



The intent of this procedure is to allow architects to obtain input from staff and the Design Commission prior to significant investment being made on detailed architectural drawings. As such, drawings are intended to be schematic and general in nature to allow for flexibility.

Notes:

- For Design Review projects that will be reviewed by the Design Commission, Preliminary Consultation will also be conducted by the Commission
- Preliminary Consultation is an advisory review. As such, a formal decision is not issued; instead, advisory comments are provided to assist in the further development of the project.

A. Design & Historic Preservation Master Application Form

B. Site Plan, Context & Elevations

- ❑ Preliminary site plan of proposed project including buildings and paved and landscaped areas
- ❑ Building footprints and front yard configurations of all properties on both sides of the street and to the rear of the property between two cross streets. If the project is on a corner lot, context should include both streets. If a site adjoining the project site has a shared courtyard area, this should also be indicated on the plans.
- ❑ Preliminary street-facing elevation of project with street-facing elevations of existing buildings on the same side of the street between two cross streets. If the project is on a corner lot, context should include both streets.
- ❑ Copies of Plans and Elevations (Plans must be legible):
 - For projects reviewed by staff, submit one set (no larger than 11" by 17") of the plans/elevations.
 - For projects reviewed by the Design Commission, submit 15 sets (no larger than 11" by 17") of the plans/elevations.

C. Photograph(s)

- ❑ Color photographs of existing buildings on the site and existing buildings on both sides of the street between two cross streets. Photographs should identify the address of the property depicted and should be taken perpendicular to the building. If the project is on a corner lot, photographs should include both streets. A disc of digital photographs may be submitted in lieu of printed photographs.

D. Digital Massing Model

- ❑ Simple digital massing model of the project in one of the following formats (software and file extension): 3D Studio Max (.3ds), COLLADA (.dae), SketchUp v6 (.skp), OpenFlight (.flt), Google Earth (.kml). 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.

E. Design Narrative

- ❑ Provide a written narrative describing the project's design concept. The narrative may include diagrams & photographs and shall answer the following questions:
 1. How does the proposed building relate to its site and to its neighbors in terms of setbacks, height, massing, scale, frontage, materiality, open space, landscape, solar orientation, and topography?
 2. If the proposed building is immediately adjacent to a lower-density zone, what measures have been employed to ensure that the proposed building is appropriate to and not a visual nuisance to existing, smaller scale buildings in the lower-density zone?
 3. What style has been chosen for the proposed building and why?
 4. What is the design concept or architectural logic of the design presented?
 5. What materials and finishes are proposed and how will they be employed to express the permanence of the building and to reinforce the design concept?
 6. What makes the proposed building particular to Pasadena? How does it contribute and respond to Pasadena's architectural legacy and climate?
 7. If the proposed building is adjacent to a designated or eligible historic resource, what measures have been employed to insure that the proposed building responds to or enhances the historic resource?
 8. What green building measures, including passive environmental control strategies and/or active environmental control systems, does the building incorporate into its design?