

DESIGN REVIEW – COMMERCIAL/NON-RESIDENTIAL/SIGNS

DESIGN REVIEW
APPLICATION FORM

Case No:
 _____ - **DRX**
 Business License
 Current
 Office Use Only

ATTENTION ALL ARCHITECTS, DESIGNERS, AND DESIGN PROFESSIONALS:

Per the South Pasadena Municipal Code Chapter 18, any person who transacts or carries on any business, trade, profession, calling or occupation in the City (regardless of the city in which your office is located), whether or not for profit or livelihood, must first obtain a license from the City. Failure to apply for a business license prior to beginning work may result in late fees. Business license applications are available at the Finance Department. Please note that Planning applications will not be processed until a business license is obtained.

SECTION A: Project/Applicant Information

Project Address: _____

Property Type: Commercial Industrial Institutional
 Commercial Sign Other: _____

Assessor Parcel No.: _____ Date Structure Built: _____

Zoning District: _____ Potential Historic District: _____

Brief Project Description: _____

Owner's Name: _____

Owner's Address: _____

Telephone (Business): _____ Telephone (Home): _____

E-mail: _____

Property Manager's Name: _____

Telephone (Business): _____ Fax (Business): _____

E-mail: _____

Applicant's Name: _____

Applicant's Address: _____

Telephone (Business): _____ Telephone (Other): _____

E-mail: _____

SECTION B: Filing Fees¹

Check Fee Schedule for fees.

Notes:

1. A filing fee is required to process an application for Design Review. All fees are subject to change without notice.
2. Most projects are exempt from the California Environmental Quality Act (CEQA) with the approval of a categorical exemption. However, Planning Staff will review the proposed project, and if applicable, the analysis of the Historic Resources Evaluation (HRE) to determine if the project is indeed a historic Cultural Resource. If so determined to be a Cultural Resource, and the proposed demolition may have a significant impact on the environment, Planning Staff will require the preparation of an Initial Study, Environmental Impact Report, Mitigated Negative Declaration, or Negative Declaration. Please note that additional CEQA fees may apply if Planning Staff determines that there could be potential impacts to historic resources.
3. Planning Staff will request a proposal and associated fee from Architectural Historian consultants. The fee will vary depending on the scope of the proposed demolition and property type among other factors. Once an Architectural Historian consultant is chosen, the applicant shall be required to provide a deposit to cover the City's costs associated with the hiring of an historic consultant and/or Architectural Historian to conduct the HRE.

4. *The Public Noticing Fee does not include the radius map mailing labels. These are to be provided by the applicant at the time of the application submittal.*
5. *If applicable, a 24"x36" Notice of Public Hearing weather-proof board shall be posted onsite during the duration of the public notice period informing the public of the intention to demolish the structure(s). Filing fee is required to process an application for Design Review. All fees are subject to change without notice.*
6. *A planning inspection will occur once the sign is constructed, to ensure the project was constructed per the approved plans.*

SECTION C: Height and Parking

Maximum height of the existing structure, measured from the highest point of existing grade: _____

Maximum height of the proposed structure, measured from the highest point of existing grade: _____

Number of existing covered parking spaces in a garage or carport: _____

Number of existing open parking spaces: _____

Number of proposed covered parking spaces in a garage or carport: _____

Number of proposed open parking spaces: _____

SECTION D: Existing Sign

Existing Sign - 1	
Height of sign, including letters and type	
Total sign linear feet	
Total sign area (square footage)	
Illuminated or non-illuminated	
How illuminated	
Building Frontage (linear feet)	
Lot Frontage (linear feet)	
Materials	
Color and shade of materials (must be shown on existing elevations)	

Existing Sign - 2	
Height of sign, including letters and type	
Total sign linear feet	
Total sign area (square footage)	
Illuminated or non-illuminated	

How illuminated	
Building Frontage (linear feet)	
Lot Frontage (linear feet)	
Materials	
Color and shade of materials (must be shown on existing elevations)	

SECTION E: Proposed Sign

Proposed Sign - 1	
Height of sign, including letters and type	
Total sign linear feet	
Total sign area (square footage)	
Illuminated or non-illuminated	
How illuminated	
Building Frontage (linear feet)	
Lot Frontage (linear feet)	
Materials	
Color and shade of materials (must be shown on existing elevations)	

Proposed Sign - 2	
Height of sign, including letters and type	
Total sign linear feet	
Total sign area (square footage)	
Illuminated or non-illuminated	
How illuminated	
Building Frontage (linear feet)	
Lot Frontage (linear feet)	
Materials	
Color and shade of materials (must be shown on existing elevations)	

SECTION F: Design Guidelines

The City Council approved Resolutions 6979 and 6980 on April 23, 2008, which adopted the City of South Pasadena Residential & 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 online on the City's website.

