



PLANNING DIVISION MASTER APPLICATION FORM

Project Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Description: (Please describe demolitions, alterations and any new construction) \_\_\_\_\_

Zoning Designation: \_\_\_\_\_ General Plan Designation: \_\_\_\_\_

Valuation (Cost of Project): \_\_\_\_\_

APPLICANT / OWNER INFORMATION

APPLICANT NAME: \_\_\_\_\_

Telephone: [ ] \_\_\_\_\_

Address: \_\_\_\_\_

Fax: [ ] \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

Telephone: [ ] \_\_\_\_\_

Address: \_\_\_\_\_

Fax: [ ] \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

PROPERTY OWNER NAME: \_\_\_\_\_

Telephone: [ ] \_\_\_\_\_

Address: \_\_\_\_\_

Fax: [ ] \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

TYPE OF PLANNING REVIEW AND APPROVALS REQUIRED (Mark clearly the type of approval(s) required):

- ADJUSTMENT PERMIT, AFFORDABLE HOUSING CONCESSION OR WAIVER, CERTIFICATE OF APPROPRIATENESS, CERTIFICATE OF EXCEPTION, CHANGES TO APPROVED PROJECT, CONDITIONAL USE PERMIT, DESIGN REVIEW, DEVELOPMENT AGREEMENT, EXPRESSIVE USE PERMIT, FLOOR AREA RATIO (FAR) INCREASE, GENERAL PLAN AMENDMENT, HEIGHT AVERAGING, HILLSIDE DEVELOPMENT PERMIT, HISTORIC DESIGNATION (MONUMENT, LANDMARK, TREE OR SIGN), HISTORICAL RESEARCH/EVALUATION, LANDMARK TREE PRUNING, MASTER DEVELOPMENT PLAN, MASTER SIGN PLAN, MINOR CONDITIONAL USE PERMIT, MINOR VARIANCE, PLANNED DEVELOPMENT ZONE, PRELIMINARY PLAN CHECK, PREDEVELOPMENT PLAN REVIEW, RELIEF FROM THE REPLACEMENT BUILDING PERMIT REQUIREMENT, SIGN EXCEPTION, TENTATIVE PARCEL/TRACT MAP, TEMP. CONDITIONAL USE PERMIT, TREE PROTECTION PLAN REVIEW, TREE REMOVAL, VARIANCE, VARIANCE FOR HISTORIC RESOURCES, ZONE CHANGE (MAP AMENDMENT), OTHER: \_\_\_\_\_

Note: Space for signature is on reverse side

**INDEMNIFICATION**

Applicant agrees to defend, indemnify, and hold harmless the City and its officers, contractors, consultants, employees, and commission members (collectively, "City") from any and all liability, loss, suits, claims, damages, costs, judgments and expenses (including attorney's fees and costs of litigation), including any appeals thereto (collectively, "proceeding") brought against the City with regard to any approvals issued in connection with the application(s) by the City, including any action taken pursuant to the California Environmental Quality Act. If Applicant is required to defend the City in connection with such proceeding, the City shall have and retain the right to approve counsel to so defend the City; and all significant decisions concerning the manner in which the defense is conducted; and any and all settlements, which approval shall not be unreasonably withheld. The City shall also have and retain the right to not participate in the defense, except that the City agrees to reasonably cooperate with Applicant in the defense of the proceeding. If the City's Attorney's Office participates in the defense, all City Attorney fees and costs shall be paid by Applicant. Further, Applicant agrees to defend, indemnify and hold harmless the City from and for all costs and fees incurred in additional investigation or study of, or for supplementing, revising, or amending, any document if made necessary by said proceeding.

**CERTIFICATION:**

I hereby certify that I am the applicant or designated agent named herein and that I am familiar with the rules and regulations with respect to preparing and filing this petition for discretionary action, and that the statements and answers contained herein and the information attached are in all respects true and accurate to the best of my knowledge and belief.

