



COMMUNITY DEVELOPMENT DEPARTMENT

1414 Mission Street

South Pasadena, CA 91030

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MINISTERIAL MULTI-FAMILY/MIXED-USE APPLICATION

DESIGN REVIEW – QUALIFYING MIXED-USE/RESIDENTIAL PROJECTS

Case No:
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.

Ministerial Design Review Applications for qualifying residential projects must be either 1) Ten or more units & meet Inclusionary Housing Requirements of SPMC 36.375, or 2) Nine or less units with a minimum of 20% affordable units. For mixed-use projects, at least 50% of the total floor area must be residential.

SECTION A: Project/Contact Information

Project Address: _____

Assessor Parcel No.: _____

Proposed Project Type: New Multi-Family New Mixed-Use Other _____

Proposed Number of Units: Ten or More (Inclusionary Housing req.) Nine or Less (Min. of 20% Affordable)

State Density Bonus: Yes No

Brief Project Description, including type (rental/for-sale), total # of units, % of affordability, height, sq.ft.:

Zoning District/Overlay: _____ **Date Existing Structure(s) Built:** _____

Historic Status: _____

Applicant's Name: _____

Applicant's Address: _____

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

E-mail: _____

Architect's Name: _____

Architect's Address: _____

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

E-mail: _____

Owner's Name: _____

Owner's Address: _____

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

E-mail: _____

SECTION B: Filing Fees¹

<u>Filing Fees</u>	
Multi-Family Residential Project (# of Units):	Fee Schedule
Mixed-Use Project (# of Units and Commercial Sq. Ft.):	Fee Schedule
Tentative Parcel Map/Tentative Tract Map/Lot Line Adjustment/Parcel Merger	Fee Schedule
Planning Inspection Fee:	Fee Schedule

Notes:

1. Payment of a filing fee as authorized by City Council is required to deem the application complete for processing.

SECTION C: Site Information

PROPERTY EXISTING CONDITIONS

Site Conditions	Responses
1. Site Size	
2. Site Width	
3. Site Depth	
4. Street Right-of-Way Width. If corner lot, provide both widths.	
5. Number of Existing Dwelling Units	

DEMOLITION OF UNITS

Demolition	Responses
1. Units demolished in the last ten years	
2. Number of units to be demolished as part of this application	
3. In the last ten years, have units been renter-occupied or owner-occupied?	
4. Income of existing tenant or last tenant(s) in occupancy, if known	
5. Fill out SB 330 required documentation (see forms)	

EXISTING USES

Existing Uses	Responses
1. Subject site existing or prior use(s)	
2. Adjacent Site Use(s) – North	
3. Adjacent Site Use(s) – South	
4. Adjacent Site Use(s) – East	
5. Adjacent Site Use(s) – West	

SECTION D1: Objective Development Standards Compliance – DTSP Mixed-Use Core
FOR PROJECTS LOCATED IN THE MIXED-USE CORE. IF FAIR OAKS CORRIDOR, SKIP TO SECTION D2.

Development Standard	Code Section	Proposal	Minimum or Maximum Requirement
Lot Size			Meeting Building Type
Density	C4.3.A		Up to 70 units/acre
Setbacks	C4.3.B	<u>Front:</u> <u>Side Street:</u> <u>Side Yard:</u> <u>Rear (with alley):</u> <u>Rear (no alley):</u>	<u>Front:</u> 0-15 ft. max. <u>Side Street:</u> 0-15 ft. max. <u>Side Yard:</u> 0 ft. <u>Rear (with alley):</u> 5 ft. min. <u>Rear (no alley):</u> 10 ft. min.
Massing Stepback	C4.3.B	<u>Front:</u> <u>Rear:</u> <u>Over 4 stories (w/ density bonus):</u>	<u>Front:</u> 8 ft. min. above 3 stories <u>Rear:</u> 20 ft. min. above 3 stories <u>Over 4 stories (w/ density bonus):</u> 10 ft. min. above 3 stories
Building Type	C4.3.D		<u>Allowed Types Include:</u> Stacked Flats, Flex Building, Linear, Hybrid Court, Court, Live-work, Rowhouse, Rosewalk or Bungalow Court, Duplex/multiplex, single-family (see pages 113-125 of DTSP for specific design requirements).
Frontage Type	C4.3.C		<u>Allowed Types Include:</u> Arcade, Gallery, Shopfront, Lightcourt, Forecourt, Stoop, Dooryard, Porch, Frontyard (see pages 113-125 of DTSP for specific design requirements).
Exterior Height	C4.3.D	<u>Stories:</u> <u>Height:</u>	<u>Stacked Flats, Flex Building Linear, & Hybrid Courts:</u> 4 stories/45 ft. max. <u>Court:</u> 3 stories/35 ft. max.

