



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

1414 Mission Street * South Pasadena, CA 91030 * (626) 403-7220
askplanning@southpasadenaca.gov

APPLICATION FORM

DESIGN REVIEW – RESIDENTIAL

Case No: _____ - DRX Business License Current <input type="checkbox"/> 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.

Design Review Applications require approval of the Design Review Board (up to 6 units) or the Planning Commission (7 or more units)

SECTION A: Project/Applicant Information

Project Address: _____

Assessor Parcel No.: _____ Zoning District _____

Proposed Project Type: New Single-Family New Multi-Family New Mixed Use
 Façade Change Addition Other _____

Brief Project Description, including type (rental/for-sale), # of units, height, stories, floorarea:

Date Existing Structure(s) Built: _____ Potential Historic District _____

Applicant's Name: _____

Applicant's Address: _____

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

E-mail: _____

Owner's Name: _____

Owner's Address: _____

Telephone (Business): _____ Telephone (Home/cell) _____

E-mail: _____

SECTION B: Filing Fees¹

Check Fee Schedule for fees.

Notes:

1. *Payment of a filing fee as authorized by Council is required to deem the application complete for processing. Fees are adjusted annually for inflation. Current Planning fees and development impact fees are attached at the end of this application packet.*
2. *Most projects are exempt from the California Environmental Quality Act (CEQA) when the project is deemed categorical exempt. 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).*

SECTION C: Area Calculation

LOT COVERAGE

Lot Coverage	Existing Floor Area	Proposed Additional	Proposed Total (Existing to remain + new)
1. 1 st floor building footprint area, including attached garage			
2. Total footprint area of all attached and detached accessory structures (balconies, porches, decks, etc.)			
3. Total square footage (Lines 1+2)			
4. Lot size			
5. Total lot coverage (Line 3 / Line 4)			

FLOOR AREA RATIO (FAR)

Floor Area Ratio (FAR)	Existing Floor area to remain	Additional Floor area	Proposed Total
1. 1 st floor area (excluding garage less than 500 sq. ft.)			
2. 2 nd floor			
3. 3 rd floor			
4. 4 th and higher floors (total)			
5. Livable basement area			
6. Total square footage (Lines 1-5)			
7. Lot Size			
8. Total FAR (divide Line 6 by Line 7)			

DENSITY

Allowable # of Units based on Zoning District: _____

Additional # of Units Requested (SDB): _____

SECTION D: Height Calculations

Height (measured from the highest point of existing grade)	# stories	Feet
Existing Development		
Structure #1		
Structure #2		
Structure #3		
ADD Additional structures as applicable		

Maximum Allowable Height in District: _____ ft.

Additional Height Requested (SDB concession): _____ ft.

SECTION E: Parking Calculations

EXISTING PARKING

1. Number of existing covered parking spaces in a garage or carport: _____
2. Inside parking area of existing garage or carport: _____sq. ft.
3. Number of existing open parking spaces _____

Will existing parking remain in the proposed project: YES NO

IF YES: # of parking spaces to remain: _____covered _____uncovered

PROPOSED PARKING

4. Total number of remaining & proposed covered parking spaces _____
5. Inside parking area of proposed/remaining garage or carport: _____sq. ft.
6. Total number of remaining & proposed open parking spaces: _____

SECTION F1: For Residential/Mixed-Use Projects of 3 or more units – Inclusionary Housing Requirement

Proposed Project Type: Residential only Mixed-Use

The proposed project will satisfy the requirements of SPMC Division 36.375 (Inclusionary Housing) as follows (As adopted 4/7/2021 by urgency ordinance):

- On-site provision of units
- In-lieu Fee option per SPMC36.375.110 (3 or 4-unit rental projects and ownership projects only)*
- In-lieu fee option for fractional units (Fraction or % of unit _____)*
- Off-site alternative (Location _____)
- Rehabilitation of existing units as affordable (include narrative description of proposal)

* Attach narrative with proposed project in-lieu fee and analysis of equivalency to cost of providing affordable unit(s) for Planning Commission review/approval.

Summary of Proposed Residential Units:

Total number of Units: (Market Rate and Affordable) _____

Maximum Allowable (Base) Density Units _____

Number of additional Density Bonus Units _____

Number of Deed-Restricted Affordable Units _____ (Minimum 20% of Base)

Number of affordable units to replace covenanted or otherwise required affordable units proposed to be removed (If applicable): _____

Number of units in designated landmark structure _____

On-site Unit Mix (numbers)

a. Market Rate Units: Studio _____ 1-bedroom _____ 2-bedroom _____ 3-bedroom _____

b. Affordable Units: (provide numbers)

	Studio	1 Bedroom	2 Bedroom	3 Bedroom
Extremely Low				
Very Low				
Low				
Moderate				

Alternative Off-site Affordable Unit Mix (provide numbers):

	Studio	1 Bedroom	2 Bedroom	3 Bedroom
Extremely Low				
Very Low				
Low				
Moderate				

Acknowledgement of Standards & Conditions of Approval (Please check box and initial)

- Applicant has reviewed and agrees to comply with the standards and conditions of approval in SPMC 36.375.070 and 36.375.100.

