# Concept Design Review Submittal Requirements



The **Preliminary Consultation** phase of design review must be completed prior to filing an application for Concept Design Review. Refer to the submittal requirements for Preliminary Consultation for further details (http://ww2.cityofpasadena.net/planning/deptorg/dhp/pdfs/Preliminaryconsultationsubmittalrequirements.pdf)

Items on this submittal checklist should be submitted with the application. Incomplete submittals will delay reviews. To avoid additional delays, applicants should coordinate with the following **city agencies** (unless a land-use entitlement or environmental review has already been completed) prior to submitting an application for Concept Design Review:

- Consult with the Current Planning Section to ensure that the proposed project complies with the development standards in the Zoning Code. (626) 744-6777 (Window 3, Permit Center)
- Contact the Transportation Department to begin preparation of any required traffic assessment or traffic study prior to submitting an application for Concept Design Review. (626) 744-7478
- Projects subject to the Public Art requirement must have concept art plan submitted to Cultural Affairs before a hearing date can be scheduled for Concept Design Review. (626) 744-7062
- Projects subject to the Inclusionary Housing requirement must have an Inclusionary Housing Plan submitted to the Housing Department before a hearing date can be scheduled for Concept Design Review. (626) 744-8300

Note: All applications for design review will be reviewed for consistency with applicable design guidelines, which can be viewed and downloaded from the following website: <a href="www.cityofpasadena.net/guidelines">www.cityofpasadena.net/guidelines</a>. Applications for Concept Design Review may be reviewed by the Design Commission at a noticed public hearing or may be reviewed by staff. Consult with Design & Historic Preservation staff to determine if your project will require a public hearing.

## Copies of Plans and Elevations (Items H - N)

- □ For projects reviewed by the Design Commission, submit one full-size set and 15 reduced (11" by 17") copies of the plans/elevations. Reductions must be legible.
- □ For projects reviewed by staff, submit one full-size set and one reduced copy (11" by 17") of the plans/elevations. Reductions must be legible.

## **PROJECT OVERVIEW**

#### A. Design & Historic Preservation Master Application Form

□ Please complete all information on the application form.

### B. Environmental Assessment Form

□ Please complete all information on all pages of the Environmental Assessment Form, including the tree inventory (described further in item C, below). If already completed for another land-use entitlement or environmental review, submit a copy of the same form for this review.

## C. Tree Survey

All submittals proposing new construction must indicate the location of all existing trees on site, including street trees and any mature trees on adjoining properties which may overlap into the project site. Include an accurate depiction of the existing canopy of the trees—and the root system—overlaid on the footprint of new buildings. Indicate the tree species, diameter-at-breast height, and accurate canopy cover on the site plan of all street trees and trees on private property. The staff may request an evaluation of the trees from a qualified arborist to evaluate the condition of native, specimen, and landmark trees (Refer to Tree Protection Ordinance, Pasadena Municipal Code, Chapter 8.52. The Pasadena Municipal Code may be accessed online at <a href="https://www.cityofpasadena.net/cityclerk/municipalcode">www.cityofpasadena.net/cityclerk/municipalcode</a>).

## D. Application fee

Application fees are required for all projects. See the adopted fee schedule (viewable at <a href="https://www.cityofpasadena.net/finance/fees">www.cityofpasadena.net/finance/fees</a> and tax schedules) or consult with Design & Historic Preservation staff to determine the amount of the application fee.

# E. Public Notice Information – Required only for projects reviewed by the Design Commission

 See separate packet on public notification (viewable online at <u>www.cityofpasadena.net/permitcenter/pdf/notification\_packet.pdf</u>).

## **CONTEXT & CONCEPT**

# F. Photographs

Color photographs. Identify the photographs with project address, applicant's name, address, telephone/fax number/e-mail, and date. Please include: clear views of the site showing the setting and clear views of the existing elevations of the building (if applicable), and details of areas affected by the project. In addition, include photographs of properties along both sides of the streets (block face views) within one full block of the site. The views should be perpendicular to the site being photographed (to illustrate scale, massing, and other visual relationships). For projects reviewed by the Design Commission, photographs must be adequately sized to be legible at a public meeting. Alternatively, a disc of digital photographs may be submitted and applicants may present photographs digitally at the public meeting.

