed 1st floor addition: _____ sq. ft.
- 7. Area of proposed addition to attached accessory structures (garage, balcony, etc.): _____ sq. ft.
- 8. Area of proposed detached structures (garage, carport, pool houses, etc.): _____ sq. ft.
- 9. TOTAL SQUARE FOOTAGE OF PROPOSED BUILDING FOOTPRINT (Add 6 through 8): _____ sq. ft.
- 10. Lot Size: _____ sq. ft.
- TOTAL LOT COVERAGE (add item 4 and item 9, then divide by item 10): _____ %**

EXISTING FLOOR AREA RATIO (FAR)

- A. Area of existing 1st floor (excluding attached garage less than 500 sq. ft.): _____ sq. ft.
- B. Area of existing 2nd floor: _____ sq. ft.
- C. Area of existing 3rd floor: _____ sq. ft.
- D. Area of livable area in existing basement: _____ sq. ft.
- E. TOTAL SQUARE FOOTAGE OF EXISTING FLOOR AREA (Add 1 through 4): _____ sq. ft.
- F. Lot Size: _____ sq. ft.
- TOTAL EXISTING FAR (divide item E by item F): _____ %**

PROPOSED FLOOR AREA RATIO (FAR)

- G. Area of proposed 1st floor addition: _____ sq. ft.
- H. Area of proposed 2nd floor addition: _____ sq. ft.
- I. Area of proposed 3rd floor addition: _____ sq. ft.
- J. Size of proposed Basement Addition: _____ sq. ft.
- K. TOTAL SQUARE FOOTAGE OF PROPOSED ADDITIONS (Add G through J): _____ sq. ft.
- L. Lot Size: _____ sq. ft.
- TOTAL PROPOSED FAR (add item E and item K, then divide by item L): _____ %**

SECTION K: Height Calculations

EXISTING HEIGHTS (measured from the slope of the existing natural grade)

- 1. Maximum height of the existing main structure: _____ ft.
- 2. Maximum height(s) of the existing detached accessory structure(s): _____ ft.

PROPOSED HEIGHTS (measured from the slope of the existing natural grade)

- 3. Maximum height of the proposed main structure: _____ ft.
- 4. Maximum height(s) of the existing detached accessory structure(s): _____ ft.

SECTION D: Parking Calculations

EXISTING PARKING

- 5. Number of existing covered parking spaces in a garage or carport: _____
- 6. Inside parking area of existing garage or carport: _____ sq. ft.
- 7. Number of existing open parking spaces _____

PROPOSED PARKING

- 8. Number of proposed covered parking spaces in a garage or carport: _____
- 9. Inside parking area of proposed garage or carport: _____ sq. ft.
- 10. Number of proposed open parking spaces: _____

SECTION E: Grading Information

LOT TYPE:

Check the box or boxes that describes your lot type:

- Up-Slope Down-Slope Graded Pad

CUT CALCULATION (includes ALL excavation on the site)

1. Cubic yards of cut under building (including footings, retaining walls, etc.): _____ c. y.
2. Cubic yards of cut outside of building footprint (including retaining walls, driveways, etc.): _____ c. y.
3. **TOTAL CUBIC YARDS OF CUT (add items 1 & 2):** _____ **c. y.**

FILL CALCULATION

4. Cubic yards of fill under the building (including footings, retaining walls, etc.): _____ c. y.
5. Cubic yards of fill outside of building footprint (including retaining walls, driveways, etc.): _____ c. y.
6. **TOTAL CUBIC YARDS OF FILL (add items 4 & 5):** _____ **c. y.**
7. Total height of fill: _____ feet

EARTH MOVEMENT CALCULATION

8. Volume of earth to be moved under building (add items 1 & 4): _____ c. y.
9. Volume of earth to be moved outside of building footprint (add items 2 & 5): _____ c. y.
10. **TOTAL VOLUME OF EARTH TO BE MOVED (add items 8 & 9):** _____ **c. y.**

SLOPE CALCULATION

11. **TOTAL AVERAGE SLOPE OF SITE (Slope Analysis):** _____ %
12. Maximum percentage of existing slopes: _____ %
13. Maximum percentage of created slopes: _____ %
14. Maximum height of down-slope retaining wall(s): _____ feet
15. Maximum height of up-slope retaining wall(s): _____ feet
16. Maximum percentage grade of existing driveway: _____ %
17. Maximum percentage grade of proposed driveway: _____ %

SECTION F: Findings for Hillside Development Permit

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 (See SPMC Section 36.410.065).