Note: Guidelines for signs have not yet been established except for properties located within the Mission Street Specific Plan area. The MSSP can be found online on the City's website.

Please check the box that best describes your project:

✓	Scope of Work	Guidelines Reference
	Commercial Building on/near Huntington Drive, Fair Oaks, Avenue or Pasadena Avenue	Refer to Commercial Guidelines
	Commercial or Residential Building in the Mission Street Specific Plan	Refer to Mission Street Specific Plan
	Sign in the Mission Street Specific Plan	Refer to Mission Street Specific Plan
	Sign in a commercial zone outside of the Mission Street Specific Plan	Refer to Zoning Code

SECTION G: Analysis of Design Guidelines

Use the City's Design Guidelines to address the architectural style and design issues listed 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 N/A for a response, or explain why the Design Guidelines are not appropriate for the proposed project. Attach additional sheets if necessary.

Contextual Appropriateness Within a Potential Historic District (if applicable)

Describe how the proposed project is compatible with the surrounding historic context of a potential historic district. This applies to properties that are non-historic and located in an identified *potential* historic district.

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).

- 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).

- 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).

- 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).

Commercial or Residential Building in the Mission Street Specific Plan (MSSP)

1. Describe how the proposed project meets the design guidelines for new buildings in Districts A and B.

2. Describe how the proposed project meets the design guidelines for new buildings in District C.

3. Describe how the proposed project meets the design guidelines for signs in the Mission Street Specific Plan area.

SECTION H: Trees and Proposed Tree Removal

In accordance with South Pasadena Municipal Code, Chapter 34 Trees and Shrubs per City Council Ordinance 1991 & 2126, trees on public and private properties are a protected resource and shall require a tree removal permit prior to any permits issued for building construction. The issuance or denial of the tree removal permit is subject to the Director of the Public Works Department and possible concurrence with the National Resources and Environmental Commission. Tree removals are subject to mitigated replacements or in-lieu fees to be determined by the Public Works Department.

Please describe any tree removals deemed necessary for the project proposal. An arborist report may be necessary to determine the validity of the proposed tree removal and any mitigation measures necessary.

Provide the information of the trees proposed for removal in the table below along with a Site Plan that identifies all trees with a corresponding number and their location relative to the site. In addition, provide any alternatives to the project that will allow for the protection of the tree(s).

PROPOSED TREE(S) FOR REMOVAL					
Tree #	Botanic Name	Common Name	Caliper (measured 4.5' above grade)	Height (estimated)	Single Trunked or Multi Trunked
1					
2					
3					
4					
5					

ALTERNATIVES TO TREE REMOVAL

Please list all possible alternatives to tree removal including the alternative of no development project.

SECTION I: Notice of Intent to Demolish

In accordance with South Pasadena Municipal Code, Section 2.65(E)(3) Properties 45 Years and Older, A Certificate of Appropriateness may be required for demolition of a building or structure that is 45 years or older and not identified as a Cultural Resource.

Any proposed project submitted to the Community Development Department that includes the Demolition or removal of a building or structure that was constructed 45 years prior to the date of application for such project shall file a Notice of Intent to Demolish. The determination as to whether a property is a Cultural Resource shall require a deposit by the applicant to cover City costs associated with hiring a historic consultant and/or an Architectural Historian; and/or a deposit to cover the costs associated with the preparation of an Initial Study, Environmental Impact Report, Mitigated Negative Declaration or Negative Declaration.

The Director and his/her designee shall review the project involving demolition and confirm that the following materials have been provided including: an intensive level Historic Resources Evaluation (HRE) that follows the practices established by the California Office of Historic Preservation shall be prepared for the property; plans for the replacement development project consistent with the standards and requirements of the applicable zoning district; and photo verification that the property has been posted with a notice of intent to demolish. Upon receipt of the filing materials, the Director or his/her designee will schedule the demolition application for the next available CHC meeting.

ADDITIONAL INFORMATION:

Total Number of Structures to be Demolished: _____

Structure(s) to be Demolished: _____

Date Main Structure Built: _____

Date Appurtenant Structure(s) Built: _____

Planned Replacement Structure(s): _____

PROVIDE A REASON FOR THE PROPOSED DEMOLITION:

SECTION J: Applicant Signature

I HEREBY CERTIFY that I am the owner/applicant of the property which is the subject of this application; that this application is full and complete; and I have read and understand the City's Design Guidelines.

