

Final Design Review Submittal Requirements



Items on this submittal checklist should be submitted with the application. Incomplete submittals will delay reviews. All projects must receive Concept Design Review approval prior to submitting an application for Final Design Review. **Projects subject to the Public Art requirement must also have selected an art consultant (approved by Cultural Affairs) prior to submitting an application for Final Design Review.**

Copies of Plans and Elevations (Items D - G)

The reviewing body for Final Design Review (i.e., Design Commission or staff) is determined at the Concept Design Review stage

- ❑ For projects reviewed by the Design Commission, submit one full-size set and 15 reduced (11" by 17") copies of the plans/elevations. Reductions must be legible.
- ❑ For projects reviewed only by staff, submit one full size set and one reduced (11" by 17") copy of the plans/elevations needed to document the design of the project. Reductions must be legible.

PROJECT OVERVIEW

A. Design & Historic Preservation Master Application Form

- ❑ Please complete all information on the application form.

B. Application fee

- ❑ Application fees are required for all projects. See the adopted fee schedule (viewable at www.cityofpasadena.net/finance/fees_and_tax_schedules) or consult with Design & Historic Preservation staff to determine the amount of the application fee.

FINAL CONCEPT

C. Design Narrative

- ❑ A final narrative explanation of the building's design, answering all questions required in the Preliminary Consultation Submittal Checklist (<http://ww2.cityofpasadena.net/planning/deptorg/dhp/pdfs/Preliminaryconsultationsubmittalrequirements.pdf>) including all modifications to the narrative that have resulted from complete development of the design. At this stage of the process, the narrative should focus on the exterior materials, colors, landscaping and detailing of the building. Images, sketches or diagrams may also be used to illustrate elements of the design concept.

FINAL SITE PLAN & ARCHITECTURAL DESIGN

D. Architectural Plans and Elevations

- ❑ Cover sheet with the following information:
 - Total area of site in square footage
 - Number of proposed new buildings with total square footage for each (including parking structures)
 - Square footage for each building's footprint and the percentage of the site covered by the building
 - Number of stories for each building
 - Landscaped areas and percentage of the total site dedicated for landscaping
 - Number of parking and loading spaces proposed, required by zoning and percentage of the total site covered by parking
 - Paved areas and percentage of the total site dedicated for hardscape/paving (driveways, walkways, courtyards, and trash storage)
 - UBC occupancy group and type of construction
 - Existing zoning and land-use designation
- ❑ Site plan (indicate electrical vault, gas and electrical meters, fire sprinkler valves, backflow preventer, HVAC condensers, etc.)
- ❑ Floor plan(s)
- ❑ Roof plan
- ❑ Exterior elevations (with material call-outs)

E. Landscape Plans

- ❑ Planting plan showing location, spacing, common name, botanical name, container size, quantity of all proposed new plant material, with distinct plant symbols for each specimen
- ❑ Landscape construction plan with dimensions, materials, finishes (drawings, catalog cuts, and/or photographs of an existing installation)
- ❑ Hardscape details including paving, trash enclosure, raised planters, water features, fences, walls, site furniture, etc.
- ❑ Exterior lighting including type of fixture and catalog cut sheets
- ❑ Existing plant material including trees (trees with a 4-inch diameter or greater shall be identified by species and diameter-at-breast height.)

DESIGN DETAILS & EXTERIOR MATERIALS

F. Details & Sections (cross and longitudinal)

- ❑ Building walls (including freestanding walls)
- ❑ Floor-to-floor dimensions
- ❑ Cuts and fills (as required)
- ❑ Exterior details/sections (canopies, balconies, doors, eaves, reveals, soffits, returns, and surface-applied materials, roof edge caps and flashing, etc.)
- ❑ Large-scale details/sections of windows showing, dimensioned recess, casings, and method of operation. Also include a manufacturer's catalog cut sheet of window assemblies or—at the request of staff—a window sample.
- ❑ Door and window schedule
- ❑ Exterior lighting plan and product specifications (locations, dimensions, type of fixture, and catalog cut sheets)
- ❑ Gutters and downspouts (indicate the location of gutters and downspouts on the building elevations)
- ❑ Mechanical plans showing locations of exterior equipment, through-the-wall vents and ventilation shafts

G. Exterior Signs and Other Graphics

- ❑ Location, dimensions, type (including illuminated or non-illuminated) and use (building sign, tenant sign, wayfinding sign, etc.). Include light fixtures, electrical raceways, and all other designs, materials, lettering font, graphics and colors used as identification or for calling attention to the project or tenant. Include color and material samples on the color and material board.

H. Color and Material Board

- ❑ Identify board with project address, architect's name, address and telephone/fax/email address, and date. Include samples of all proposed exterior materials and paint colors, including materials for glazing and paving (except clear glass). Identify all samples with manufacturer's name and item specification number (including catalog cut – photographs of an existing installation may be accepted in place of product literature). **For projects requiring review by the Design Commission, a presentation board shall be of adequate size for display at a public meeting, otherwise 8.5" x 11" is preferred (multiple boards of this size may be submitted).**

SPECIAL REQUIREMENTS FOR MAJOR NEW CONSTRUCTION PROJECTS

I. Three-dimensional Digital Model

- ❑ Projects involving construction of structures *greater* than 25,000 square feet in size or residential projects with 10 or more units that require Design Commission review must include a 3-D digital model of the proposed building in one of the following formats: .3ds (3D Studio Max), .dae (COLLADA), .skp (SketchUp v6), .flt (OpenFlight), .kml (Google Earth). For architects that use software other than those listed above, consult with Design & Historic Preservation staff to determine if your model will be compatible with the City's 3-D digital model.