_____Applicant's Initials

SECTION F2: State Density Bonus

Projects that comply with SPMC 36.375 by providing on-site affordable housing units are eligible for State Density Bonus units, waivers and concessions.

Is a density bonus requested? (Yes/No): _____ (If No, skip this section)

1. Check the appropriate box below and provide the requested information.

- This project is seeking a _____% density bonus by providing the following mix of affordable units (Refer to chart attached to this application for maximum allowed):
 - _____ % of units at Extremely Low Income (30% AMI)
 - _____ % of units at Very Low Income (50% AMI)
 - _____ % of units at Lower Income (80% AMI)
 - _____ % of units at Moderate Income (120% AMI)
- This project is 100% affordable and seeking form-based density with three additional stories of height.
- This project is seeking a 35% density bonus by providing 20% of units to Lower Income Students in a qualifying Student Housing Development.
- This project is seeking a 20% density bonus by providing senior housing.
- This project is seeking a 20% density bonus by providing 10% of units to transitional foster youth, disabled veterans, or homeless persons

Waivers and Concessions

Waivers are modifications of standards requires by the Zoning Code. Project sponsors may seek any waivers necessary to physically accommodate increased density in the bonus project. Requested waivers may not exceed that which is necessary to accommodate the bonus.

Concessions and Incentives are reductions of site development standards or architectural design requirements which result in financially sufficient and actual cost reductions. Project sponsors may seek up to three concessions and incentives, depending on amount of affordable housing provided and the level of affordability of those units.

Waivers and concession incentives may not be used to waive applicable building code and life safety standards.

- 2. For projects requesting Waivers as permitted by State Density Bonus law**, please provide an explanation of how the waiver is necessary to accommodate the additional density on a separate page attached to the application.

3. Does applicant seek to comply with the design requirements of SPMC 36.375.080 (Streamlined State Density Bonus Review) and receive pre-approved incentives?

a. **Check one:** Yes Complete Section B. No Complete Section A.

b. **Number of Concessions to which project is entitled by State Density Bonus Law** _____
(Refer to chart attached to this application packaged.)

A. For projects that include concessions and incentives and do not request Streamlined Review:

Please label all concessions clearly on project plans and attach a separate sheet to the application and justify the request by listing and describing the concessions and incentives included in the proposed project. Provide supporting documentation and explain how each requested concession or incentive contributes to cost reductions that are necessary to achieve project feasibility. City staff may request additional documentation to verify that the requested concessions and incentives result in cost reduction for the project.

(Please check box and initial) Applicant will provide true and accurate information and acknowledges that the City may require payment of the City's expenses (at cost) to engage an outside consultant to review and verify applicant's documentation and claims of necessity if the Director deems such review necessary.

_____ **Applicant's Initials**

B. For projects utilizing Streamlined State Density Bonus Review (SPMC 36.375.080)

Please check all incentives requested for the project and label clearly on project plans:

- Height Increase (Additional Height of ___ feet)
- Height Averaging
- Reduced unit size for inclusionary (affordable) units (up to 10%)
- Parking reduction (Minimum .5 spaces/bedroom; .5/studio)

Please attach a separate sheet to the application that explains the architectural design approach and how the project meets the following standards (SPMC 36.375.080.C) for eligibility to receive the streamlined incentives:

a. Stepbacks

- i. Front and corner building façades: A minimum ten-foot stepback above the third story, or above the second story for properties located on Mission Street, to reduce bulkiness and perceived height from street level;
- ii. Side building facades: A minimum ten-foot stepback above the third story, or above the second story for properties located on Mission Street, along property lines that are adjacent to a residential district with a lower density or historic property. Notwithstanding, balconies open on at least two sides may project into the stepback area provided the balcony are at least five feet from the side property line;
- iii. Rear building facades: A minimum ten-foot stepback above the third story, or above the second story for properties located on Mission Street, if the proposed building is located within ten feet of the rear property line of a parcel that is directly adjacent to a residential district with a lower density.
- iv. Stepbacks may be reduced if the size of the parcel makes the stepbacks infeasible or such stepbacks are not consistent with the surrounding context as determined by the Director;