Furthermore, I agree to defend, indemnify, and hold harmless the City of South Pasadena and its Council members, Commission members, Board members, agents, officers, and employees from any claim, action, or proceeding against the City or its agents, officers, or employees to contest this application or any portion of it or to attack, set aside, void, or annul any approval of the City, City Council, Planning Commission, Cultural Heritage Commission, Design Review Board or City staff concerning this application, its processing or approval.

Furthermore, I agree to provide advance payment for services to the City of South Pasadena for all reimbursable costs, both direct and indirect, including State-mandated costs, associated with the review and processing of all applications for land use entitlements and/or encroachment or grading permits, and inspections. Payment is acknowledged to be required even if the applicant withdraws the application or the City does not approve the application. Reimbursable costs include, without limitation, all items within the scope of the City's adopted Fee Schedules, as well as the cost incurred by the City for professional, technical, or legal services and any services necessary to perform functions related to review and process of the applications and inspection of the work. Non-payment or untimely payment of any amount owed may result in temporary or permanent cessation of processing of the application or inspection, and may result in the denial of the application, an order requiring cessation of all work, termination of defense of the matter through legal proceedings, and/or the withholding or revoking or permits, plan checks, entitlements, approvals, and/or certificates.

Owner's Name (print)

Owner's Signature

Date

Owner's Name (print)

Owner's Signature

Date

Applicant's Name (print)

Applicant's Signature

Date

SECTION K: CEQA & Secretary of the Interior's Standards (Proposed Demolition)

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA):

Historical resources are recognized as part of the environment and must be given consideration in the California Environmental Quality Act (CEQA) process. For the purposes of CEQA, a "historical resource" includes any structure that is listed in or determined to be eligible for listing in the California Register of Historical Resources or included in a local Register of historical resources. Though this structure and/or structures are not listed on the City's Inventory, the age of the structure as being 45 years or older, warrants a review by a historic consultant and/or Architectural Historian to fully evaluate the structure for any potential cultural significance.

If the Historian determines that the structure(s) have a level of cultural significance, the Cultural Heritage Commission (CHC) is required by law to consider the environmental impacts prior to making a decision for alterations that are not in keeping with the Secretary of the Interior Standards. Planning Staff will review the proposed project to determine if it could have a significant impact on the historic resource or the surrounding district (if applicable). Please note that the applicant will need to deposit funds to the City to recover the costs necessary for an accredited historian to prepare a study of the potential impacts and the required CEQA documentation.

SECRETARY OF THE INTERIOR STANDARDS:

The Cultural Heritage Commission (CHC) will use the Secretary of the Interior's Standards when evaluating the proposed project. The Standards promote responsible preservation practices that help protect cultural resources. For example, the methods of removing paint and the techniques of preparing paint need to be considered. Special attention is required for the preservation of original windows and glass. Visit the National Park Service website at www.nps.gov/tps/standards.htm for helpful information regarding the Preservation, Rehabilitation, Restoration, and Reconstruction guidelines.

SECTION L: Determination by the Cultural Heritage Commission (Proposed Demolition)

The Commission will make a determination as to whether the property could potentially meet national, state, or local criteria for designation if the property is not already listed as a Cultural Resource.

1. If the Commission determines, upon review of the filing materials and testimony, that the property is not eligible at the federal, state, or local level, the project involving demolition shall proceed through the City's application process without any further restrictions under this Chapter.
2. If the Commission determines that the property is potentially eligible at the federal, state, or local level, the property shall be added to the Inventory and the provisions of Section 2.65(E), the Procedures for a Certificate of Appropriateness, shall apply to the proposed demolition. If any such resources are potentially affected by a project, the City shall require preparation of the appropriate CEQA documentation.

The Commission may also condition any demolition on Conditions of Approval including:

- Building permits shall first be issued for the replacement project on the current location, prior to the demolition or relocation of a Cultural Resource or Improvement to another location;
- All CEQA documentation has been reviewed and approved by the appropriate review authority;

SECTION M: Information for Non-Listed Structures 45 Years and Older (Proposed Demolition)

A Certificate of Appropriateness may be required for demolition of a building or structure that is 45 years or older, and not identified as a Cultural Resource.

APPLICABILITY: Any proposed project submitted to the Community Development Department that includes the Demolition or removal of a building or structure that was constructed at least 45 years prior to the date of application for such project shall file a Notice of Intent to demolish in a form approved by the Director. The determination as to whether a property is a Cultural Resource shall require a deposit by the applicant to cover City costs associated with hiring a historic consultant and/or an Architectural Historian; and/or a deposit to cover the costs associated with the preparation of an Initial Study, Environmental Impact Report, Mitigated Negative Declaration, or Negative Declaration.