			<u>Live work, Rowhouse, Rosewalk or Bungalow Court, Duplex/multiplex:</u> 2 stories/25 ft. max. <u>Single-family:</u> 2 stories/30 ft. max.
Interior Floor Height	C4.3.D	<u>Ground floor:</u> <u>Upper stories:</u>	<u>Ground floor:</u> 15 ft. min. <u>Upper stories:</u> 8 ft. min.
Recommended Parking ¹	C4.3.E	<u>Proposed # of spaces:</u>	Residential Uses <u>Studio or 1 bedroom:</u> 1 space per unit <u>2+ bedrooms:</u> 1.5 spaces per unit <u>Non-residential uses:</u> 2 spaces per 1,000 square feet
Minimum Unit Size	C4.3.G		450 sq.ft. min.
Private & Common Open Space	C5.2.A-J	<u>Private:</u> <u>Common:</u>	Depends on Building Type (see pages 113-125 of DTSP for requirement)
Total Open Space	C7.3.D		5% of project area, if site is more than 4 acres.
<i>Please note that other standards may apply such as encroachments, vehicle/pedestrian access, street improvements, etc. See Sections C4 – C9 of the DTSP for all requirements.</i>			

¹ Pursuant to Section 21155 of the California Public Resources Code, there shall be no minimum parking requirement for any residential, commercial, or other development project if the project is located within one-half mile of a major transit stop. The Metro A Line station qualifies as a Major Transit Stop.

SECTION D2: Objective Development Standards Compliance – DTSP Fair Oaks Corridor
ONLY FOR PROJECTS LOCATED IN THE FAIR OAKS CORRIDOR

Development Standard	Code Section	Proposal	Minimum or Maximum Requirement
Lot Size			Meeting Building Type
Density	C4.4.A		Up to 110 units/acre
Setbacks	C4.4.B	<u>Front:</u> <u>Side Street:</u> <u>Side Yard:</u> <u>Rear (with alley):</u> <u>Rear (no alley):</u>	<u>Front:</u> 0-15 ft. max. <u>Side Street:</u> 0-15 ft. max. <u>Side Yard:</u> 0 ft. <u>Rear (with alley):</u> 5 ft. min. <u>Rear (no alley):</u> 10 ft. min.
Massing Stepback	C4.4.B	<u>Front:</u> <u>Rear:</u> <u>Over 4 stories (w/ density bonus):</u>	<u>Front:</u> 10 ft. min. above 3 stories <u>Rear:</u> 20 ft. min. above 3 stories <u>Over 4 stories (w/ density bonus):</u> 10 ft. min. above 3 stories
Building Type	C4.4.D		<u>Allowed Types Include:</u> Stacked Flats, Flex Building, Linear, Hybrid Court, Court, Live-work, Rowhouse, Rosewalk or Bungalow Court, Duplex/multiplex (see pages 113-125 of DTSP for specific design requirements).
Frontage Type	C4.4.C		<u>Allowed Types Include:</u> Arcade, Gallery, Shopfront, Lightcourt, Forecourt, Stoop, Dooryard, Porch (see pages 113-125 of DTSP for specific design requirements).
Exterior Height	C4.4.D	<u>Stories:</u> <u>Height:</u>	<u>Stacked Flats, Flex Building Linear, & Hybrid Courts:</u> 4 stories/45 ft. max. <u>Court, Live work, Rowhouse, Rosewalk or Bungalow Court, Duplex/multiplex:</u> 3 stories/35 ft.

