



Submittal Checklist for a Master Plan & Master Plan Amendment

This checklist should be reviewed with a Planner at the *Permit Center* to identify the specific material necessary to submit your application. Incomplete applications cannot be processed and will be returned to the applicant together with a checklist specifying the items that are incomplete. Submit **8** copies of the items listed below unless otherwise noted.

MINIMUM SUBMITTAL REQUIREMENTS:

MASTER APPLICATION

- a. Cover Sheet with Applicant Signature.
- b. Environmental Assessment Form.
- c. Tree Inventory.
- d. Taypayer Protection Act Disclosure Form.

SUBMITTAL CHECKLIST (Subject to pre-application review with a Planner)

DETAILED SITE PLAN - fully dimensioned, 8 full size sets (24" x 36") and 4 reduced sets (11"X17") unless directed otherwise by Planner

- a. Applicant name, address and phone number.
- b. Project site address, north arrow and drawing scale.
- c. Property lines.
- d. Internal and external rights-of-way and any vehicular access or other easements.
- e. Existing and proposed structures with their uses labeled.
- f. Location of structures on adjacent properties and their uses.
- g. Mature trees 4 inches or more in diameter (on-site, adjacent to property lines and in public right-of-way).
- h. Yard dimensions.
- i. Topography (when applicable).
- j. Vicinity map showing ½-mile radius street system with project site highlighted (integrated at lower right hand corner of plan).

SIMPLIFIED SITE PLAN (1 reduced set and 1 CD-ROM set JPEG and PDF format)

- a. Simplified version of detailed site plan showing existing and proposed development only
- b. If Construction Phasing is proposed, provide a site plan for each individual phase

OWNERSHIP VERIFICATION (1 copy)

- a. Copy of Grant Deed, Deed Trust or Title Report showing ownership
- b. Lease agreement (if applicable)
- c. Written Consent from property owner to authorize representative (if applicable)

HOURS OF OPERATION – Existing and proposed uses during each phase, include special events.

DEVELOPMENT PHASING SCHEDULE – Specify duration and scope of work proposed in each phase.

CALCULATIONS – Square footage, Floor Area Ratio, Slope gradient, etc.



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- CONCEPTUAL MASSING PLANS** – Show proposed massing from street view, include dimensions of proposed height.
- PARKING AND CIRCULATION PLAN**
 - a. Existing and Proposed parking and circulation plan, including the location, number, dimension and type of spaces (regular, compact, tandem, ADA), number of loading spaces
 - b. Indicate the route of ingress and egress for vehicles and pedestrians.
 - c. Include a calculation of how the proposed project complies with the number of required parking spaces in Zoning Code, Chapter 17.46.
- NOTIFICATION PACKET (3 sets and must be updated within 6 months of public notice date)**
 - a. Radius Map and Ownership List.
 - b. Mailing Labels.
 - c. Affidavit.
- PHOTOGRAPHS (1 hardcopy set and 1 CD-ROM set with JPEG and PDF format)**
 - a. Provide photographs depicting the entire subject property – label photographs and key to a location map.)

ADDITIONAL ITEMS

Consult with the Planner to determine if any of the following items are required.

- FLOOR PLANS** – Existing and proposed, include proposed use of each room/building (programmatic info.)
- PRELIMINARY GRADING PLAN AND CALCULATIONS** – Include import and export amount.
- CONCEPTUAL LANDSCAPE PLAN** – Include a palette of potential landscape type/location and replacement trees if applicable.
- FENCING PLAN** – Include existing and proposed fences, walls and gates.
- TOPOGRAPHY MAP** – Show character of the terrain including flora and natural features, and existing development.
- EMPLOYMENT** – Number of full time equivalent employees at each phase and calculated for each use, include maximum number of employees expected on project site at a given time.
- SPECIAL EVENTS SCHEDULE** – A list of expected major and minor special events, include event time, estimated attendance and special event parking plan.
- HISTORIC RESOURCES INVENTORY** – Contact Design & Historic Preservation Planners.
- TRAFFIC/PARKING ANALYSIS** – Peak-hour parking (all phases), maximum number of employees, guests and visitors at any given time (all phases), number of existing and proposed parking spaces (all



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phases and broken into regular, compact, tandem and ADA); projections of traffic volume within the plan area; and projections of increased traffic volumes to local streets.

- SIGN PROGRAM** – An illustration of existing signs to remain and new proposed signs.
- LIGHTING PLAN** – Photometric plans of existing and proposed lighting; include safety, night, and sport court lighting, measured in foot candles.
- NOISE STUDY** – Demonstrate how the proposed uses are in compliance with the noise regulations of Municipal Code Chapter 9.36.
- MASSING MODEL** – If the project requires Design Commission review, eye-level, perspective drawing or virtual illustrations (in color) depicting the elevations visible from the street and/or the building in its context may also be required.
- RESPONSE TO PRELIMINARY CONSULTATION COMMENTS** – Explain how the proposed project addresses each comment made by the Design Commission during Preliminary Consultation.



Supplemental Application for a Master Plan & Master Plan Amendment

Project Address _____ MP # _____

A Master Plan, or Master Conditional Use Permit, is a detailed document that set forth the maximum amount, type, and location of future development which will occur on the project site over a specified period of time. A Master Plan may be required and submitted even if construction is not imminent.

FINDINGS:

The applicant must thoroughly respond to the six (6) directives below to make the required findings for the proposed project. The City's Zoning Code and General Plan can be viewed at the Permit Center and online at www.cityofpasadena.net. Include your response on a separate sheet.

- 1) The proposed use is allowed with a Conditional Use Permit (Major and Minor) within the applicable zoning district and complies with all applicable provisions of this Zoning Code (see Section 17.10 of the City's Zoning Code and the zoning district purposes at the introduction to each zoning district regulation);
- 2) The location of the proposed use complies with the special purposes of this Zoning Code and the purposes of the applicable zoning district;
- 3) The proposed use is in conformance with the goals, policies, and objectives of the General Plan and the purpose and intent of any applicable specific plan;
- 4) The establishment, maintenance, or operation of the use would not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use;
- 5) The use, as described and conditionally approved, would not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City; and
6. The design, location, operating characteristics, and size of the proposed use would be compatible with the existing and future land uses in the vicinity, in terms of aesthetic values, character, scale, and view protection.

If applicable to the type of development proposed, the following specific information is required.

A. SCHOOLS (Private, Specialized Education and Training)

- Enrollment capacity
- School and operation hours
- Number of classrooms for grammar school-aged students
- Square footage for high school students and/or for specialized education and training
- Indoor classroom area (total in sq.ft.)
- Outdoor play area (total in sq.ft.)
- After school events operating during non-school hours
- Athletic fields and lighting



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- Traffic control plan demonstrating how loading and unloading of school children will occur with minimum disruption to traffic, include pick-up and drop-off locations and time.
- Noise Study, demonstrating how the school has been designed and operated to comply with the noise regulations of Municipal Code Chapter 9.36
- Rental of facilities to other organizations

B. UNIVERSITIES

- Enrollment capacity
- School and operation hours
- Proposed dormitories or student housing

C. RELIGIOUS FACILITIES

- Operational hours, worship hours, anticipated peak traffic hours
- Accessory uses (Existing and proposed – counseling, daycare, etc.)
- Anticipated attendance at worship hours
- Storefront windows and doors. If the use is proposed to be located in an existing structure, any storefront windows and doors shall remain and all windows shall be transparent
- Columbariums (location on site, enclosure, heights, setbacks, landscaping)
- Rental of facilities to other organizations
- Number of full time residents if any
- Temporary homeless shelter