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CITY OF PASADENA

INSTRUCTIONS FOR COMPLETING THE
PLANNING PERMIT APPLICATION FOR
RM-16, RM-32, AND RM-48 DISTRICTS

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HOW TO COMPLETE THE FORMS

These instructions are to be used in conjunction with the Zoning Ordinance. Information is required about six aspects of all projects proposed to be built in districts classified as RM-16, RM-32, and RM-48.

1. The context and how your design responds to it.
2. Planning requirements and how you have met them.
3. Open space and how dwelling units relate to it.
4. Off-street parking and driveways.
5. Materials and architectural features.
6. Landscaping.

Information is needed not only about your proposed new development but also about the existing development on neighboring lots because approval of any new design is contingent upon its suitability to the existing context. The application forms you are required to complete consist of:

1. Three preprinted sheets (24 x 36 inches), available from the Department of City Planning, to be completed (drawings and verbal information) in accordance with these instructions.
2. One white board (24 x 36 inches), to be provided by the applicant, for mounting photographs and providing verbal information in accordance with these instructions.
3. A landscape plan, to be included in the set submitted for the building permit application. The landscape plan is not required to be submitted with the drawings required for planning approval.

To guide you in filling out the forms, these instructions include:

1. A reference to the pages in the Zoning Ordinance that describe in greater detail city requirements.
2. One or more questions to be answered.
3. Instructions about what form the answer(s) should take (drawings, verbal description, or fill-in-the-blank).
4. Further instructions about the the type of information that must be included and indications of city requirements regarding desirable design features.
NOTE: To keep these instructions concise, only the most important city requirements can be included here. Refer to the relevant pages of the Zoning Ordinance for more complete information.

1. CONTEXT

See pages ___ of the Zoning Ordinance.

1.1 WHAT IS THE CHARACTER OF THE NEIGHBORHOOD AROUND YOUR PROPERTY?

On Sheet 1, prepare a site context map at the scale of 1/32" = 1'-0". Include your property and all other properties on the same side of the street within 100 feet of yours in their entirety. Also include all properties on the other side of adjacent streets to a depth of at least 60 feet. Indicate the following clearly.

1. Property lines.
2. Footprints of all buildings (including accessory structures).
3. Height of all buildings (including accessory structures).
4. All open spaces (including front yards, interior courtyards, side yards, back yards).
5. Public streets and sidewalks.
6. Driveways and back alleys.
7. Parking spaces (whether uncovered or inside garages or carports).
8. Large trees (both in public street rights-of-way and on individual lots).
9. Actual setbacks of buildings from front, side and rear property lines.
10. Windows that serve major living spaces (living rooms, dining rooms, bedrooms, dens, studies, family rooms, kitchens).
11. Walkways and paths.
12. Entrance doors to houses and apartment units.

1.2 HOW DO YOU PLAN TO RELATE TO THE CHARACTER OF THE NEIGHBORHOOD?

On the context map (Sheet 1), show the position of your open spaces, parking, driveways, and buildings and their relationship to adjacent open spaces and buildings.

The relationships between your open space and buildings and those on neighboring lots should be carefully considered so as to maximize the attractiveness and liveability of dwelling units and open spaces as well as to reinforce the existing streetscape in the neighborhood. Your design should accomplish at least TWO of the following four goals.

1. Place the gardens and open spaces on your property adjacent to those on neighboring lots so as to take advantage of the size of the combined space.
2. Place the buildings on your property so as to permit adjacency of open spaces and to relate to the street in a way similar to neighboring buildings without restricting light and views to units on your lot or on neighboring lots.
3. Share driveway(s) with neighboring lot(s) through purchase of an easement so as to reduce the number of curb cuts and amount of paving required for vehicular access to off-street parking spaces.
4. Place parking on your property so as to allow adjacency of open spaces and coordination of vehicular access to off-street parking spaces.

In the top box to the left of the context map (Sheet 1), describe which of the goals listed above you have achieved and how.

2. REQUIREMENTS

See pages ___ of the Zoning Ordinance.