- b. Terraces and Balconies on properties adjacent to a single-family residential use: For properties located adjacent to a single family residential use, terraces and balconies facing the single-family residential use shall be prohibited above the ground level. Roof terraces shall be located toward the front of the building and at least 10 feet from the edge of the building facing the single-family residential use and shall provide an eight-foot high sound wall along the single-family facing elevation with a ten-foot long return on each side of the roof terrace.
- c. 360-degree architectural design: The project shall have consistent design features or patterns that render it as unique with all elevations designed at the same level of architectural detail and articulation as the front elevation,
- d. A signature architectural element that is described in the application. Some examples include but are not limited to: a signature element that identifies the building and relates to its location in the city; a courtyard or open space pattern is visible from the street; a prominent corner feature.
- e. Ground-Floor Façades: Building façades shall avoid blank walls and long expanses without variation in form and design treatment as follows:
 - i. For mixed-use projects, the ground floor of commercial street façades shall be comprised of at least 75% openings in walls such as storefront windows and doors with transparent glazing. Façade variation achieved through form, materials and details is essential, with an emphasis on the ground-floor treatment experienced by pedestrians.
 - ii. For 100% residential projects, the ground floor front façade shall include direct entrances into units and articulation that indicates separate units.

If the project includes any of the following encouraged Design Features, please note and include in the project approach description:

1. Higher floor-to-floor height for commercial portion of mixed use project with 16-18 feet considered to be desirable
2. Higher floor-to-ceiling heights in residential units
3. Leveraging of additional height to reduce overall site coverage and increase open space

C. For projects proposing full or partial alternative in-lieu fee payment

(Check box) This is to acknowledge that I have attached an analysis of the in-lieu fee proposed to fulfill the alternative requirement of the inclusionary housing ordinance. I declare that this analysis and the resulting fee are based on the legitimate and correct estimate of the cost equivalency of providing a deed-restricted affordable unit(s) as otherwise required for the project. I also agree to reimburse the City of South Pasadena for the cost of engaging a qualified economic consultant to conduct peer review and report their conclusions

SECTION G: 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 on the City's website.

Please check the box that best describes your project:

✓	Scope of Work	Guidelines Reference
<input type="checkbox"/>	Enhancing existing non-historic residences	Residential Design Guidelines
<input type="checkbox"/>	New single-family residence in an established neighborhood	Residential Design Guidelines
<input type="checkbox"/>	Alterations to existing non-historic multi-family residential buildings	Residential Design Guidelines
<input type="checkbox"/>	New multi-family residential buildings	Residential Design Guidelines

SECTION G1: 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.

Enhancing Existing Non-Historic Residences ¹

1. Describe how the proposed project meets the design guidelines for roofs, porches, and balconies (See Residential Design Guidelines, page 54).

2. Describe how the proposed project meets the design guidelines related to architectural details, windows and doors, and façade treatments (See Residential Design Guidelines, page 55-56).

3. Describe how the proposed project meets the design guidelines related to streetscape, site design, and additions (See Residential Design Guidelines, pages 57-58).

Alterations to Existing Historic Multi-Family Residences (See "Mission and Spanish Colonial Revival" guidelines, pages 12-13, for "Spanish," "Mission," and "Mediterranean" style homes and facade changes.)

1. Describe how the proposed project meets the design guidelines for roofs, materials, form, and shape, porches, balconies, exterior stairways, and other architectural details (See Residential Design Guidelines, page 91).

2. Describe how the proposed project meets the design guidelines for fenestration of doors and windows, and façade treatments (See Residential Design Guidelines, page 92).

3. Describe how the proposed project meets the design guidelines regarding streetscape and site design, and additions (See Residential Design Guidelines, page 93).

4. Describe how the proposed project meets the design guidelines regarding parking, garages, carports, and ancillary structures (See Residential Design Guidelines, page 94).

New Multi-Family Residential Buildings ¹

1. Describe how the proposed project meets the design guidelines for building massing and plan development (See Residential Design Guidelines, page 96).

2. Describe how the proposed project meets the design guidelines for roofs, materials, forms, and shapes (See Residential Design Guidelines, page 97).
3. Describe how the proposed project meets the design guidelines regarding porches, balconies, and exterior stairways (See Residential Design Guidelines, page 97).
4. Describe how the proposed project meets the design guidelines regarding windows, doors, and entries (See Residential Design Guidelines, page 98).
5. Describe how the proposed project meets the design guidelines regarding façade treatments, materials, and architectural details (See Residential Design Guidelines, page 98).

6. Describe how the proposed project meets the design guidelines regarding streetscape and site design (See Residential Design Guidelines, page 99).

7. Describe how the proposed project meets the design guidelines regarding parking, garages, carports, and ancillary structures (See Residential Design Guidelines, page 100).

