



PASADENA

Application for Project Review

CITY OF PASADENA - COMMUNITY DEVELOPMENT COMMITTEE

CITY HALL, ROOM 222
100 North Garfield Avenue
Pasadena, CA 91109
(626) 744-4660

I. GENERAL INFORMATION

PROJECT ADDRESS: _____

REDEVELOPMENT PROJECT AREA: _____

APPLICANT: _____

ADDRESS: _____ ZIP CODE: _____

TELEPHONE: _____ CONTACT PERSON: _____

DEVELOPER: _____

ADDRESS: _____ ZIP CODE: _____

ARCHITECT: _____

ADDRESS: _____

TELEPHONE: _____ CONTACT PERSON: _____

II. PROJECT INFORMATION

PROPOSAL (Describe Project and Use) _____

PLANS: PROVIDE 8-1/21 X 11 REDUCTIONS OF PLANS

LIST ANY PRIOR APPROVALS:

AGENCY: _____ DATE: _____

ACTION TAKEN: _____

AGENCY: _____ DATE: _____

ACTION TAKEN: _____

EXISTING USE: _____

ZONING OF PROJECT SITE: _____ SITE AREA: _____

PROJECT SQUARE FEET: _____ EST. PROJECT COST: _____

BUILDING COVERAGE: _____ % OPEN SPACE: _____

NO. OF STORIES: _____ BUILDING HEIGHT: _____

PARKING: ON GRADE (_____) STRUCTURE: (_____) SUBTERRANEAN: (_____) OTHER (_____) _____

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NO. OF STANDARD SPACES: _____ COMPACT: _____ TOTAL: _____

NO. OF EXISTING JOBS: _____ EST. NO. OF EXISTING JOBS: _____

BUILDING EXTERIOR (Describe Materials & Colors): _____

LANDSCAPING (Describe Materials & Colors): _____

SIGNAGE: (Describe Types & Locations): _____

SURROUNDING LAND USES (Attach Black & White Photographs):

North: _____

South: _____

East: _____

West: _____

DESCRIBE ANY SPECIAL SITUATIONS ASSOCIATED WITH THIS PROJECT OR APPLICATION: _____

III. ADDITIONAL REQUIREMENTS:

A COMPLETED PROJECT REVIEW APPLICATION PROVIDES THE HOUSING & DEVELOPMENT DEPARTMENT STAFF WITH A COMPREHENSIVE PROJECT SUMMARY. IN TURN, THIS OVERVIEW HELPS STAFF TO DETERMINE WHETHER OR NOT TO IMPLEMENT VARIOUS REQUIREMENTS SUCH AS THE PUBLIC BALANCE SHEET OR PUBLIC ART. PLEASE BE ADVISED THAT THE PUBLIC BALANCE SHEET ANALYSIS AND/OR PUBLIC ART REQUIREMENTS MAY OR MAY NOT APPLY TO THIS PROJECT SUBJECT TO FURTHER ANALYSIS BY STAFF.

PUBLIC ART REQUIREMENT: _____ YES: _____ NO: _____

PUBLIC BALANCE SHEET: _____ YES: _____ NO: _____

AN INITIAL ENVIRONMENTAL STUDY MUST BE COMPLETED AND ATTACHED.

IV. SIGNATURES

NAME OF REPRESENTATIVE: _____

TITLE OF REPRESENTATIVE: _____

ADDRESS _____ ZIP CODE: _____

TELEPHONE: _____

(The Representative must have the authority to commit the applicant to changes that may be suggested or required by the Community Development Committee.)