PROCEDURE: The Director or his/her designee shall review the project involving demolition and confirm that the following materials have been provided including: an intensive level Historic Resources Evaluation (HRE) that follows the practices established by the California Office of Historic Preservation shall be prepared for the property; plans for the replacement development project consistent with the standards and requirements of the applicable zoning district; and photo verification that the property has been posted with a Notice of Intent to demolish. Upon receipt of the filing materials, the Director or his/her designee will schedule the demolition application for the next available Commission Meeting.

SECTION N: Application Materials (New Construction)

Along with the supplemental submittal requirements (available from Planning) for Design Review, 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.
- **Architectural Plans.**
 - Provide electronic files of architectural drawings. Hard copies may be required.
 - As noted above, submitted plans shall include but not be limited to the following: Site Plan, Landscape Plan, Demolition Plan, Floor Plan, Roof Plan, Building Sections, Window & Door Schedule, and Architectural Details.
 - 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 ½" x 11" or less with the Title Block showing.
 - Upon determining the completeness of the application, Staff will notify the applicant, and he/she will be required to submit seven (7) full sets of plans to the Planning Division.
 - The plans shall include, but not be limited to the following: Site Plan, Demolition Plan, Elevations, Roof Plan, Window & Door Schedule, and Building Sections.
 - **Landscaping Plan.** A plan that accurately and clearly displays the following: existing trees on the project site that are subject to the City's adopted Tree Ordinance as set forth in SPMC Chapter 34; species of all trees and their appropriate trunk diameter, height, and condition; proposed final disposition of all existing trees; the extent and location of all proposed vegetation; species and planting sizes of all proposed landscaping along with the provisions for irrigation and ongoing Maintenance; an irrigation plan; and indication of all hardscape along with the exterior of all structures and amenities, including colors and materials keyed to a materials and colors board as appropriate.
 - **Site or Plot Plan.** A site or plot plan drawn at an appropriate scale that reflects the proposed project including: areas of Alteration and, or Demolition, property lines, and all recorded or proposed easements and public rights of way. The site plan shall also indicate the footprint of buildings on adjacent properties.

- **Floor Plan.** Existing and proposed building floor plans and building sections at a scale of a least one eighth (1/8) of an inch equals one (1) foot.
- **Elevations.** Existing and proposed exterior elevations specifying all exterior materials with critical dimensions and existing architectural features clearly indicated.
- **Exterior Finishes.** Materials, colors, and finishes clearly indicated on elevation drawings and keyed to a materials and colors board including light reflectance values, a clear indication of the appearance, location and light effects of all exterior lighting fixtures, and two-point perspective rendering showing proposed structures with profile drawings of the adjoining structures from an eye level elevation.
- **Window and Door Schedule.** All doors and windows labeled with symbols that correspond to the labeling on the floor plans and elevations. The door and window schedule is a table containing the following information: existing and new window and door sizes, window and door manufacturer information, exterior finish, fabrication material, operational type, glazing information, divided lite details, and window muntins details where applicable.
- **Photographs.** Photographs of the site and its surroundings to document the existing conditions and provide a complete understanding of the property and its neighborhood context. This includes photographs of the site and adjacent properties for a distance of 300 feet from each end of the principal street frontage, as well as properties opposite and adjacent to the subject site. The photos shall be mounted color prints, supplied from continuous views along the principal streets, along with a key map provided indicating the relationship of all views to the parcels, streets, and related features.
- **Other Documentation.** Documentation as may be required to understand the proposed design including a materials board, detailing of architectural features, sections, renderings, digital or physical model, and neighborhood contextual drawings.
- **Mailing Labels and Spreadsheet.** All projects reviewed by the Design Review Board (DRB) require a 10-day public notification that will be conducted by the Planning Division. The applicant shall provide mailing labels upon submittal of application. The City strongly recommends that applicants utilize a mapping company to prepare the mailing labels; a list of mapping companies is available from the Planning Division for informational purposes only (The City does not recommend or endorse any of these companies). Please provide the following:
 - Two (2) sets of adhesive address labels on an 8-1/2" x 11" sheet
 - One (1) photocopy of the labels.
 - The mailing 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).
 - i. *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" and address. 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 with identifies all parcels falling within a 300' radius (100' for signs) of the projectsite.
 - An electronic file that contains a 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 (provided by the Planning Department) from the company/individual that prepared the mailing labels stating the source of the property information, and how recently this was updated.

Note:

A supplemental submittal requirement checklist is available from the Planning Division that further details the required submittal information.