



Submittal Checklist for FINAL DESIGN REVIEW

Final Design Review is the final phase of the Design Review process. It normally focuses on construction details, finishes, materials, landscaping, and on consistency of the project, with the design approved during Concept Design Review (as well as compliance with the conditions of the approved Concept Design Review).

All applications for Design Review shall adhere to applicable City design guideline documents which can be viewed and downloaded for the following website: <http://cityofpasadena.net/guidelines>.

*This checklist should be reviewed together with a planner at the Permit Center and must be submitted with the complete application. **Incomplete applications will not be accepted.***

MINIMUM SUBMITTAL REQUIREMENTS:

The Concept Design Review phase of Design Review must be completed prior to filing an application for Final Design Review. Refer to the submittal requirements for Preliminary Consultation for further details: http://www.ci.pasadena.ca.us/Planning/Design_Review/.

Projects subject to the Public Art Requirement must also have selected an art consultant, approved by Cultural Affairs, prior to submitting an application for Final Design Review.

All other entitlements must be approved prior to submittal for Final Design Review. Listed below are the minimum submittal requirements.

- CD** - Containing digital files of all materials listed below:
- MASTER APPLICATION** – *One (1) copy*
 - a) Cover Sheet with applicant signature
 - b) Environmental Assessment
 - c) Tree Inventory
 - d) Taxpayer Protection Act Disclosure Form
- OWNERSHIP VERIFICATION** – *One (1) copy*
 - a) Copy of Grant Deed, Deed Trust, or Title Report showing ownership
 - b) Written Consent from property owner to authorize representative, if applicable
- VISUAL CONTEXT PHOTO MONTAGE** - *Twenty (20) 11”X17” copies*

The visual context photo montage is intended to demonstrate how the proposed project fits within the surrounding neighborhood context. Supporting text/narrative explanation may be provided to further explain how the project responds to its surroundings, however, it is not required.

 - a) Color photographs of existing buildings on the site and existing buildings on both sides of the street between two cross streets. Photographs should identify the address of the property depicted and should be taken perpendicular to the building. If the project is on a corner lot, photographs should include both streets.
 - b) A minimum of four (4) colored photos of varied angles of the project site, showing walls, trees, and existing structures.



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- RESPONSE TO CONCEPT DESIGN REVIEW NARRATIVE** - *Twenty (20) 11”X17” hard copies and CD must contain an electronic copy of the narrative provided in Microsoft Word. Supporting diagrams and photographs may be provided in PDF format.*
 - a) Written narrative describing how the project’s design concept responds to conditions of approval provided by the Design Commission and staff during the Concept Design Review process.

- FINAL DESIGN PLANS** - *One (1) full-size copy and twenty (20) 11”X17” reductions*
 - VICINITY MAP**
 - a) ½-mile radius street system with project site highlighted

 - COVER SHEET**
 - a) Total area of site in square footage
 - b) Number of buildings and dwelling units to be removed (including sizes and construction dates)
 - c) Number of proposed new buildings with total square footage for each (including parking structures)
 - d) Square footage for each building’s footprint and the percentage of the site covered by the building
 - e) Number of stories for each building
 - f) Landscaped areas and percentage of the total site dedicated for landscaping
 - g) Number of parking and loading spaces (including existing, proposed, and required by zoning) and percentage of the total site covered by parking
 - h) Paved area and percentage of the total site dedicated for hardscape/paving (i.e., driveways, walkways, courtyards, and trash storage)
 - i) Existing and proposed UBC occupancy group and the type of construction
 - j) Existing zoning and land use designation

 - SITE PLANS**
 - a) A survey of the existing conditions on the site and footprint of adjacent buildings
 - b) Demolition plans
 - c) Proposed site plan, including exhibit, showing proposed site plan within context of building footprints, within one block, in all directions. Indicate any designated or eligible historic resources.
 - d) Property line and setback dimensions
 - e) Adjacent streets
 - f) Existing and proposed building locations and dimensions
 - g) Topography and/or any existing site-specific conditions that must be addressed
 - h) Dimensions of driveway widths, existing and proposed curb cuts, parking spaces (use arrows to indicate traffic circulation)
 - i) Sidewalks and walkways (include existing and proposed). Indicate existing paved areas to be removed.
 - j) Walls and fences (include materials and dimensions for existing and proposed). Indicate walls and fences to be removed.
 - k) Street lights (include existing and proposed); Indicate existing proposed for removal.
 - l) Trees: show existing trees with accurate canopies and overlap, if any, between proposed building footprints and canopy/root system of existing street trees or large



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mature trees on the site (and on adjoining properties, which may overlap onto the project site).