**SIGNATURE OF APPLICANT OR AGENT:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<p><b><u>For Office Use Only</u></b></p> <p><b>PLN #</b> _____  <b>CASE #</b> _____  <b>PRJ #</b> _____</p> <p>DATE ACCEPTED: _____  DATE SUBMITTALS RECEIVED: _____  RECEIVED BY (INITIALS): _____</p> <p><b>FEES:</b>  BASE FEE: \$ _____  3% RECORDS FEE: \$ _____  TOTAL: \$ _____</p> <p>HISTORIC ARCH. RESEARCH REQUIRED? YES NO  PUBLIC ART REVIEW REQUIRED? YES NO  TRANSPORTATION REVIEW REQUIRED? YES NO  INCLUSIONARY HOUSING REQUIRED? YES NO</p>	<p><b>REVIEW AUTHORITY:</b></p> <p><input type="checkbox"/> STAFF  <input type="checkbox"/> HEARING OFFICER  <input type="checkbox"/> PLANNING COMMISSION/BZA  <input type="checkbox"/> DESIGN COMMISSION  <input type="checkbox"/> HISTORIC PRESERVATION COMMISSION  <input type="checkbox"/> CITY COUNCIL</p> <p><b>TAXPAYER PROTECTION</b></p> <p><input type="checkbox"/> DISCLOSURE REQUIRED  <input type="checkbox"/> NOT REQUIRED</p>	<p><b>CEQA REVIEW:</b></p> <p><input type="checkbox"/> EXEMPTION  <input type="checkbox"/> INITIAL STUDY  <input type="checkbox"/> EIR</p> <p><b>CEQA REVIEW STATUS:</b></p> <p><input type="checkbox"/> PENDING  <input type="checkbox"/> COMPLETED</p>	<p><b><u>Design &amp; Historic Preservation:</u></b></p> <p><b>TYPE OF HISTORIC PRESERVATION REVIEW:</b></p> <p><input type="checkbox"/> CATEGORY 1 (DESIGNATED)  <input type="checkbox"/> CATEGORY 2 (ELIGIBLE)</p> <p>LANDMARK/HISTORIC DISTRICT NAME: _____</p> <p><b>TYPE OF DESIGN REVIEW:</b></p> <p><input type="checkbox"/> CONCEPT  <input type="checkbox"/> FINAL  <input type="checkbox"/> CONSOLIDATED  <input type="checkbox"/> PRELIMINARY CONSULTATION</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



SUPPLEMENT TO MASTER APPLICATION FORM
ENVIRONMENTAL ASSESSMENT

EXISTING PROPERTY INFORMATION:

This section of the Environmental Assessment is for information regarding the Existing property only.

\*Your application is complete when all attached supplemental applications are completed and submitted. The case manager will notify you if any additional items or reviews are necessary.

Assessor Parcel Number(s):

Square Footage of Property: Average slope of land if over 15%

Surrounding Land Uses:

North: East:

South: West:

Table with 5 columns: EXISTING BUILDING(S), BUILDING A, BUILDING B, BUILDING C, BUILDING D. Rows include: Total gross square footage, Total commercial gross square footage, Total residential gross square footage, Year built, Building footprint in square feet, Open space / landscaping square footage, Paving square footage, Number of parking spaces, Height of building in feet, Number of stories, Number of housing units, Square feet to be demolished, Number of covenanted affordable units demolished, Number of housing units demolished, Number of hotel / motel rooms to be demolished, To be altered? (yes / no), To be relocated? (yes / no), Un reinforced masonry? (yes / no), Type of use (i.e. residential, commercial, mixed uses, etc.)

\* Continue to Proposed Information Section

ADDRESS OF LOCATIONS OF EXISTING BUILDINGS:

Building A:

Building B:

Building C:

Building D:



SUPPLEMENT TO MASTER APPLICATION FORM
ENVIRONMENTAL ASSESSMENT

PROPOSED PROJECT INFORMATION:

This section of the Environmental Assessment is for information regarding the Proposed project only.

Estimated Valuation: \_\_\_\_\_

Explain if the project is located in a geological hazard area (i.e. hillside area, Seismic fault, erosive soils): \_\_\_\_\_

Amount of grading proposed: Cut: \_\_\_\_\_ Fill: \_\_\_\_\_ Balance: \_\_\_\_\_

Imported: \_\_\_\_\_ Exported: \_\_\_\_\_

Type of development (single family residence, apartments, condominiums, commercial, industrial, institutional): \_\_\_\_\_

Total housing units: \_\_\_\_\_ Is this an affordable Housing Project? [ ] yes [ ] no # of affordable units: \_\_\_\_\_

Proposed Energy Types: [ ] All electrical [ ] Electric Kitchen [ ] Electric HVAC [ ] Gas kitchen

Table with 5 columns: PROPOSED BUILDING(S), BUILDING A, BUILDING B, BUILDING C, BUILDING D. Rows include: Total gross square footage, Total commercial gross square footage, Total residential gross square footage, Building footprint in square feet, Open space square footage, Landscaping square footage, Height of building in feet, Number of stories, Number of parking spaces, Number of housing units, Number of bedrooms, Hotel / motel number of rooms, Hours of operation, Number of employees, Square feet of restaurant seating area, Number of fixed seats (restaurant), Number of hotel / motel rooms to be demolished, UBC occupancy group, UBC construction type, Fire sprinklers? yes / no, Type of use (i.e. residential, commercial, mixed uses, etc.)

