



DESIGN REVIEW BOARD APPLICATION FORM (RESIDENTIAL)

SECTION A

Project Address: _____ Today's Date: _____	← Provide complete address of subject property.
Owner's Name: _____ Address: _____ _____ Telephone (business): _____ Telephone (home): _____ Fax: _____ E-Mail: _____	← Please print complete name and address of property owner. ← Provide property owner's business and home telephone number, including area code and E-Mail Address.
Applicant's Name: _____ Address: _____ _____ Telephone (business): _____ Fax: _____ E-mail: _____	← Provide applicant's name and address if not the same as the owner. ← Provide telephone number, fax, and e-mail address of applicant.

Proposed Project: Check all the boxes that best describe your project. If you check "Other", please specify.

<input type="checkbox"/> Single Family Dwelling <input style="margin-left: 150px;" type="checkbox"/> Single Family Addition <input style="margin-left: 150px;" type="checkbox"/> Single Family Exterior Alteration
<input type="checkbox"/> Other:

Filing Fee: A filing fee is required for all design review applications. All fees are subject to change without notice. See current fee schedule for the following:

Single Family Residence: \$800.00 Public Noticing Fee (Applies to all projects noted above): \$220.00 (This fee does not include mailing labels; these are provided by the applicant.)

SECTION B: AREA CALCULATION

EXISTING LOT COVERAGE

Line 1 Size of Existing 1st floor _____ Sq. Ft.
Line 2 Size of Existing attached garage, balconies, porches, and decks _____ Sq. Ft.
Line 3 Size of Existing detached structures* _____ Sq. Ft.
Line 4 **Total Square Footage of existing building footprint** (add lines 1 through 3) _____ Sq. Ft.
Line 5 Lot Size _____ Sq. Ft.
Divide line 4 by line 5 to calculate the **Existing Lot Coverage:** _____ %

PROPOSED LOT COVERAGE

Line 6 Size of proposed 1st floor addition _____ Sq. Ft.
Line 7 Size of proposed addition to attached garage, balconies, porches, and decks _____ Sq. Ft.
Line 8 Size of proposed detached structures* _____ Sq. Ft.
Line 9 **Total Square Footage of proposed additions** (add lines 6 through 8) _____ Sq. Ft.
Line 10 Lot Size _____ Sq. Ft.
Add lines 6 and 9; then divide by line 10 to calculate the **Proposed Lot Coverage:** _____ %

EXISTING FLOOR AREA RATIO

Line 1 Size of Existing First Floor _____ Sq. Ft.
Line 2 Size of Existing Second Floor _____ Sq. Ft.
Line 3 Size of Existing Third Floor _____ Sq. Ft.
Line 4 Size of Livable Area in Existing Basement _____ Sq. Ft.
Line 5 **Total Square Footage of Existing Floor Area** (add lines 1 through 4) _____ Sq. Ft.
Line 6 Lot Size _____ Sq. Ft.
Divide line 5 by line 6 to calculate the **Existing Floor Area Ratio:** _____ %

PROPOSED FLOOR AREA RATIO

Line 7 Size of First Floor Addition _____ Sq. Ft.
Line 8 Size of Second Floor Addition _____ Sq. Ft.
Line 9 Size of Third Floor Addition _____ Sq. Ft.
Line 10 Size of Proposed Basement Addition _____ Sq. Ft.
Line 11 **Total Square Footage of Proposed Additions** (add lines 7 through 10) _____ Sq. Ft.
Line 12 Lot Size _____ Sq. Ft.
Add lines 7 and 11; then divide by line 12 to calculate the **Proposed Floor Area Ratio:** _____ %

SECTION C: HEIGHT & PARKING

Maximum height of the existing structure, measured from the highest point of existing grade _____ Ft.
Maximum height of the proposed structure, measured from the highest point of existing grade _____ Ft.
Maximum height of the existing detached structure* _____ Ft.
Maximum height of the proposed detached structure* _____ Ft.
Number of existing covered parking spaces in a garage or carport _____
Number of existing open spaces _____
Number of proposed covered parking spaces in a garage or carport _____
Number of proposed open spaces _____

* Detached Structures include: detached garages, gazebos, decks, covered patios etc.

