



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

1414 Mission Street, South Pasadena, CA 91030

*(626) 403-7220 *askplanning@southpasadenaca.gov

DESIGN REVIEW APPLICATION FORM

PLANNING COMMISSION CHAIR/DIRECTOR – RESIDENTIAL

Case No:

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 construction may result in late fees. Business license applications are available at the Finance Department.

SECTION A: Project/Applicant Information

Project Address: _____

Assessor Parcel No.: _____ Zoning District _____

Brief Project Description:

Date Existing Structure(s) Built: _____

Applicant's Name: _____

Applicant's Address: _____

Telephone (Business): _____

E-mail: _____

Owner's Name: _____

Owner's Address: _____

Telephone (Business): _____ Telephone (Home/cell) _____

E-mail: _____

Check Fee Schedule for fees.

Notes:

1. *Payment of a filing fee as authorized by Council is required to deem the application complete for processing. Fees are adjusted annually for inflation. Current Planning fees and development impact fees are attached at the end of this application packet.*
2. *Most projects are exempt from the California Environmental Quality Act (CEQA) when the project is deemed categorical exempt. However, Planning Staff will review the proposed project, and if applicable, the analysis of the Historic Resources Evaluation (HRE) to determine if the project is indeed a historic Cultural Resource. If so determined to be a Cultural Resource, and the proposed demolition may have a significant impact on the environment, Planning Staff will require the preparation of an Initial Study, Environmental Impact Report, Mitigated Negative Declaration, or Negative Declaration. Please note that additional CEQA fees may apply if Planning Staff determines that there could be potential impacts to historic resources.*
 - a. *Planning Staff will request a proposal and associated fee from Architectural Historian consultants. The fee will vary depending on the scope of the proposed demolition and property type among other factors. Once an Architectural Historian consultant is chosen, the applicant shall be required to provide a deposit to cover the City's costs associated with the hiring of an historic consultant and/or Architectural Historian to conduct the HRE.*

SECTION C: Area Calculation

LOT COVERAGE

Lot Coverage	Existing Floor Area	Proposed Additional	Proposed Total (Existing to remain + new)
1. 1 st floor building footprint area, – including attached garage			
2. Total footprint area of all attached and detached accessory structures (balconies, porches, decks, etc.)			
3. Total square footage (Lines 1+2)			
4. Lot size			
5. Total lot coverage (Line 3 / Line 4)			

FLOOR AREA RATIO (FAR)

Floor Area Ratio (FAR)	Existing Floor area to remain	Additional Floor area	Proposed Total
1. 1 st floor area (excluding garage less than 500 sq. ft.)			
2. 2 nd floor			
3. 3 rd floor			
4. 4 th and higher floors (total)			
5. Livable basement area			
6. Total square footage (Lines 1-5)			
7. Lot Size			
8. Total FAR (divide Line 6 by Line 7)			

DENSITY

Allowable # of Units based on Zoning District: _____

SECTION D: Height Calculations

Height (measured from the highest point of existing grade)	# stories	Feet
Existing Development		
Structure #1		
Structure #2		
Structure #3		
ADD Additional structures as applicable		

Maximum Allowable Height in District: _____ ft.

SECTION E: Parking Calculations

EXISTING PARKING

1. Number of existing covered parking spaces in a garage or carport: _____
2. Inside parking area of existing garage or carport: _____sq. ft.
3. Number of existing open parking spaces _____

Will existing parking remain in the proposed project: ☐ YES ☐ NO

☐

IF YES: # of parking spaces to remain: _____covered _____uncovered

PROPOSED PARKING

4. Total number of remaining & proposed covered parking spaces _____
5. Inside parking area of proposed/remaining garage or carport: _____sq. ft.
6. Total number of remaining & proposed open parking spaces: _____

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 Guidelines may be found on the City's website.

Please check the box that best describes your project:

✓	Scope of Work	Guidelines Reference
☐	Enhancing existing non-historic residences	Residential Design Guidelines
☐	New single-family residence in an established neighborhood	Residential Design Guidelines
☐	Alterations to existing non-historic multi-family residential buildings	Residential Design Guidelines
☐	New multi-family residential buildings	Residential Design Guidelines

SECTION G1: 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.

Enhancing Existing Non-Historic Residences ¹

- 1. Describe how the proposed project meets the design guidelines for roofs, porches, and balconies (See Residential Design Guidelines, page 54).

- 2. Describe how the proposed project meets the design guidelines related to architectural details, windows and doors, and façade treatments (See Residential Design Guidelines, page 55-56).

- 3. Describe how the proposed project meets the design guidelines related to streetscape, site design, and additions (See Residential Design Guidelines, pages 57-58).

SECTION H: Applicant Signature

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

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, or City staff concerning this application, its processing or approval.

Furthermore, I agree to provide advance payment for services to the City of South Pasadena for all reimbursable costs, both direct and indirect, including State-mandated costs, associated with the review and processing of all applications for land use entitlements and/or encroachment or grading permits, and inspections. Payment is acknowledged to be required even if the applicant withdraws the application or the City does not approve the application. Reimbursable costs include, without limitation, all items within the scope of the City's adopted Fee Schedules, as well as the cost incurred by the City for professional, technical, or legal services and any services necessary to perform functions related to review and process of the applications and inspection of the work. Non-payment or untimely payment of any amount owed may result in temporary or permanent cessation of processing of the application or inspection, and may result in the denial of the application, an order requiring cessation of all work, termination of defense of the matter through legal proceedings, and/or the withholding or revoking of permits, plan checks, entitlements, approvals, and/or certificates.

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 I: 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).
- ☐ **Project Description Narrative.** Describe the proposed project in detail. Include the extent of the work, architectural style and exterior materials that will be used. (Note: For Projects using streamlined state bonus density incentive, one combined narrative is sufficient.)
- ☐ **Complete Architectural Plans. Provide one (1) full set of digital/electronic and one half-size printed set (in color), 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 muntin details where 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.
 - **Other Plan notes**
 - Submitted plans must be folded accordion style to a size of 8 1/2" x 11" or less with the Title Block showing.
 - Upon determining the completeness of the application and setting the hearing date, Staff will notify the applicant to submit seven (7) full sets of plans to the Planning Division.
- ☐
- ☐
- ☐ **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 Design 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.
- ☐ **Tree Removal Tentative Approval from Public Works (if applicable)**
- ☐ **Notice of Intent to Demolish (if applicable) (Section J, below)**

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: 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 L: 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 M: 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.