# Consolidated Design Review Submittal Requirements (Minor Rehabilitation/Storefront Alteration)



Items on this submittal checklist should be submitted with the application. Incomplete submittals will delay reviews. Only those items related to areas that will be altered by the project are required to be submitted.

# A. Design & Historic Preservation Master Application Form

□ Please complete all information on the application form.

### B. Application fee

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

## C. 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. A disc of digital photographs is acceptable.

#### D. Site Plan

- □ A survey of the existing conditions on the site
- Partial site or floor plan of affected area

## E. Roof Plan

□ Show location and screening of all exterior mechanical equipment if proposed to be changed.

### F. Elevations

- Building heights
- General appearance and architectural character
- □ Elevations of existing buildings adjacent to front elevation
- Conceptual locations and dimensions of signs
- ☐ Material call-outs (using notes on elevations drawings)

#### G. Details

- Exterior details/sections (canopies, balconies, doors, eaves, bulkheads, reveals, soffits, returns, and applied materials, etc.)
- □ Large-scale details/sections of windows showing, recess, casings, etc.
- □ Submit window samples if simulated (surface-applied) muntins are proposed

### H. Exterior lighting

□ Show location, type of fixture, and catalog cut sheets or manufacturer's illustration

# I. Sections (cross and longitudinal)

- Building walls (including freestanding walls)
- □ Floor-to-floor dimensions

# J. Copies of Plans and Elevations (Items D – I)

□ Submit (1) full-size set and (1) reduced (11" by 17") copy of the plans/elevations. Reductions must be legible.

## K. Color and Material Board

Include samples of all proposed exterior materials and paint colors, including materials for glazing and paving (except clear glass). Identify all samples with manufacturer's name and item specification number (including catalog cut – photographs of an existing installation may be accepted in place of product literature). The presentation board(s) shall be 8.5" x 11".