2.1 HOW LARGE IS YOUR PROPERTY AND WHERE IS IT LOCATED?

In the second box from the top next to the context map (Sheet 1), provide the following information about your property.

1. Dimensions _____ feet
2. Area _____ sq. feet
3. Acreage _____ acres
4. Street address _____
5. Zoning classification _____

2.2 WHAT PLANNING AND ZONING REQUIREMENTS APPLY TO YOUR PROPERTY?

Calculate the following requirements based on your location and zoning classification, and fill in the third box from the top next to the context map (Sheet 1), the left box below the open space drawing (Sheet 2), and the left box below the parking drawing (Sheet 3), as appropriate.

(On Sheet 1:)

1. Allowable number of units
(without bonus) _____ units
- ** 2. Allowable number of additional units
(with bonus) _____ units
3. Required setbacks
 - a. front _____ feet
 - b. side 1 (specify:____) _____ feet
 - c. side 2 (specify:____) _____ feet
 - d. back _____ feet
 - e. other (specify:____) _____ feet

(On Sheet 2:)

4. Required open space
 - a. as a percentage of net floor area _____ %
 - b. in square feet _____ sq. feet

5. Required area of main garden _____ sq. feet

(On Sheet 3:)

- 6. Required number of parking spaces for:
 - a. studio units _____ spaces
 - b. one-bedroom units _____ spaces
 - c. two-bedroom units _____ spaces
 - d. three-bedroom and larger units _____ spaces

2.3 HOW DO YOU INTEND TO FULFILL THOSE REQUIREMENTS?

In the bottom box next to the context map (Sheet 1), in the middle box below the open space drawing (Sheet 2), and in the right box below the parking plan (Sheet 3), as appropriate, provide the following information about your design.

(On Sheet 1:)

- 1. Number of units in total _____ units
 - a. studio units _____ units
 - b. one-bedroom units _____ units
 - c. two-bedroom units _____ units
 - d. three-bedroom or larger units _____ units

** 2. What features you are including to earn the density bonus you are claiming? _____

- 3. Actual setbacks of your buildings:
 - a. front _____ feet
 - b. side 1 (specify: _____) _____ feet
 - c. side 2 (specify: _____) _____ feet
 - d. back _____ feet
 - e. other (specify: _____) _____ feet

- 4. Average floor area of all dwelling units _____ sq. feet
- 5. Floor area of smallest dwelling unit _____ sq. feet

(On Sheet 2:)

- 6. Area of all open space
 - a. as a percentage of net floor area _____ %
 - b. in square feet _____ sq. feet
- 7. Area of main garden _____ sq. feet

(On Sheet 3:)

8. Number of parking spaces _____ spaces

** Can include either a shared driveway or a fully enclosed, mechanically ventilated subterranean garage
(See 4.1 and 4.2 below).

3. OPEN SPACE

See pages ___ of the Zoning Ordinance.

3.1 HOW LARGE IS THE TOTAL AREA OF OPEN SPACE YOU PLAN TO PROVIDE?

On Sheet 2, prepare a drawing at the scale of 1/16" = 1'-0" including both your lot and one lot on either side. Show the exact size and extent of all gardens and open spaces. Indicate the following clearly.

1. The dimensions of all open spaces, including both the main garden and subsidiary open spaces, and what features (buildings, low walls, fences, hedges, planting) define the edges of the space.
2. The dimensions of all connections between open spaces and what features define their edges.
3. The dimensions of walkways from the street to the main garden and what features define their edges.
4. The dimensions of walkways and any other connections between parking and the main garden and what features define their edges.

3.2 HOW IS YOUR MAIN OPEN SPACE CONFIGURED?

The main garden must be a single rectangle whose position and design take advantage of connections with neighboring lots. There are four recommended configurations for the main garden.

1. An internal courtyard not connected to open spaces on neighboring lots. (This is generally possible on double lots but very difficult on single lots.)
2. An internal courtyard connected to open spaces on neighboring lots.
3. A deep front garden not connected to open spaces on neighboring lots.
4. A long, shallow front garden connected to front yards on neighboring lots.

