

CITY OF SOUTH PASADENA

DESIGN REVIEW SUBMITTAL CHECKLIST

The items in the checklist below indicate materials required for submittal to Design Review Board (DRB) public hearings. For informal (administrative/chair) reviews, items 2, 3 and 7 through 14 are not required. For formal reviews, all items are required. The list is designed to be a general guideline and it is recommended that you contact the Community Development Department prior to any submittals, as additional materials may specifically be required for your project. For questions or additional information, contact the Community Development Department at (626) 403-7220.

1. **Completed Design Review Application and filing fee.** Obtain the DRB application from the Community Development Department and determine the current filing fee required.
2. **Written Narrative of Project.** Describe the proposed project in detail, including the extent of the work, architectural style and exterior materials to be used. The description of the project must be complete and accurate for the application to be complete. Indicate whether additional approvals are required (e.g., Planning Commission, Cultural Heritage Commission).
3. **Two sets of ‘typed’ address labels for:** 1) all owners and occupants for the property; 2) the representative of the project; and 3) all legal owners and occupants of all properties within either a 100’ or 300’ radius of the subject property, as specified in Ordinance 2001. Labels must be submitted on standard 8 ½” x 11’ sheets with peel-off individual labels.
4. **Site Plan.** The site plan shows all structures and features from plan view. The site plan and other drawings should include site address, north arrow and scale, and the names of the property owner and/or architect or designer. Site plan should indicate addition/alteration areas in gray shaded format. Unless specified, seven (7) sets of the site plan and all other plans are required to be submitted. Submitted plans must be folded accordion style to a size of 8 ½” x 11” or less with the title block showing. All plans should include the following:
 - all property lines of the site and dimensions, location of all existing and proposed structures on-site and adjoining structures off-site, streets (with names indicated), and the location of all easements;
 - location of all existing and proposed driveways and curb cuts;
 - a table similar to Section B of the DRB application showing lot size, square footage of the existing and proposed structure, floor area ratio and lot coverage;
 - topography of existing site and proposed changes to topography (if applicable) in a preliminary grading plan. Topography maps for a limited area of the City are available from the City Public Works Department;
 - location of all walls and/or mature trees, and an indication as to whether they will be affected by the proposed project;

- location, bulb type, and fixture of any exterior nighttime lighting system proposed for the site;
 - location of existing and proposed signs (if applicable); and
 - all existing and proposed parking spaces, including handicapped spaces, width of aisles, and access to parking areas. If there are assigned parking spaces, identify those spaces.
5. **Elevation Plan.** The elevations are the side views of the building structures. Provide full elevations of the structure(s) as it/they is/are being **proposed** and include the following:
- exterior finishes and treatments of the remaining structure and proposed modifications;
 - building height;
 - window and door schedule information and
 - existing and proposed signs (if applicable).
6. **Photographs.** One set of 4" x 6" color photographs (35 mm) 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 shall to be mounted on 8 ½" x 11" sheets, and must be labeled with street addresses and referenced to a photo key (reduced site map). Photo keys do not need to be drawn to scale, but must indicate approximate locations photos were taken and the direction of each shot. Photo keys must also have a north arrow and the subject property address.
7. **Floor Plan.** The floor plan should provide **proposed** floor plans for the interior of the structure. The floor plans should include the following:
- all remaining, removed, and proposed walls of all building structure;
 - dimensions for walls; and
 - all windows and doorways both remaining and proposed new areas/structures.
8. **Window and Door Schedule.** The window and door schedule shows the size, type, material, and in some cases, make and model of windows and doors to be used. The window and door schedule can be provided by a table/chart **or** labeled on the elevations.
9. **Roof Plan.** The roof plan is a plan view drawing of the structure showing the direction of roof pitches. Roof plans must indicate addition/alteration areas in gray shading format.
10. **Details.** Detail plans are enlarged plans for certain areas of the structure. They may, at the discretion of the DRB, be required to articulate architectural features, indicate method of assembly or indicate materials to be used.

11. **Sample Board (one set).** Sample board is a sample material and color board of exterior materials to be used. They are required for all new commercial and multi-family projects and may be required for other projects by the DRB. Sample boards shall be shown at submittal and then brought by the applicant to the public hearing.
12. **Landscaping and Irrigation Plan.** Show existing and proposed landscaping at the site. The DRB may require a separate landscaping and irrigation plan if the landscaping indicated on the site plan or elevations plans is not sufficient.
13. **Model (one).** Models of the project are usually for new single-family homes on hillsides, multi-family residences and commercial building projects.
14. **Appurtenant Features.** Indicate the location of existing and proposed appurtenant features such as mechanical equipment, swimming pool equipment, meters and fences.

PLEASE NOTE THAT ANY ADDITION IN EXCESS OF 700 SQUARE FEET OR CONSTRUCTION OF A NEW RESIDENCE MAY REQUIRE THAT FIRE SPRINKLERS BE INSTALLED. CONTACT THE FIRE DEPARTMENT AT (626) 403-7300 FOR MORE INFORMATION.

NO PARTIAL SUBMITTALS WILL BE ACCEPTED.

RESUBMITTAL REQUIREMENTS

If the Design Review Board does not approve your project, you may need to resubmit with modification. If a resubmittal is required, you would need to submit six (6) sets of plans and an envelope for yourself and/or the representative of the project to the Community Development Department one-week prior to the next meeting. Additionally, the applicant may be asked to submit additional materials at the meeting.

Staff Date

Remarks: _____

RETAIN A COPY FOR YOUR RECORDS