



DESIGN REVIEW BOARD APPLICATION FORM (NON-RESIDENTIAL)

**SECTION A**

Project Address:	_____	←	Provide complete address of subject property.
Today's Date:	_____		
Owner's Name:	_____		
Address:	_____	←	Please print complete name and address of property owner.
	_____		
Telephone (business):	_____		
Telephone (home):	_____		
Fax:	_____	←	Provide property owner's business and home telephone number, including area code, and E-Mail Address.
E-Mail:	_____		
Applicant's Name:	_____		
Address:	_____	←	Provide applicant's name and address if not the same as the owner.
	_____		
Telephone (business):	_____		
Fax:	_____	←	Provide telephone number, fax, and e-mail address of applicant.
E-mail:	_____		

**Proposed Project:** Check all the boxes that best describe your project. If you check "Other", please specify.

<input type="checkbox"/> Commercial Building	<input type="checkbox"/> Industrial Building	<input type="checkbox"/> Institutional Building
<input type="checkbox"/> Commercial Sign	<input type="checkbox"/> Other:	

**Filing Fee:** A filing fee is required for all design review applications. All fees are subject to change without notice. See current fee schedule for the following:

Commercial Building:	\$1,030.00
Commercial Sign:	\$ 400.00
Commercial Sign Program:	\$ 800.00
Public Noticing Fee (Applies to all projects noted above): \$220.00 (This fee does not include mailing labels; these are provided by the applicant.)	

**SECTION B: HEIGHT & PARKING**

Maximum height of the existing structure, measured from the highest point of existing grade \_\_\_\_\_ ft.  
Maximum height of the proposed structure, measured from the highest point of existing grade \_\_\_\_\_ ft.  
Number of existing covered parking spaces in a garage or carport \_\_\_\_\_  
Number of existing open spaces \_\_\_\_\_  
Number of proposed covered parking spaces in a garage or carport \_\_\_\_\_  
Number of proposed open spaces \_\_\_\_\_

(Additional data [setbacks, Floor Area Ratio, etc.] may be required depending on the type/location of the project. The Planning department will advise these requirements.)

**SECTION C: EXISTING SIGN(S)**

\_\_\_\_\_ Height/width of sign, and sign type \_\_\_\_\_  
\_\_\_\_\_ Total sign linear feet \_\_\_\_\_  
\_\_\_\_\_ Total sign square footage \_\_\_\_\_  
\_\_\_\_\_ Illuminated or non-illuminated \_\_\_\_\_  
\_\_\_\_\_ Color and shade of materials; must be shown on existing elevations. \_\_\_\_\_  
\_\_\_\_\_ Business space frontage (linear feet) \_\_\_\_\_  
\_\_\_\_\_ Lot frontage (linear feet) \_\_\_\_\_

Attach a separate sheet if required.

**SECTION D: PROPOSED SIGN(S)**

\_\_\_\_\_ Height/width of sign, and sign type. \_\_\_\_\_  
\_\_\_\_\_ Total sign linear feet. \_\_\_\_\_  
\_\_\_\_\_ Total sign square footage. \_\_\_\_\_  
\_\_\_\_\_ Illuminated or non-illuminated. \_\_\_\_\_  
\_\_\_\_\_ Color and shade of materials; must be shown on proposed elevations. \_\_\_\_\_  
\_\_\_\_\_ Total signage allowed (square footage). \_\_\_\_\_

**SECTION E: DESIGN GUIDELINES**

The City Council approved Resolutions 6979 and 6980 on April 23, 2008, which adopted the citywide residential and commercial design guidelines. The design guidelines communicate the City’s expectations of high quality design. The Design Review Board will use them as a basis for its decision on the proposed project. The guidelines may be found on-line at <http://www.ci.south-pasadena.ca.us/planning/design.html>. Note: Guidelines for signs have not yet been established except for properties located within the Mission Street Specific Plan area. The Mission Street Specific Plan is not yet available online.

Please check the box that best describes your project:

- Commercial Building on/near Huntington Drive, Fair Oaks Avenue, or Pasadena Avenue (See Commercial Guidelines)
- Commercial or Residential Building in the Mission Street Specific Plan (See Mission Street Specific Plan, Pp. 49-82)
- Sign in the Mission Street Specific Plan (See Mission Street Specific Plan, Pp. 47-48 and 82-86)
- Sign in a commercial area not part of the Mission Street Specific Plan

**SECTION F: ANALYSIS of DESIGN GUIDELINES**

Use the City’s design guidelines to address each design issue below, as it pertains to the proposed project. Each design issue must be addressed before this application can be deemed complete. If not applicable, write in N/A for a response, or provide a statement to justify why the guidelines are not appropriate for the proposed project. Attach additional sheets if necessary.