In the right box below the open space drawing (Sheet 2), indicate which of the four recommended configurations you have chosen for your main open space.

3.3 HOW ARE THE VARIOUS OPEN SPACES ON YOUR PROPERTY RELATED TO EACH OTHER?

On the open space drawing (Sheet 2), show graphically what edges define the open spaces on your lot and adjacent lots and what views are available between open spaces.

Open spaces on your lot, both the main garden and other open spaces, should be rectangular, should be defined by buildings, low walls, fences, hedges and planting for at least 75% of their perimeter, and should relate to each other and open spaces on neighboring lots by allowing for views from one open space to the next.

3.4 HOW DO PEDESTRIANS MOVE FROM ONE OPEN SPACE TO ANOTHER?

On the open space drawing (Sheet 2), show graphically how people will move through the open spaces on their way from the sidewalk and street to dwelling units and on their way from parking spaces to dwelling units.

3.5 HOW ARE THE BUILDINGS ON THE SITE CONFIGURED?

On the open space drawing (Sheet 2), show the exact sizes and dimensions of all buildings, both those containing dwelling units as well as accessory structures such as detached or attached garages and carports. Where eaves overhang beyond the building footprint, indicate the line of the edge of the overhanging eave(s) as well.

The main garden should be visible from the street, not completely hidden by buildings, on any lot 60 feet wide or wider. This applies not only to deep or shallow front gardens but also to interior courtyards. This applies both to interior courtyards and to deep or shallow front gardens.

On the open space drawing (Sheet 2), show graphically the line of sight from the street to the main garden on the open space drawing. (Only required for lots 60 feet wide or wider.)

3.6 HOW DO THE DWELLING UNITS RELATE TO THE OPEN SPACE AND TO EACH OTHER?

On the open space drawing (Sheet 2), show the location of walls between attached units at the ground floor level, the location of all entrances to units at the ground floor level (including any exterior stairs leading to upper level units), and the location of all windows serving major living spaces.

Each unit should receive light from at least two sides. Most units should have at least one side facing an open space either on the same or a neighboring lot. Units adjacent to the street should enter directly from the street. Units adjacent to the garden should enter from the garden or street.

4. PARKING AND DRIVEWAYS

See pages ___ of the Zoning Ordinance.

4.1 WHERE DO YOU INTEND TO PLACE PARKED CARS ON YOUR SITE?

On Sheet 3, prepare a drawing at the scale of 1/16" = 1'-0" including both your lot and one lot on either side. Include all parking stalls, aisles, and hammerheads or back-ups as required.

The parking area should be planned with an eye to possible connections with possible future parking on neighboring lots. If the parking area is adjacent to any main garden, either on your lot or a neighboring lot, it should be designed so that it feels like an integral part of the garden.

On the landscape plan (See 6.1 below), indicate what design features integrate parking adjacent to a main garden into that garden.

- **** If all parking is placed in a fully enclosed, mechanically ventilated subterranean garage, you may build TWO additional units for each 7500 square feet of lot area. (Only one bonus is permitted. You may not claim both this bonus and that at 4.2 below.)

Divide the total square footage of your property by 7500. Multiply the result by 2. Round any decimal less than .75 down, round any decimal equal to or greater than .75 up. This is the number of additional units this bonus allows. Enter this number under 2.2, item 2 (Sheet 1).

4.2 HOW WILL CARS MOVE FROM THE STREET TO OFF-STREET PARKING SPACES?

On the parking drawing (Sheet 3), show all driveways. Indicate the following clearly.

1. The number of cars the driveway serves.

2. Its length and width.
3. If a one-lane driveway, the distance between the property line and the nearest space where two cars can pass.
4. The width of the curb cut.
5. The distance of the curb cut from the nearest curb cuts in both directions.
6. The length and grade (in %) of any ramped portions of driveways.

In case you are sharing a driveway with an adjacent lot, attach a copy of the easement you have obtained to the application forms.