- a. The proposed use complies with the requirements of Division 36.340 (Hillside Protection) and all other applicable provisions of this Zoning Code.

- b. The proposed use is consistent with the General Plan and any applicable specific plan.

- c. 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.

- d. 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.

- e. 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, and view protection.

SECTION G: 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 Planning Commission will use them as a basis for its decision on the proposed project. The Guidelines may be found online at: <http://www.ci.south-pasadena.ca.us/index.aspx?page=122>.

Please check the box that best describes your project:

✓	Scope of Work	Guidelines Reference
	Enhancing existing non-historic residences	Page 51 of the Residential Design Guidelines
	New hillside homes	Pages 74 of the Residential Design Guidelines
	Alterations to existing non-historic multi-family residential buildings	Page 91 of the Residential Design Guidelines
	New multi-family residential buildings	Page 95 of the Residential Design Guidelines

SECTION H: 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.

Contextual Appropriateness Within a Potential Historic District (if applicable)

Describe how the proposed project is compatible with the surrounding historic context of a potential historic district. This applies to properties that are non-historic and located in an identified *potential* historic district.

Enhancing Existing Non-Historic Hillside Residences, or Constructing New Hillside Residential Units ¹

a. Describe how the proposed project is compatible with the neighborhood and character (See Residential Design Guidelines, pages 76 to 77).

b. Describe how the site plan and development of the proposed project complies with the design guidelines (See Residential Design Guidelines, pages 78 to 80).

- c. Describe how the proposed project meets the design guidelines related to physical design components (See Residential Design Guidelines, pages 81 to 85).

- d. Describe how the proposed project's streetscape and landscaping meet the design guidelines (See Residential Design Guidelines, pages 86).

¹ "Spanish," "Mission," and "Mediterranean" style new homes and substantial façade changes are subject to the "Mission and Spanish Colonial Revival" guidelines (as for historic homes), pages 12-13.

SECTION I: 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 J: Notice of Intent to Demolish

In accordance with South Pasadena Municipal Code, Section 2.65(E)(3) Properties 45 Years and Older, A Certificate of Appropriateness may be required for demolition of a building or structure that is 45 years or older and not identified as a Cultural Resource.

Any proposed project submitted to the Planning and Building Department that includes the Demolition or removal of a building or structure that was constructed 45 years prior to the date of application for such project shall file a Notice of Intent to Demolish. The determination as to whether a property is a Cultural Resource shall require a deposit by the applicant to cover City costs associated with hiring a historic consultant and/or an Architectural Historian; and/or a deposit to cover the costs associated with the preparation of an Initial Study, Environmental Impact Report, Mitigated Negative Declaration or Negative Declaration.

The Director and his/her designee shall review the project involving demolition and confirm that the following materials have been provided including: an intensive level Historic Resources Evaluation (HRE) that follows the practices established by the California Office of Historic Preservation shall be prepared for the property; plans for the replacement development project consistent with the standards and requirements of the applicable zoning district; and photo verification that the property has been posted with a notice of intent to demolish. Upon receipt of the filing materials, the Director or his/her designee will schedule the demolition application for the next available CHC meeting.

ADDITIONAL INFORMATION:

Total Number of Residential Units to be Demolished: _____

Structure(s) to be Demolished: _____

Date Main Structure Built: _____

Date Appurtenant Structure(s) Built: _____

Planned Replacement Structure(s) & Residential Unit(s): _____

PROVIDE A REASON FOR THE PROPOSED DEMOLITION:

SECTION K: Applicant Signature

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

Owner's Name (print)

Owner's Signature

Date

Owner's Name (print)

Owner's Signature

Date

Applicant's Name (print)

Applicant's Signature

Date

SECTION L: CEQA - Initial Study

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 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 determine the possible environmental impacts of your project. You are also encouraged to contact the Planning and Building Department if you have any questions about your project or the application process.

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.

SECTION M: CEQA & Secretary of the Interior's Standards (*Proposed Demolition*)

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. Though this structure and/or structures are not listed on the City's Inventory, the age of the structure as being 45 years or older, warrants a review by a historic consultant and/or Architectural Historian to fully evaluate the structure for any potential cultural significance.