**Commercial Building on/near Huntington Drive, Fair Oaks Avenue, or Pasadena Avenue**

- 1. Describe how the proposed project meets the design guidelines in terms of site design including: building coverage, ground level treatment, parking standards and landscaping. (See Commercial Guidelines, pages 12 to 15).

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- 2. Describe how the proposed project meets the design guidelines in terms of building mass and scale, forms and roof lines (See Commercial Guidelines, pages 16 to 18).

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- 3. Describe how the proposed project meets the design guidelines in terms of building entrances, awnings, doors and windows, building materials and color (See Commercial Guidelines, pages 19 to 22).

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- 4. Describe how the proposed project meets the development objectives for the specific commercial district: Fair Oaks Avenue corridor (pp. 23-27), Fair Oaks Avenue/Huntington (page 28), Huntington/Garfield (page 29), or Pasadena Avenue/Ostrich Farm (page 30).

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**Commercial or Residential Building in the Mission Street Specific Plan**

- 1. Describe how the proposed project meets the design guidelines for new buildings in Districts A and B. (See Mission Street Specific Plan, pages 49 to 62).

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2. Describe how the proposed project meets the design guidelines for new buildings in District C. (See Mission Street Specific Plan, pages 63).

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3. Describe how the proposed project meets the design guidelines for signs in the Mission Street Specific Plan area. (See Mission Street Specific Plan, pages 82-86)

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### **SECTION G: ADDITIONAL MATERIALS**

All of the following materials are required for a complete application:

- **Application Form.** Must be signed by the property owner and the applicant (if the applicant is not the property owner).
- **Written Narrative.** Describe the proposed project in detail. Include the extent of the work, architectural style and exterior materials that will be used
- **Mailing labels & Spreadsheet:** All projects reviewed by the Design Review Board (DRB) require public notification (the Planning department will mail notices prior to the DRB meeting). Mailing labels are required for this. The City strongly recommends that applicants utilize a mapping company to prepare the labels. A list of mapping companies is available from the Planning department; this is provided for informational purposes only: the City does not recommend or endorse any of these companies. Please provide:

One (1) set of address labels (on an 8-1/2" x 11" sheet of adhesive labels) and one (1) photocopy of the labels. The labels must list both the property owners and occupants (if not owner occupied) of every parcel which falls within a 300' radius (100' for signs) of the project site (as measured from the corners of the subject parcel). Note: Labels for occupants do not need to include the occupant's name because this information is usually not available; these can simply state "Occupant, 3333 XYZ Street..." If possible, the labels should be cross-referenced to the radius map (by numbering each parcel or listing the Assessor's Parcel Number on each label).

A radius map, which identifies all parcels falling within a 300' radius (100' for signs) of the project site.

One Compact Disk (CD) that contains an electronic spreadsheet on Microsoft Excel listing the following information in separate columns: a) Property Owner, b) Occupant, c) Property Owner Address, d) Occupant Address [including Unit Number]. \* *Planning Staff will use the spreadsheet to perform a mail merge with Microsoft Word.*

A notarized declaration (the Planning department will provide this) from the company/individual that prepared the mailing labels stating the source of the property information how recently this was updated.

- **Photographs.** One set of (approx) 4"x 6" color photographs showing all existing elevations of the subject property and front elevations of neighboring properties. The photographs should show all street views on both sides of the subject property to adequately portray the appearance of the immediate neighborhood. Photos should be printed on 8 1/2" x 11" sheets (two per page is a good size), and must be labeled with street addresses and referenced to a photo key (a reduced site map). Photo keys do not need to be drawn to scale, but must indicate approximate locations of where the photos were taken and the direction of each shot. Photo keys must also have a north arrow and the subject property address.
- **Plans:** One (1) full set of plans is required at the time the application is submitted. Upon determining the completeness of the application, Staff will notify the applicant, and he/she will be required to submit six (6) full sets of plans to the Planning Department. All site plans must be drawn at a minimum scale of 1/8" and elevations at 1/4". Submitted plans must be folded accordion style to a size of 8 1/2" x 11" or less with the title block showing. The plans shall include, and may not be limited to

the following: site plan, demolition plan, elevations, roof plan, window and door schedule, and building sections. **A detailed checklist of specific requirements is available for the project architect/project designer's use.**

**I HEREBY CERTIFY that I am the owner of the property which is the subject of this application for Design Review, that this application is full and complete, and I have read and understand the City's Design Guidelines.**

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature is required for all applications)

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature is required for all applications)