			max.
Interior Floor Height	C4.4.D	<u>Ground floor:</u> <u>Upper stories:</u>	<u>Ground floor:</u> 15 ft. min. <u>Upper stories:</u> 8 ft. min.
Recommended Parking ²	C4.4.E	<u>Proposed # of spaces:</u>	<i>Residential Uses</i> <u>Studio or 1 bedroom:</u> 1 space per unit <u>2+ bedrooms:</u> 1.5 spaces per unit <u>Non-residential uses:</u> 2 spaces per 1,000 square feet
Minimum Unit Size	C4.4.G		450 sq.ft. min.
Private & Common Open Space	C5.2.A-J	<u>Private:</u> <u>Common:</u>	Depends on Building Type (see pages 113-125 of DTSP for requirement)
Total Open Space	C7.3.D		5% of project area, if site is more than 4 acres.
<i>Please note that other standards may apply such as encroachments, vehicle/pedestrian access, street improvements, etc. See Sections C4 – C9 of the DTSP for all requirements.</i>			

² Pursuant to Section 21155 of the California Public Resources Code, there shall be no minimum parking requirement for any residential, commercial, or other development project if the project is located within one-half mile of a major transit stop. The Metro A Line station qualifies as a Major Transit Stop.

SECTION D3: Objective Development Standards Compliance – MU or HO Overlay

ONLY FOR PROJECTS LOCATED IN THE MIXED-USE OVERLAY OR HOUSING OPPORTUNITY OVERLAY

Development Standard**	Proposal	Minimum or Maximum Requirement
Lot Size		20,000 sq.ft. minimum
Lot Frontage		80 ft. minimum
Density		52-70 units/acre
Lot Coverage		<u>70% maximum</u>
Setbacks (Residential)	<p><u>Front:</u></p> <p><u>Side(s):</u></p> <p><u>Rear:</u></p>	<p><u>Front – Ground floor:</u> 20 ft. min.</p> <p><u>Side(s):</u> 10 ft min. for first two floors, 20 ft. min., if adjacent to RE or RS zone, 15 ft. min. for third floor and above, 25 ft., if adjacent to RE or RS zone.</p> <p><u>Rear:</u> 20 ft min. for first two floors, 30 ft. min., if adjacent to RE or RS zone, 25 ft. min. for third floor and above, 35 ft., if adjacent to RE or RS zone.</p>
Setbacks (Nonresidential)	<p><u>Front:</u></p> <p><u>Side(s):</u></p> <p><u>Rear:</u></p>	<p>Subject to the underlying zoning district (CO, CG, or BP). The front setback may be increased to 15 ft where outdoor <u>uses</u> or small plazas are provided directly in front of the nonresidential <u>use</u></p>
Exterior Height	<p><u>Stories:</u></p> <p><u>Height:</u></p>	<p>Stories: Maximum of 4</p> <p>Height: 45 ft. max.</p>
Maximum Floor Area by Story		<p><u>Up through second story:</u> 100%</p> <p><u>Third story:</u> 90%</p> <p><u>Fourth story:</u> 80%</p>

Ground Floor Height		<u>12 ft. min.</u>
Building Frontage		60% Min.
Parking ³		<p><i>Residential Uses</i></p> <p><u>Studio: 0.50 space</u></p> <p><u>One-bedroom: 1 space</u></p> <p><u>Two-bedroom: 2 spaces</u></p> <p><u>Guest Space—0.25 per unit</u></p> <p><i>Non-residential Uses</i></p> <p>As required by the underlying zoning district</p>
Minimum Unit Size		<p>Studio: 450 sq.ft.</p> <p>One-bedroom: 750 sq.ft.</p> <p>Two-bedroom: 900 sq.ft.</p>
Site Landscaping		20% Min.
Private & Common Open Space	<p><u>Private:</u></p> <p><u>Common:</u></p>	<p><i>Private</i></p> <p>No private open space is required for individual units. If provided voluntarily, minimum dimensions of 6 ft. width and 4ft. depth (patios, porches, balconies).</p> <p><i>Common</i></p> <p>1,000 sq.ft. min.</p> <p>25 ft minimum depth and width</p>
Total Combined Usable Open Space		300 sf/du
<p>**Section 36.230.050 of the South Pasadena Municipal Code – Table 2-6.. Other development/design standards apply such as parking design, articulation requirements, etc.</p>		

³ Pursuant to Section 21155 of the California Public Resources Code, there shall be no minimum parking requirement for any residential, commercial, or other development project if the project is located within one-half mile of a major transit stop. The Metro A Line station qualifies as a Major Transit Stop.

