



# COMMUNITY DEVELOPMENT DEPARTMENT

1414 Mission Street

South Pasadena, CA

91030

(626) 403-7220

AskPlanning@southpasadenaca.gov

## PRE-APPLICATION REVIEW

### Pre-Application Review (PRE) APPLICATION FORM

<b>Case No:</b> _____ - <b>PRE</b> 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.

#### SECTION A: Project/Applicant Information

**Project Address:** \_\_\_\_\_

Property Type:       Single-Family                       Multi-Family                       Addition

Façade Change                       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: \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Telephone (Business): \_\_\_\_\_                      Telephone (Other): \_\_\_\_\_

E-mail: \_\_\_\_\_

## SECTION B: Fees

### FILING FEE:<sup>1</sup>

**Check Fee Schedule for fees.**

Notes:

1. A filing fee is required to process an application for Pre-Application Review. All fees are subject to change without notice.

## SECTION C: Area Calculation

### EXISTING LOT COVERAGE

1. Area of existing 1<sup>st</sup> floor (footprint – including attached garage): \_\_\_\_\_ sq. ft.
2. Area of existing attached accessory structures (balconies, porches, decks, etc.): \_\_\_\_\_ sq. ft.
3. Area of existing detached structures (detached garage, carports, pool houses, etc.): \_\_\_\_\_ sq. ft.
4. TOTAL SQUARE FOOTAGE OF EXISTING BUILDING FOOTPRINT (Add 1 through 3): \_\_\_\_\_ sq. ft.
5. Lot Size: \_\_\_\_\_ sq. ft.
- TOTAL LOT COVERAGE (divide item 4 by item 5): \_\_\_\_\_ %**

### PROPOSED LOT COVERAGE

6. Area of proposed 1<sup>st</sup> floor addition: \_\_\_\_\_ sq. ft.
7. Area of proposed addition to attached accessory structures (garage, balcony, etc.): \_\_\_\_\_ sq. ft.
8. Area of proposed detached structures (garage, carport, pool houses, etc.): \_\_\_\_\_ sq. ft.
9. TOTAL SQUARE FOOTAGE OF PROPOSED BUILDING FOOTPRINT (Add 6 through 8): \_\_\_\_\_ sq. ft.
10. Lot Size: \_\_\_\_\_ sq. ft.
- TOTAL LOT COVERAGE (add item 6 and item 9, then divide by item 10): \_\_\_\_\_ %**

### EXISTING FLOOR AREA RATIO (FAR)

- A. Area of existing 1<sup>st</sup> floor (excluding attached garage less than 500 sq. ft.): \_\_\_\_\_ sq. ft.
- B. Area of existing 2<sup>nd</sup> floor: \_\_\_\_\_ sq. ft.
- C. Area of existing 3<sup>rd</sup> floor: \_\_\_\_\_ sq. ft.
- D. Area of livable area in existing basement: \_\_\_\_\_ sq. ft.
- E. TOTAL SQUARE FOOTAGE OF EXISTING FLOOR AREA (Add 1 through 4): \_\_\_\_\_ sq. ft.
- F. Lot Size: \_\_\_\_\_ sq. ft.
- TOTAL EXISTING FAR (divide item E by item F): \_\_\_\_\_ %**

## PROPOSED FLOOR AREA RATIO (FAR)

- G. Area of proposed 1<sup>st</sup> floor addition: \_\_\_\_\_ sq. ft.
- H. Area of proposed 2<sup>nd</sup> floor addition: \_\_\_\_\_ sq. ft.
- I. Area of proposed 3<sup>rd</sup> floor addition: \_\_\_\_\_ sq. ft.
- J. Size of proposed Basement Addition: \_\_\_\_\_ sq. ft.
- K. TOTAL SQUARE FOOTAGE OF PROPOSED ADDITIONS (Add G through J): \_\_\_\_\_ sq. ft.
- L. Lot Size: \_\_\_\_\_ sq. ft.
- TOTAL PROPOSED FAR (add item E and item K, then divide by item L): \_\_\_\_\_ %**

## SECTION D: Height Calculations

### EXISTING HEIGHTS (measured from the highest point of existing grade)

1. Maximum height of the existing main structure: \_\_\_\_\_ ft.
2. Maximum height(s) of the existing detached accessory structure(s): \_\_\_\_\_ ft.

### PROPOSED HEIGHTS (measured from the highest point of existing grade)

3. Maximum height of the proposed main structure: \_\_\_\_\_ ft.
4. Maximum height(s) of the existing detached accessory structure(s): \_\_\_\_\_ ft.

## SECTION E: Parking Calculations

### EXISTING PARKING

5. Number of existing covered parking spaces in a garage or carport: \_\_\_\_\_
6. Inside parking area of existing garage or carport: \_\_\_\_\_ sq. ft.
7. Number of existing open parking spaces \_\_\_\_\_

### PROPOSED PARKING

8. Number of proposed covered parking spaces in a garage or carport: \_\_\_\_\_
9. Inside parking area of proposed garage or carport: \_\_\_\_\_ sq. ft.
10. Number of proposed open parking spaces: \_\_\_\_\_

## 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 website.

Please check the box that best describes your project:

✓	Scope of Work	Guidelines Reference
	Enhancing existing non-historic residences	Residential Design Guidelines
	New single-family residence in an established neighborhood	Residential Design Guidelines
	Alterations to existing non-historic multi-family residential buildings	Residential Design Guidelines
	New multi-family residential buildings	Residential Design Guidelines

## 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.

---

---

---

---

---

---

---

**Enhancing Existing Non-Historic Residences <sup>1</sup>**

- 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, page 57-58).

---

---

---

---

**Alterations to Existing Historic Multi-Family Residences <sup>1</sup>**

- 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 <sup>1</sup>**

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).

---

---

---

---

<sup>1</sup> "Spanish," "Mission," and "Mediterranean" style new homes and substantial façade changes are subject to the "Mission and Spanish Colonial Revival" guidelines (as for historic homes), pages 12-13.

## SECTION H: Analysis of Design Guidelines

Complete this section only if the project is a new house or a change in architectural style of an existing house.

1. Identify the architectural style of your project (Example: Craftsman, Spanish, Ranch, etc.):

---

---

---

---

2. Describe the design features/architectural elements that are typical of this architectural style:

---

---

---

---

3. Explain how those features/elements (from item # 2) have been incorporated in to your project:

---

---

---

---

4. Which of the features/elements from item #2 have you not included in the project? List the reason/s for not doing so

---

---

---

---

**SECTION I: 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 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 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 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: 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 L: 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](http://www.nps.gov/tps/standards.htm) for helpful information regarding the Preservation, Rehabilitation, Restoration, and Reconstruction guidelines.

## **SECTION M: 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, and 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 N: 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 O: Application Materials

The following listed materials are items we suggest you submit for review:

- **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 an electronic file 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.
  - Submitted plans must be folded accordion style to a size of 8 ½" x 11" or less with the Title Block showing.
  - 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 eight inch equals one 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.