Submittal Checklist for

PRELIMINARY CONSULTATION

The information provided, as part of the Preliminary Consultation Application, is intended to spur a dialog with the Design Commission so that further refinements and any design solutions may be explored, prior to receiving any entitlements and contributing a significant investment to detailed architectural drawings. The Design Commission is charged with providing an advisory review and as such, a formal decision is not issued; instead, advisory comments are provided to assist in the further development of the project.

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:

Listed below are the minimum submittal requirements for Preliminary Consultation. If there are multiple entitlements, they may be combined under one submittal.

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.
 A minimum of four (4) colored photos of varied angles of the project site, showing walls, trees and existing structures.

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DESIGN NARRATIVE - Twenty (20) 11"X17" hard copies and the CD must contain an
electronic copy of both the PDF document, which includes both the narrative and supporting
diagrams and photographs, as well as a Microsoft Word version of the written narrative.
The design narrative is intended to give the applicant an opportunity to tell the story of the
project's design concept and vision, the design evolution and the project's relationship to its
surroundings, adjacent historical influences, and Pasadena's architectural legacy and
climate. Each response to the following questions should be supported with diagrams,
graphics, and/or photographs to assist with staff and the Design Review Commission project
review.

- 1) How does the proposed building relate to its site and to its neighbors in terms of setbacks, height, massing, scale, frontage, materiality, open space, landscape, solar orientation, and topography?
- 2) If the proposed building is immediately adjacent to a lower-density zone, what measures have been employed to ensure that the proposed building is appropriate to, and not a visual nuisance to, existing, smaller scale buildings in the lower-density zone?
- 3) What style has been chosen for the proposed building and why?
- 4) What is the design concept or architectural logic of the design presented?
- 5) What materials and finishes are proposed and how will they be they be employed to express the permanence of the building and to reinforce the design concept?
- 6) What makes the proposed building particular to Pasadena? How does it contribute and respond to Pasadena's architectural legacy and climate?
- 7) If the proposed building is adjacent to a designated or eligible historic resource, what measures have been employed to ensure that the proposed building responds to, or enhances, the historic resource?

A response to the following question is not required as part of this checklist. It is provided for your information. Applicants will be requested to provide a response later, as part of the Concept Design Review Application.

8) What green building measures, including passive environmental control strategies and/or active environmental control systems, does the building incorporate into its design?

SCHEMATIC DESIGN PLANS - One (1) full size copy and twenty (20) 11"X17" reductions. Typically, schematic design refers to study drawings (i.e., figure/ground/massing studies, illustrations depicting building typology, storyboards) that illustrate design concepts and include spatial relationships and building placement, scale, and massing. Research of zoning requirements should also be included in this phase. The following drawings are intended to be schematic and general in nature to allow for future design flexibility.
☐ VICINITY MAPa) ½-mile radius street system with project site highlighted
 DESIGN EVOLUTION EXHIBIT a) Exhibit containing vignettes, sketches, images, or previous plans or elevations organized to demonstrate the design evolution process and how the designer arrived at the proposed design solution. b) Exhibits illustrating rejected design schemes, accompanied with an explanation of why

the concept was rejected are encouraged, but not required.

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 SITE PLANS a) Applicant name, address and phone number. b) Project site address, north arrow and drawing scale. c) Property lines. d) Yard dimensions (setbacks). e) Internal and external rights-of-way and any vehicular access or other easements. f) Existing and proposed structures with their uses labeled. g) Location and purpose of proposed open space. h) Location of structures on adjacent properties and their uses. i) Mature trees 4 inches or more in diameter (on-site, adjacent to property lines and in public right-of-way). j) Topography (if available).
 CONCEPTUAL ELEVATIONS a) Demonstrate building form, height, and provide enough information and detail to determine intended architectural character (i.e. primary building materials).
 DIGITAL MASSING MODEL – include on CD a) Simple digital building form/massing model (i.e. no internal building elements, landscaping, people, cars, etc.) 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 FFFS – see adopted fee schedule, viewable at:

http://cityofpasadena.net/Finance/Fees_and_Tax Schedules/