If the Historian determines that the structure(s) have a level of cultural significance, 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 for helpful information regarding the Preservation, Rehabilitation, Restoration, and Reconstruction guidelines.

SECTION N: Determination by the Cultural Heritage Commission (Proposed Demolition)

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;

SECTION O: Information for Non-Listed Structures 45 Years and Older (Proposed Demolition)

A Certificate of Appropriateness may be required for demolition of a building or structure that is 45 years or older, and not identified as a Cultural Resource.

APPLICABILITY: Any proposed project submitted to the Planning and Building Department that includes the Demolition or removal of a building or structure that was constructed at least 45 years prior to the date of application for such project shall file a Notice of Intent to demolish in a form approved by the Director. The determination as to whether a property is a Cultural Resource shall require a deposit by the applicant to cover City costs associated with hiring a historic consultant and/or an Architectural Historian; and/or a deposit to cover the costs associated with the preparation of an Initial Study, Environmental Impact Report, Mitigated Negative Declaration, or Negative Declaration.

PROCEDURE: The Director or his/her designee shall review the project involving demolition and confirm that the following materials have been provided including: an intensive level Historic Resources Evaluation (HRE) that follows the practices established by the California Office of Historic Preservation shall be prepared for the property; plans for the replacement development project consistent with the standards and requirements of the applicable zoning district; and photo verification that the property has been posted with a Notice of Intent to demolish. Upon receipt of the filing materials, the Director or his/her designee will schedule the demolition application for the next available Commission Meeting.

SECTION P: Processing of 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. Once your application is deemed "complete", Staff will notify you with the time and date of the Planning Commission hearing. Your application is completed when all relevant materials are adequate for the Planning Commission to make a decision on your request.
- **Staff Review for Environmental Determination.** Staff will review your project for any possible environmental impacts. Staff will notify you if additional information is required to satisfy the environmental review process. If an Environmental Impact Report (EIR) is required, the application will not be complete until a Draft EIR has been prepared. You will then be scheduled for a public hearing at the next available Planning Commission meeting. A deposit is required to obtain a consultant firm to prepare the Draft EIR.
- **Staff Review of the Hillside Development 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 a Hillside Development Permit will be made by the Planning Commission at a public hearing. 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. Their decision could be approval, approval with conditions, continuation for redesign or additional information, 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 in the amount of ~~\$860.00~~ 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.

SECTION Q: Application Materials

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

- **Application Form.** Must be signed by the property owner and the applicant (if the applicant is not the property owner).
- **Written Narrative.** Describe the proposed project in detail. Include the extent of the work, architectural style and exterior materials that will be used.
- **Architectural Plans.**
 - Provide one (1) full set of architectural drawings.
 - As noted above, submitted plans shall include but not be limited to the following: Site Plan, Landscape Plan, Demolition Plan, Floor Plan, Roof Plan, Building Sections, Window & Door Schedule, and Architectural Details.
 - Colored elevations
 - All site plans must be drawn at a minimum scale of 1/8" and elevations at 1/4".
 - Submitted plans must be folded accordion style to a size of 8 ½" x 11" or less with the Title Block showing.
 - Upon determining the completeness of the application, Staff will notify the applicant, and he/she will be required to submit seven (7) full sets of plans to the Planning Division.
 - The plans shall include, but not be limited to the following: Site Plan, Demolition Plan, Elevations, Roof Plan, Window & Door Schedule, and Building Sections.
 - **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.
 - **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.
 - **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 specifying all exterior materials with critical dimensions and existing architectural features clearly indicated.
- **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.
- **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.

- **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.
- **Renderings.** Colored renderings from all angles of the project help illustrate depth and provide a better understanding of the project as a whole.
- **Other Documentation.** Documentation as may be required to understand the proposed design including a materials board, detailing of architectural features, sections, renderings, digital or physical model, and neighborhood contextual drawings
- **Professional Reports.** Professional Reports or analyses written or conducted by licensed or certified professionals may be required to fully understand potential impacts and mitigation measures for the proposed project. Below are typical examples of what may be required to review the project:
 - Geotechnical Report
 - Arborist Report
 - Certified Slope Analysis
 - Architectural Historian's Report
- **Mailing Labels and Spreadsheet.** All projects reviewed by the Design Review Board (DRB) 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:
 - One (1) set 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 with identifies all parcels falling within a 300' radius (100' for signs) of the project site.
 - One compact disk (CD) 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 (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.