SIGNATURE OF REPRESENTATIVE: _____

NAME (Print/Type) _____ *DATE:* _____

SIGNATURE OF APPLICANT: _____

NAME (Print/Type): _____

ATTACHMENTS (Provided by Applicant)

- _____ 1. 8-1/2 x 11" Reductions of Plans
- _____ 2. Black & White Photographs of Site & Surrounding Uses
- _____ 3. Completed Initial Environmental Study Checklist
- _____ 4. Required Plans & Documents (see attached sheet)

*** TO BE COMPLETED BY STAFF:**

RECEIVED BY: _____ **DATE:** _____

- (_____) **APPLICATION COMPLETE**
- (_____) **REQUIRED PLANS SUBMITTED**

NOTES: _____

PLAN SUBMITTAL REQUIREMENTS

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I. CONCEPT PLAN REVIEW

- A. SITE PLAN
 - 1. Building Placement
 - 2. Preliminary Parking Layout/Circulation
 - 3. Existing Buildings Directly Adjacent to Site
- B. ARCHITECTURAL ELEVATIONS
 - 1. General Appearance and Architectural Character
 - 2. Fenestration/Windows and Access
- C. PRELIMINARY FLOOR PLANS
- D. CONCEPT LANDSCAPE PLANS
- E. PRELIMINARY PARKING PLANS
- F. PROJECT RENDERING (May be Required)
- G. MASSING MODEL (May be Required)

II. SCHEMATIC PLAN REVIEW

- A. SCHEMATIC SITE PLAN
- B. FINAL SCHEMATIC ARCHITECTURAL ELEVATIONS
- C. FINAL SCHEMATIC FLOOR PLANS
- D. FINAL SCHEMATIC LANDSCAPE PLANS

III. 50% DESIGN DEVELOPMENT REVIEW

- A. FINAL SITE PLAN
- B. DETAILED 50% ARCHITECTURAL ELEVATIONS
- C. DETAILED 50% FLOOR PLANS
- D. DESIGN DEVELOPMENT LANDSCAPE/HARDSCAPE PLANS
- E. PRELIMINARY CONSTRUCTION DETAILS (Wall & Building Sections. Etc.)
- F. FINAL PARKING PLAN
- G. PRELIMINARY SIGNAGE & GRAPHICS PROGRAM

IV. 100% DESIGN DEVELOPMENT REVIEW

- A. FINAL SITE PLAN
- B. FINAL ARCHITECTURAL ELEVATIONS
- C. FINAL FLOOR PLANS
- D. FINAL LANDSCAPE/HARDSCAPE PLANS*
- E. FINAL CONSTRUCTION DETAILS (Wall & Building Sections)
- F. FINAL PARKING PLAN
- G. EXTERIOR ARCHITECTURAL DETAILS*
- H. EXTERIOR LIGHTING PLAN*
- I. FINAL SIGNAGE & GRAPHICS PROGRAM*
- J. COLOR/MATERIALS SAMPLES*

*May be included in a Final Material/Detail and Landscape Review

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REDEVELOPMENT PLAN REVIEW

ALL PROJECTS LOCATED WITHIN THE BOUNDARIES OF ONE OF THE CITY'S NINE REDEVELOPMENT PROJECT AREAS ARE REVIEWED BY STAFF OF THE COMMUNITY DEVELOPMENT COMMISSION TO ENSURE CONSISTENCY WITH THE PURPOSES AND PERMITTED USES OF THE APPLICABLE REDEVELOPMENT PLAN. IN ADDITION, THOSE PROJECTS WHICH RECEIVE FINANCIAL ASSISTANCE FROM THE COMMUNITY DEVELOPMENT COMMISSION PURSUANT TO A DISPOSITION AND DEVELOPMENT AGREEMENT OR OWNER PARTICIPATION AGREEMENT SHALL BE REVIEWED BY THE COMMUNITY DEVELOPMENT COMMITTEE FOR CONSISTENCY WITH APPLICABLE DESIGN FOR DEVELOPMENT STANDARDS. THIS DESIGN REVIEW PROCESS IS INTENDED TO COMPLEMENT THE PROCEDURES OF DESIGN COMMISSION STAFF AS THEY CONDUCT THEIR REVIEW OF THE PROJECT.

THESE PROCEDURES ARE INTENDED TO ENSURE HIGH QUALITY DEVELOPMENT CONSISTENT WITH THE GOALS AND OBJECTIVES OF THE CITY'S REDEVELOPMENT PLANS. HOUSING AND DEVELOPMENT STAFF ARE EAGER TO ASSIST WITH PROJECTS PROPOSED IN REDEVELOPMENT AREAS. STAFF CAN BE REACHED AT (818) 405-4660 DURING REGULAR CITY HALL BUSINESS HOURS.