\* If there are additional buildings on the site, please attach a separate sheet with the above information for each building.

ATTACH AN EXPLANATION of any questions answered with yes.

[ ] yes [ ] no Is this a phased project?

[ ] yes [ ] no Will there be demolition or removal of any structure of any age?

[ ] yes [ ] no Will there be any alteration of any existing structure?



## SUPPLEMENT TO MASTER APPLICATION FORM ENVIRONMENTAL ASSESSMENT

**INCLUSIONARY HOUSING:**

(If project includes 10 or more residential units):

**Project type:**

Ownership (for sale)      →      For Sale Subarea \_\_\_\_\_  
 Rental                                      →      For Rental Subarea \_\_\_\_\_  
 Combination (sale / rental)      →      For Sale Subarea \_\_\_\_\_      For Rental Subarea \_\_\_\_\_

**Net Residential floor area (habital space) of the project in square feet:**

Rental units: \_\_\_\_\_ square feet  
 For sale units: \_\_\_\_\_ square feet

Total number of units proposed: \_\_\_\_\_  
 Number of inclusionary units required: \_\_\_\_\_  
 Number of inclusionary units proposed: \_\_\_\_\_

**Residential Units Mix:**

# Bedrooms	Total # Units	# Units on Site	# Units off Site	# Market Rate Units	# Very Low Income Units	# Low Income Units	# Moderate Income Units
Studio							
1							
2							
3							
4							
5							

**Alternatives selected:** (if 'yes' is selected, provide information in second part)

**yes**  **no** On-site development      →      Inclusionary Units Provided # \_\_\_\_\_  
 **yes**  **no** Off-site development      →      Inclusionary Units Provided # \_\_\_\_\_  
 **yes**  **no** Land Donation      →      Estimate Land Value \$ \_\_\_\_\_  
 **yes**  **no** In-Lieu Fee      →      Estimate In-Lieu Value \$ \_\_\_\_\_

Land Donation of Off-Site Development Project Address: \_\_\_\_\_

**Incentives requested:**

Affordable Housing Fee Waiver       **yes**  **no**  
 Unit Credit                                       **yes**  **no**  
 Density Bonus                                       **yes**  **no**  
 Financial Assistance                       **yes**  **no**  
 Enterprise Zone                                       **yes**  **no**  
 Marketing Assistance                       **yes**  **no**  
 Green Building Rebate                       **yes**  **no**  
 Residential Impact Fee Rebate       **yes**  **no**



**Disclosure Pursuant to the  
City of Pasadena Taxpayer Protection Act  
Pasadena City Charter, Article XVII**

- I. Does the value of this application/project **have the potential** to exceed \$25,000?  Yes  No **(Applicant must mark one)**
- II. Is the application being made on behalf of a government entity?  Yes  No
- III. Is the application being made on behalf of a non-profit 501(c) organization?  Yes  No  
If yes, please indicate the type of 501(c) organization:  501(c)(3)  501(c)(4)  501(c)(6)

Applicant's name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Owner's name: \_\_\_\_\_ Contact phone number: \_\_\_\_\_  
(for questions regarding this form)

Project Address: \_\_\_\_\_

Project Description: \_\_\_\_\_

III. Applicant and Property Owner must disclose all joint owners, trustees, directors, partners, officers and those with more than a 10% equity, participation or revenue interest in owner and/or project. If any of these are an organization/entity, include the name of the organization/entity **and** the first and last names of all parties of interest of that organization/entity. *(List all parties below and use additional sheets as necessary, or provide all parties on an attachment)* **Please print legibly.** Have any additional sheets or an attachment been provided?  Yes  No

Names of Owner(s), Trustees, Directors, Partners, Officers of Owner/Project	Names of Owner(s), Trustees, Directors, Partners, Officers of Owner/Project (continued)	Those with more than a 10% equity, participation or revenue interest in Owner and/or Project

I hereby certify that I am the owner or designated agent and that the statements and answers contained herein, and the information attached, are in all respects true, accurate and complete to the best of my knowledge and belief.