SECTION D: DESIGN GUIDELINES

The City Council approved Resolutions 6979 and 6980 on April 23, 2008, which adopted the citywide residential 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 your project. The guidelines may be found on-line at <http://www.ci.south-pasadena.ca.us/planning/design.html>.

Please check the box that best describes your project:

- Enhancing Existing Non-Historic Residences (See Residential Guidelines, page 51¹)
- New Single Family Home in Established Neighborhood (See Residential Guidelines, page 59¹)

SECTION E: ANALYSIS of DESIGN GUIDELINES

Use the City’s Design Guidelines to address each design issue 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 in “N/A” for a response, or explain why the design guidelines are not appropriate for the proposed project. Attach additional sheets if necessary.

Enhancing Existing Non-Historic Residences¹

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).

3. Describe how the proposed project meets the design guidelines related to streetscape, site design, and additions (See Residential Design Guidelines, pages 56 to 58).

New Single-Family Homes in Established Neighborhoods¹

1. Describe how the proposed project meets the design guidelines for neighborhood compatibility, and character (See Residential Design Guidelines, pages 61 to 63).

¹ “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.

2. Describe how the proposed project meets the design guidelines for site planning and development and physical design components (See Residential Design Guidelines, pages 63 to 64).

3. Describe how the proposed project meets the design guidelines regarding physical design components such as scale/massing, height and roof form, window and door fenestration, exterior finishes (See Residential Design Guidelines, pages 65 to 71).

4. Describe how the proposed project meets the design guidelines regarding streetscape, landscape driveways, walkways, fences, walls, and gates (See Residential Design Guidelines, pages 71 to 73).

SECTION F: ARCHITECTURAL STYLE STATEMENT

Complete this section only if the project is a new house or a change in the 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 G: ADDITIONAL MATERIALS

All of the following materials are required for a complete application:

- **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.
- **Mailing labels & Spreadsheet:** All projects reviewed by the Design Review Board (DRB) require public notification (the Planning department will mail notices prior to the DRB meeting). Mailing labels are required for this. The City strongly recommends that applicants utilize a mapping company to prepare the labels. A list of mapping companies is available from the Planning department; this is provided for informational purposes only: the City does not recommend or endorse any of these companies. Please provide:

One (1) set of address labels (on an 8-1/2" x 11" sheet of adhesive labels) and one (1) photocopy of the labels. The 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). 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, 3333 XYZ Street..." 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.

One Compact Disk (CD) that contains an electronic 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 (the Planning department will provide this) from the company/individual that prepared the mailing labels stating the source of the property information how recently this was updated.

- **Photographs.** One set of (approx) 4"x 6" color photographs showing all existing elevations of the subject property and front elevations of neighboring properties. The photographs should show all street views on both sides of the subject property to adequately portray the appearance of the immediate neighborhood. Photos should be printed on 8 1/2" x 11" sheets (two per page is a good size), and must be labeled with street addresses and referenced to a photo key (a reduced site map). Photo keys do not need to be drawn to scale, but must indicate approximate locations of where the photos were taken and the direction of each shot. Photo keys must also have a north arrow and the subject property address.
- **Plans:** One (1) full set of plans is required at the time the application is submitted. Upon determining the completeness of the application, Staff will notify the applicant, and he/she will be required to submit six (6) full sets of plans to the Planning Department. All site plans must be drawn at a minimum scale of 1/8" and elevations at 1/4". Submitted plans must be folded accordion style to a size of 8 1/2" x 11" or less with the title block showing. The plans shall include, and may not be limited to the following: site plan, demolition plan, elevations, roof plan, window and door schedule, and building sections. **A detailed**

checklist of specific requirements is available for the project architect/project designer's use.

I HEREBY CERTIFY that I am the owner of the property/applicant which is the subject of this application for a Design Review, that this application is full and complete, and I have read and understand the City's Design Guidelines.

Owner's Signature: _____ Date:
(Signature is required for all applications)

Applicant's Signature: _____ Date:
(Signature is required for all applications)