

Submittal Checklist for

AFFORDABLE HOUSING CONCESSION PERMIT

This checklist should be reviewed together with a Planner at the Permit Center and must be submitted with the application. Incomplete applications cannot be processed and will be returned to the applicant together with a checklist specifying the items that are incomplete.

MINIMUM SUBMITTAL REQUIREMENTS:

Listed below are the minimum submittal requirements for Affordable Housing Concession Permits. If there are multiple entitlements, they may be combined under one submittal.

	MASTER APPLICATION (eight copies)		
	a) Cover Sheet with Applicant Signature.		
	b) Environmental Assessment.		
	c) Tree Inventory.		
	d) Taxpayer Protection Act Disclosure Form.		
П	SITE PLANS (eight full size copies and four 11"X17" reductions)		
_	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).		
	OWNERSHIP VERIFICATION (one copy)		
_	a) Copy of Grant Deed.		
	b) Written Consent from property owner to authorize representative (if applicable).		
	NOTIFICATION PACKET (two sets)		
	a) Radius Map and Ownership List.		
	b) Affidavit.		
	c) Labels.		
П	PHOTOS (two sets)		
ш	a) A minimum of four photos (varied angles) of the project site showing walls, trees and		
	existing structures.		
	APPLICATION FEES		
\Box	CHECKLIST FOR SPECIFIC ENTITLEMENTS & OTHER ITEMS		
Ш	CHECKLIST FOR SPECIFIC ENTITLEMENTS & OTHER ITEMS Refer to the reverse page for additional submittal requirements.		

AHCP-CHK Rev: 1/17/07

AFFORDABLE HOUSING CONCESSION PERMIT

	ENTITLEMENT REQUIREMENTS:			
In addition to for Affordab	to the minimum submittal requirements, the following specific entitlement requirements ble Housing Concession Permits shall also be submitted:			
a) De b) Fi	EMENTAL APPLICATION (eight copies) escription of Request. ndings for an Affordable Housing Concession Permit. ublic Hearing Request.			
A signe conces	DENSITY BONUS WAIVER(S) REQUEST (eight copies) A signed letter from the applicant to the Zoning Administrator detailing all density bonus concessions requested, and how each concession directly relates to the affordability of the project.			
a) Fill de fea	PRO-FORMA (eight copies) nancial justification for EACH specific development concession requested that clearly emonstrates how granting each individual concession will make affordability of the project asible. cost comparison of the project without the requested concession versus with the encession.			
ADDITIONA	AL ITEMS: the following items may be required by the Planner for submittal:			
FLOOF	RPLANS			
ELEVA	ATIONS			
_ ELEVA	☐ ELEVATION SECTIONS			
CALC	CALCULATIONS (square footage, floor area ratio, average slope, etc.)			
_ LANDS	LANDSCAPE PLAN			
☐ CIRCU	CIRCULATION PLAN			
DEVEL	OPMENT SCHEDULE			
☐ ESCRO	OW TITLE PAPERS			
☐ LEASE	AGREEMENT			
OTHER	RITEMS			
	 '			



Supplemental Application for AFFORDABLE HOUSING CONCESSION PERMIT

Project Address:	Case #
DESCRIPTION OF REQUEST:	
A separate description and set of findings must be submitt	tod if there is more than one concession as
part of this Affordable Housing Concession Permit reque	est. This Allordable Housing Concession
Permit is to:	
FINDINGS:	
The applicant must thoroughly respond to the two (2) direct	ives below to make the required findings for
the proposed project. A separate set of findings must be su	
Housing Concession Permit request. Use additional shee	
your response. The City's Zoning Code and General Pla	n can be viewed at the Permit Center and
online at <u>www.cityofpasadena.net</u> .	
1) Describe how the concession or incentive is required	d in order for the designated units to be
affordable; and	a in order for the decignated diffic to be
anordable, and	

Supplemental Application for AFFORDABLE HOUSING CONCESSION PERMIT

Pro	ect Address:	Case #
2)	Describe how the concession or incentive would health, public safety, or the physical environment property that is listed in the California Register of feasible method to satisfactorily mitigate or avoid th development unaffordable to low- and moderate-inc a significant, quantifiable, direct or unavoidable imphealth or safety standards, policies, or conditions a deemed complete.	and would not have an adverse impact on a Historic Resources, and for which there is no e specific adverse impact, without rendering the ome households. A specific adverse impacts is act, based on objective, identified written public
Th Se "N pu pu he	BLIC HEARING REQUEST: e procedures for an Affordable Housing Concession ction 17.61.080(C)3 of the Zoning Code specifies linor" Variance if no concern is registered with the 2 blic notice. If no concern is registered, however, the ld. In here if you wish to have a public hearing held even	that a public hearing need not be held on a Zoning Administrator in response to the required applicant may request that a public hearing be
	There is you wish to have a public healing held ever	
	Signature of Applicant	Date