SECTION E1: For Residential/Mixed-Use Projects of 10 or more units – Inclusionary Housing Requirement

Proposed Project Type: Residential only Mixed-Use

The proposed project will satisfy the requirements of South Pasadena Municipal Code (SPMC) Division 36.375 (Inclusionary Housing Requirements) as follows:

- On-site provision of units
- In-lieu Fee option per SPMC 36.375.110
- In-lieu fee option for fractional units (Fraction or % of unit _____)*
- Off-site alternative (Location _____) – Discretionary Process
- Rehabilitation of existing units as affordable (include narrative description of proposal)

***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.

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 15% 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 *(Please check box and initial)*

Applicant has reviewed and agrees to comply with the Inclusionary Housing Requirements.

_____ **Applicant's Initials**

SECTION E2: 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. Density Bonus Requested.

This project is seeking a density bonus in an amount specified by Government Code Section 65915 (attach separate document if necessary):

Waivers and Concessions

Waivers may be requested pursuant to State Density Bonus Law, Govt. Code Section 65915 (e) for any development standard that would have the effect of physically precluding the construction of a development with the density bonus to which the project is entitled (per Govt. Code Section 65915 (b)) at the densities or with the concessions or incentives permitted by density bonus law.

Concessions and Incentives means any of the following:

- (1) A reduction in site development standards or a modification of zoning code requirements or architectural design requirements that exceed the minimum building standards approved by the California Building Standards Commission as provided in Part 2.5 (commencing with Section 18901) of Division 13 of the Health and Safety Code, including, but not limited to, a reduction in setback and square footage requirements and in the ratio of vehicular parking spaces that would otherwise be required that results in identifiable and actual cost reductions, to provide for affordable housing costs, as defined in Section 50052.5 of the Health and Safety Code, or for rents for the targeted units to be set as specified in subdivision (c).
- (2) Approval of mixed-use zoning in conjunction with the housing project if commercial, office, industrial, or other land uses will reduce the cost of the housing development and if the commercial, office, industrial, or other land uses are compatible with the housing project and the existing or planned development in the area where the proposed housing project will be located.
- (3) Other regulatory incentives or concessions proposed by the developer or the city, county, or city and county that result in identifiable and actual cost reductions to provide for affordable housing costs, as defined in Section 50052.5 of the Health and Safety Code, or for rents for the targeted units to be set as specified in subdivision (c) of Government Code Section 65915.

Waivers and concession incentives may not be used to waive applicable building code and life safety standards, and may be rejected if certain findings as set forth in Density Bonus Law are made by the City.

2. For projects requesting Waivers as permitted by State Density Bonus law (Government Code Section 65915(e)), please provide on a separate page attached to the application an explanation of how the development standard(s) for which a waiver is sought would have the effect of physically precluding the construction of a development with the density bonus to which the project is entitled (per Govt. Code Section 65915 (b)) at the densities or with the concessions or incentives permitted by density bonus law.

Section G: 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).
- Title Report(s).** Less than 6 months old from the date of submitted application.
- 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 plans 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 with 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.
- Inclusionary Housing Support Information:** As applicable, all additional narratives required by application Sections E1 and E2.
- 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 are required to understand the proposed project including preliminary grading plan, renderings, digital or physical model, preliminary sign plans, and neighborhood contextual drawings.
- Traffic Study Approval from Public Works Department (if applicable)**
- Tree Removal Tentative Approval from Public Works Department (if applicable)**
- Notice of Intent to Demolish (if applicable)**