SECTION H: 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 of 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 I: Application Materials - CHECKLIST

Please review this checklist and ensure that all sections are complete and all required materials are included in your application submittal. Incomplete applications will not be accepted.

- Application Form.** All applicable sections must be complete and the form must be signed by the property owner and the applicant (if the applicant is not the property owner).
- Project Description Narrative.** Describe the proposed project in detail. Include the extent of the work, architectural style and exterior materials that will be used. (Note: For Projects using streamlined state bonus density incentive, one combined narrative is sufficient.)
- Complete Architectural Plans. Provide one (1) full set of digital/electronic and one half-size printed set (in color), including:**
 - **Site Plan.** A site or plot plan drawn at an appropriate scale (minimum scale of 1/8") 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. All existing trees must be shown and indicate any trees proposed for removal. The site plan must 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 eight inch equals one foot.
 - **Elevations.** Existing and proposed exterior elevations (at 1/4" scale) specifying all exterior materials with critical dimensions and existing architectural features clearly indicated.
 - **Demolition Plan**
 - **Roof Plan**
 - **Building sections**
 - **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.
 - **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
 - **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.
 - **Other Plan notes**
 - Submitted plans must be folded accordion style to a size of 8 1/2" x 11" or less with the Title Block showing.
 - Upon determining the completeness of the application and setting the hearing date, Staff will notify the applicant to submit seven (7) full sets of plans to the Planning Division.
- Inclusionary Housing Support Information:** As applicable, all additional narratives required by application Sections F1 and F2.
- 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 Design 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.
- Tree Removal Tentative Approval from Public Works (if applicable)**
- Notice of Intent to Demolish (if applicable) (Section J, below)**
- Mailing Labels and Spreadsheet.** All projects reviewed by the Design Review Board (DRB) or Planning Commission 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 which identifies all parcels falling within a 300' radius (100' for signs) of the project site.
 - 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.

SECTION J: 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 Planning and Building 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 Residential Units to be Demolished: _____

Structure(s) to be Demolished: _____

Date Main Structure Built: _____

Date Appurtenant Structure(s) Built: _____

Planned Replacement Structure(s) & Residential Unit(s): _____

PROVIDE A REASON FOR THE PROPOSED DEMOLITION:

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 L: 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 Planning and Building 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.



California State Density Bonus (from Government Code Section 65915)

Affordable Units/ Base	Very Low-Income Households		Low-Income Households		Moderate-Income Households <i>(applies to ownership projects only)</i>	
	Density Bonus	Concession/Incentive	Density Bonus	Concession/Incentive	Density Bonus	Concession/Incentive
5%	20%	1	-	-	-	-
6%	22.5%	1	-	-	-	-
7%	25%	1	-	-	-	-
8%	27.5%	1	-	-	-	-
9%	30%	1	-	-	-	-
10%	32.5%	2	20%	1	5%	1
11%	35%	2	21.5%	1	6%	1
12%	38.75%	2	23%	1	7%	1
13%	42.5%	2	24.5%	1	8%	1
14%	46.25%	2	26%	1	9%	1
15%	50%	3	27.5%	1	10%	1
16%	50%	3	29%	1	11%	1
17%	50%	3	30.5%	2	12%	1
18%	50%	3	32%	2	13%	1
19%	50%	3	33.5%	2	14%	1
20%	50%	3	35%	2	15%	2
21%	50%	3	38.75%	2	16%	2
22%	50%	3	42.5%	2	17%	2
23%	50%	3	46.25%	2	18%	2
24%	50%	3	50%	3	19%	2
25%	50%	3	50%	3	20%	2
26%	50%	3	50%	3	21%	2
27%	50%	3	50%	3	22%	2
28%	50%	3	50%	3	23%	2
29%	50%	3	50%	3	24%	2
30%	50%	3	50%	3	25%	3
31%	50%	3	50%	3	26%	3
32%	50%	3	50%	3	27%	3
33%	50%	3	50%	3	28%	3
34%	50%	3	50%	3	29%	3
35%	50%	3	50%	3	30%	3
36%	50%	3	50%	3	31%	3
37%	50%	3	50%	3	32%	3
38%	50%	3	50%	3	33%	3
39%	50%	3	50%	3	34%	3
40%	50%	3	50%	3	35%	3
41%	50%	3	50%	3	38.75%	3
42%	50%	3	50%	3	42.5%	3
43%	50%	3	50%	3	46.25%	3
44%	50%	3	50%	3	50%	3
44%-79%	50%	3	50%	3	50%	3
80%-100%*	80%**	4	80%**	4	50%	3

* Up to 20% moderate income. Note: Applicant may not combine bonuses or concessions applicable to different income categories.