- m) Indicate electrical vault, gas and electrical meters, fire sprinkler valves, backflow preventer, HVAC condensers, etc.

FLOOR PLANS

- a) Proposed plans and existing plans (if to be retained), including perimeter dimensions and openings in exterior walls

ROOF PLAN

- a) Roof pitch and material
b) Preliminary location of all exterior mechanical equipment, if applicable

ELEVATIONS

- a) Building elevations (in color and black and white), including courtyard and other secondary elevations
b) Building heights
c) Preliminary proposed materials
d) Elevations of existing buildings adjacent to front elevation
e) Conceptual locations of signs

SECTIONS (cross and longitudinal)

- a) Building walls (including freestanding walls)
b) Floor-to-floor dimensions
c) Cuts and fills, as required
d) Exterior details/sections (including canopies, balconies, doors, eaves, reveals, soffits, returns, surface-applied materials, roof edge caps, and flashing)

DESIGN DETAILS

- a) Large-scale details/sections of windows, showing dimensioned recess, casings, and method of operation. Also include a manufacturer's catalog cut sheet of window assemblies or at the request of staff, a window sample.
b) Door and window schedule
c) Exterior lighting plan and product specifications (including locations, dimensions, type of fixture, and catalog cut sheets)
d) Gutters and downspouts (indicate the location of gutters and downspouts on the building elevations)
e) Mechanical plans showing locations of exterior equipment, through-the-wall vents, and ventilation shafts

PHASING PLAN (for multi-phased projects)



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- LANDSCAPE PLAN**
 - a) Planting plan showing location, spacing, common name, botanical name, container size, quantity of all proposed new plant material with distinct plant symbols for each specimen.
 - b) Landscape construction plan with dimensions, materials, and finishes (drawings, catalog cuts, and/or photographs and an existing installation)
 - c) Hardscape details (including paving, trash enclosure, raised planters, water features, fences, walls, site furniture, etc.)
 - d) Exterior lighting (including type of fixture and catalog cut sheets)
 - e) Existing plant material (including trees). Trees with a 4-inch diameter or greater shall be identified by species and diameter-at-breast-height.

- EXTERIOR SIGNS AND OTHER GRAPHICS**
 - a) Location, dimensions, type (including illuminated or non-illuminated) and use (i.e., building sign, tenant sign, wayfinding sign). Include light fixtures, electrical raceways, and all other designs, materials, lettering font, graphics, and colors used as identification or for calling attention to the project or tenant. Include color and material samples on the color and material board.

- COLOR AND MATERIAL BOARD – One (1) 11"x17" copy.**
 - a) Identify board with project address, architect name, address, telephone number, fax number, email address, and date. Include samples of all proposed exterior materials, paint colors, and materials for glazing and paving (except clear glass).
 - b) Identify all samples with manufacturer name and item specification number (including catalog cut – photographs of existing installation may be accepted in place of project literature).
 - c) **For projects requiring review by the Design Commission, a presentation size board shall be brought to the public meeting, of adequate size for public viewing.**

- DIGITAL MASSING MODEL**
 - a) Simple digital building form/massing model (i.e., no internal building elements, landscaping, people, cars) of the project as a geo-referenced Google Earth (.kml/.kmz) file for use in placing and viewing the project within the City's digital model of existing buildings in the City. A properly geo-located and oriented Sketch-Up file (.skp) would also be acceptable. Delivery in other formats may be possible and will be reviewed on a case-by-case basis.

 - b) The City can provide surrounding models in the area of interest for context purposes, if desired. To assist in the creation and placement of a digital model for the project, please contact the Department of Information Technology (information below) or the Project Manager to obtain digital models of existing buildings in the vicinity of the project:
Kayla Folkins, GIS Analyst
Department of Information Technology (DoIT)
City of Pasadena
(626) 744-7677
kfolkins@cityofpasadena.net

- APPLICATION FEES – see adopted fee schedule, viewable at:**
http://cityofpasadena.net/Finance/Fees_and_Tax_Schedules/