Signature of Owner or Designated Agent: \_\_\_\_\_ Date: \_\_\_\_\_

<b><u>For Office Use Only</u></b>		
Type of Application: <input type="checkbox"/> Variance (all types) <input type="checkbox"/> Adjustment Permit <input type="checkbox"/> Sign Exception <input type="checkbox"/> Temporary Use Permit <input type="checkbox"/> Expressive Use Permit <input type="checkbox"/> Conditional Use Permit (excluding Master Plan) <input type="checkbox"/> Master Plan Amendment <input type="checkbox"/> Planned Development <input type="checkbox"/> Other		
Assigned Planner: _____	PLN#: _____	
Attached Address: _____		<input type="checkbox"/> No Attached Address
Appealed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Appeal PLN# _____	<input type="checkbox"/> Application Withdrawn
Final Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Decision Date: _____	Decision Maker: _____ (Name and Title, or Name of Commission/Committee)
Votes in favor (please print):		
_____	_____	_____
_____	_____	_____
_____	_____	_____



## NOTIFICATION PACKET PREPARATION

Applications which require a **Public Notice** must include a mailing list of property owners within a required mailing radius of the project site as stipulated by the Pasadena Municipal Code. The mailing list preparation requirements are listed below; two (2) sets of these submittal materials are required.

- 1) **RADIUS MAP** - An original copy of a Radius Map will be prepared by a Planner at the Permit Center. Each lot/parcel must be newly numbered (1 through 99...), beginning with the project site as number "①" (*written within a circle*). *Note: If the radius line touches a lot, or simply a lot line, that lot must be included on the mailing list.*
- 2) **OWNERSHIP LIST** - The typed ownership list of the property owners within the required mailing radius. The first name on the list shall correspond to the lot newly numbered "①" on the radius map, the second name corresponding to lot number "②", etc. The list must also contain the assessor's parcel number for each lot. The property owner names and address must be obtained from the latest assessor's records. Property ownership information can be obtained from the following County Assessor's offices:

### Los Angeles County Assessor Offices

(1) County Hall of Administration #205  
500 West Temple Street  
Los Angeles (213) 974-3211

(2) 1190 South Durfee  
South El Monte (626) 258-6001

(3) 13800 Balboa Boulevard  
Sylmar (818) 833-6000

- 3) **GUMMED LABELS** - Type only address labels on a sheet of Avery 1" x 2 5/8" labels. Please provide a label for the applicant, owner of the site and/or architect. Only one label per property owner within the radius should be provided. Labels must include the property owner's name and full address from the ownership list and a reference number corresponding to the radius map and ownership list (*see sample of gummed labels attached*). Simply reference each property as described above.
- 4) **ON-SITE POSTING REQUIREMENTS** - A sign shall be posted, at least 14 days before the public hearing. The sign will be provided by the City and given to the applicant. The applicant would then staple or nail the sign to the plywood or posts or locate the sign on a storefront window.

The following requirements shall be met:

- (1) For corner lots, signs shall be posted on each street frontage.
- (2) The sign(s) shall be located in a conspicuous place on the property abutting a street and be located five feet from the property line but not more than 10 feet from the property line.





## NOTIFICATION PACKET PREPARATION

- (3) The sign(s) may be posted in windows when there is an existing structure on site that is not setback from the street.
  - (4) The Zoning Administrator may approve deviations to these requirements in order to meet the intent of these noticing provisions.
  - (5) Each sign shall comply with the following:
    - (a) The sign shall be 12 feet square in sign area, generally measuring three feet by four feet.
    - (b) The sign shall not exceed six feet in height from the ground level; provided, that if the property is surrounded by fences, walls, or hedges at or near the street property line, additional height may be provided as necessary to ensure visibility of the sign from the public right-of-way.
    - (c) The sign shall not be illuminated.
    - (d) The sign shall include all of the factual information about the pending application in compliance with Subsection A. (Contents of notice), above.
    - (e) The size, style, and color of the sign's lettering shall be the specifications approved by the Zoning Administrator.
    - (f) Support elements for the sign shall be made of four-inch by four-inch wood posts.
    - (g) A Building Permit shall not be required for the posting of a sign, installed in compliance with this Subparagraph.
    - (h) The sign shall remain in place until the expiration of the appeal period following a decision by the review authority. If the application has been appealed or called for review, the sign shall remain in place with the new hearing date noted until the final decision is rendered. The sign shall be removed within 10 days of either of the appeal period or the final decision, whichever applies.
    - (i) The applicant shall submit to the Zoning Administrator an affidavit verifying that the signs were posted on the subject site in a timely manner in compliance with this Subparagraph.
  - (6) Failure to post the sign, to include the required information, or to comply with applicable placement or graphic standards or requirements may result in the delay of the required public hearing.
- 5) **AFFIDAVIT** - The affidavit is to be signed and dated, verifying that the information on the radius map and ownership list is accurate and obtained from the latest assessor's records.