## G. Design Narrative

A narrative explanation of the building's design concept, answering all questions required in the Preliminary Consultation Submittal Checklist (<a href="http://ww2.cityofpasadena.net/planning/deptorg/dhp/pdfs/Preliminaryconsultationsubmittalrequirements.p">http://ww2.cityofpasadena.net/planning/deptorg/dhp/pdfs/Preliminaryconsultationsubmittalrequirements.p</a> df) including any modifications to the narrative that have resulted from further development of the design. Images, sketches or diagrams may also be used to illustrate elements of the design concept.

## SITE PLANNING & ARCHITECTURAL DESIGN

#### H. Site Plan

- □ Cover sheet with the following information:
  - Total area of site in square footage
  - Number of buildings and dwelling units to be removed (including sizes and construction dates)
  - Number of proposed new buildings with total square footage for each (including parking structures)
  - o Square footage for each building's footprint and the percentage of the site covered by the building
  - Number of stories for each building
  - Landscaped areas and percentage of the total site dedicated for landscaping
  - Number of parking and loading spaces—existing, proposed, required by zoning —and percentage of the total site covered by parking
  - o Paved areas and percentage of the total site dedicated for hardscape/paving (driveways, walkways, courtyards, and trash storage)
  - Existing and proposed UBC occupancy group and type of construction
  - Existing zoning and land-use designation
- A survey of the existing conditions on the site and footprint of adjacent buildings
- Demolition plans
- Proposed site plan, including exhibit showing proposed site plan within context of building footprints within one block in all directions and indicating any designated or eligible historic resources
- Property line and setback dimensions
- Adjacent streets
- Existing and proposed building locations and dimensions
- □ Topography and/or any existing site-specific conditions that must be addressed
- Dimensions of driveway widths, existing and proposed curb cuts, parking spaces (use arrows to indicate traffic circulation)
- Sidewalks and walkways: existing and proposed; indicate existing paved areas to be removed.
- □ Walls and fences: existing and proposed (cite materials and dimensions); indicate walls and fences to be removed

- □ Street Lights: existing and proposed; existing proposed for removal
- □ Trees: Show existing trees with accurate canopies and overlap (if any) between proposed building footprints and canopy and root system of existing street trees or large mature trees on the site and on adjoining properties which may overlap onto the project site

#### I. Elevations

- □ Building elevations (in color and black and white); including courtyard and other secondary elevations
- Building heights
- General appearance and architectural character including schematic details of windows and storefronts
- Preliminary proposed materials
- □ Elevations of existing buildings adjacent to front elevation
- Conceptual locations of signs

# J. Floor Plans

□ Proposed plans and existing plans (if existing buildings will be retained): perimeter dimensions; openings in exterior walls; and proposed floor plans for new construction

#### K. Roof Plan

- □ Show preliminary location of all exterior mechanical equipment (if applicable)
- L. Sections (cross and longitudinal)
  - □ Building walls (including freestanding walls)
  - □ Floor-to-floor dimensions
  - Cuts and fills (as required)
- M. Phasing plan (for multi-phased projects)
- N. Preliminary Landscape Plan

## SPECIAL REQUIREMENTS FOR MAJOR NEW CONSTRUCTION PROJECTS

O. Eye-level perspective drawings or virtual illustrations (in color) depicting the elevations visible from the street and/or the building in its context

# P. Three-dimensional Digital Model

- □ Projects involving construction of structures *greater* than 25,000 square feet in size or residential projects with 10 or more units that require Design Commission review must include a 3-D digital model of the proposed building in one of the following formats (software and file extension): 3D Studio Max (.3ds), COLLADA (.dae), SketchUp v6 (.skp), OpenFlight (.flt), Google Earth (.kml). For architects that use software other than those listed above, consult with Design & Historic Preservation staff to determine if your model will be compatible with the City's 3-D digital model. In addition, a physical model may be required.
- For projects requiring submittal of a 3-D digital model, a signed 3D Model Usage Policy is also required. This can be obtained using this link: http://ww2/planning/deptorg/dhp/pdfs/DIGITAL3DMODELUSAGEAGREEMENT.pdf