## Gummed Labels

1	Harry & Debra Connick Jr. 100 N Garfield Avenue Pasadena CA 91101	2,7	William Joel 123 Jump Street Hollywood CA 90047	3,4	Bobby Darin 3200 S Splash Avenue Forest Hills CA 91009
5	Mr & Mrs Armand Asanti 60 Roma Court Pasadena CA 91109	6,33	Roberto & Josephine DiNero 723 Milano Avenue Venice CA 90803	7	Alberto and Angela Pacino 434 Portofino Place Pasadena CA 91101
8,24	Sonny Putrino One Calabria Boulevard Pasadena CA 91104	9	Delta & Gerald McRaney 1234 Linda Vista Pasadena CA 91103	10	
		<i>etc.</i>	<i>etc.</i>	<i>etc.</i>	

SAMPLE

# Ownership List

PROJECT ADDRESS: 4321 Newhome Street

PROJECT # CUP-4000

**Applicant:** Harry Connick Jr.

**Date:** April 17, 1997

No.	Assessor Parcel #	Name	Address
1	5423-040-009	Harry & Debra Connick Jr.,	100 N Garfield Ave, Pasadena 91103
2	5423-040-010	William Joel,	123 Jump Street, Hollywood CA 90047
3	5736-230-005	Bobby Darin,	3200 S Splash Avenue, Forest Hills CA 91109
4	5736-230-006	Bobby Darin,	3200 S Splash Avenue, Forest Hills CA 91109
5	5724-025-111	Mr & Mrs Armand Asanti,	60 Roma Court, Pasadena CA 91109
6	5628-034-003	Roberto & Josephine DiNero,	723 Milano Avenue, Venice CA 90803
7	5628-034-006	William Joel,	123 Jump Street, Hollywood CA 90047
8	5628-034-007	Sonny Putrino,	One Calabria Boulevard, Pasadena CA 91104
9	5628-034-010	Delta & Gerald McRaney,	1234 Linda Vista, Pasadena CA 91103
	etc.	etc.	







**PASADENA PERMIT CENTER**  
[www.cityofpasadena.net/permitcenter](http://www.cityofpasadena.net/permitcenter)

## OWNERSHIP LIST AND RADIUS MAP AFFIDAVIT

PROJECT ADDRESS: \_\_\_\_\_

PROJECT # \_\_\_\_\_

I, \_\_\_\_\_ hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, we prepared an ownership list and radius map, including properties entirely and partially within \_\_\_\_\_ feet of the most exterior boundaries of the property being considered in the above referenced project known as\_(Property Address) \_\_\_\_\_.

The property owner names and addresses listed on the ownership list and gummed labels were taken from the latest records of the Los Angeles County Assessor. Such names are recorded in the records of the County Assessor as being the present owner or owners of both the subject property and the property/properties within the required mailing radius of the subject property.

We certify that said ownership list and radius map are correct and accurate to the best of my knowledge. We also acknowledge that any errors in this information will constitute an incomplete application and may invalidate its approval.

**SIGNATURE:** \_\_\_\_\_

Date: \_\_\_\_\_



**PASADENA PERMIT CENTER**

www.cityofpasadena.net/permitcenter

**INSTALLATION OF PUBLIC HEARING SIGN AFFIDAVIT**

Please complete the following affidavit and mail or deliver to:

**City of Pasadena, Current Planning Division  
175 North Garfield Avenue  
Pasadena, CA. 91101**

I, \_\_\_\_\_ (name) hereby certify that on \_\_\_\_\_ (date of posting) I installed a  
Notice of Public Hearing at the property known as \_\_\_\_\_ (site address), for  
which \_\_\_\_\_ (case type and number) is being considered by the  
\_\_\_\_\_ (hearing body) on \_\_\_\_\_ (hearing date).

By signing this, I have posted the sign(s) along each street frontage in a conspicuous place on the property abutting a street no more than 10 feet inside the property line, or in a window when there is an existing structure on site that is not setback from the street according to.

I hereby submit a photo(s) of the sign(s) as it was installed on the property and will submit additional certifications and photos of the sign for any subsequent public hearings.

Furthermore, failure to adequately post and maintain the required sign(s) on the property, **fourteen (14) days** prior to the hearing date will result in an automatic **delay** of the application.

**SIGNATURE:** \_\_\_\_\_

Date: \_\_\_\_\_

<input type="checkbox"/>	
<b><u>For Office Use Only</u></b>	
Checked by: _____	Date: _____
Hearing Date: _____	Photos Attached: _____