- **** If you are not adding another driveway but will be sharing a driveway with one or more neighboring lots, you may build ONE additional unit for each 7500 square feet of lot area. (Only one bonus is permitted. You may not claim this bonus and that at 4.1 above.)

Divide the total square footage of your property by 7500. Round any decimal less than .75 down, round any decimal equal to or greater than .75 up. This is the number of additional units this bonus allows. Enter this number under 2.2, item 2 (Sheet 1).

5. MATERIALS AND ARCHITECTURE

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See pages ___ of the Zoning Ordinance.

5.1 WHAT MATERIALS, COLORS, AND ARCHITECTURAL DESIGN FEATURES CHARACTERIZE THE BUILDINGS IN THE NEIGHBORHOOD?

On a separate white board measuring 24 by 36 inches, mount frontal photographs (color prints) of the street facades of each building on both sides of the street within 100 feet of your property. Number the photographs and key the numbers to the building footprints shown on the site context map (Sheet 1). Next to or below each photograph, provide the following information about each building photographed.

1. Roof shape _____
2. Roof pitch and orientation to street _____
3. Roof height at ridge and eaves _____ feet
4. Overhang depth(s) _____ feet
5. Roof materials and colors _____
6. Exterior wall materials and colors _____
7. Window materials and colors _____
8. Door materials and colors _____
9. Is there a front entrance porch? Yes No
10. Stair materials and colors _____
11. Path paving materials _____
12. Driveway paving materials _____

5.2 HOW WILL YOUR NEW BUILDING OR BUILDINGS RELATE TO THE MATERIALS, COLORS, AND ARCHITECTURAL DESIGN FEATURES OF EXISTING BUILDINGS NEARBY?

On Sheet 1, draw a street elevation at the scale of 1/8" = 1'-0" including your proposed building(s) and all buildings on the same side of the street within 60 feet of your property. (If your property is wider than 120 feet, you may draw this elevation at the scale of 1/16" = 1'-0".) In

the box to the right and below the elevation drawing (Sheet 1), provide the same information about your proposed buildings as you provided about the existing adjacent buildings.

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6. LANDSCAPING

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See pages ___ of the Zoning Ordinance.

6.1 HOW WILL YOU LANDSCAPE THE OPEN SPACES ON YOUR PROPERTY?

Prepare a landscape plan at the scale of 1/16" = 1'-0" or larger including all open space on your property, with particular emphasis on the main garden. Show all of the following on the plan, and identify the species of all proposed planting materials. (NOTE: This detailed landscape plan is not required to be submitted when applying for planning approval. The landscape plan should be submitted with the set of drawings prepared for the building permit application. This does not diminish the importance attached to appropriate landscaping.)

1. Trees
2. Lawn areas
3. Flower beds, low bushes or shrubs, and groundcover
4. Hedges
5. Paved areas
6. Paths
7. Low walls or fences
8. Gates
9. Private outdoor spaces attached to individual units
10. Steps, stoops or porches
11. Outdoor stairs to upper levels
12. Lighting
13. Seats or benches
14. Trellises, pergolas, etc.
15. Pools, fountains, etc.
16. Other (specify:_____)

5.2 HOW WILL YOUR NEW BUILDING OR BUILDINGS RELATE TO THE MATERIALS, COLORS, AND ARCHITECTURAL DESIGN FEATURES OF EXISTING BUILDINGS NEARBY?

street elevation
1/8" = 1'-0" or 1/16" = 1'-0"

1.2 HOW DO YOU PLAN TO RELATE TO THE CHARACTER OF THE NEIGHBORHOOD?

2.1 HOW LARGE IS YOUR PROPERTY AND WHERE IS IT LOCATED?
 1. Dimensions _____ feet
 2. Area _____ sq. feet
 3. Acreage _____ acres
 4. Street address _____
 5. Zoning classification _____

2.2 WHAT PLANNING AND ZONING REQUIREMENTS APPLY TO YOUR PROPERTY?
 1. Allowable number of units (without bonus) _____ units
 2. Allowable number of additional units (with bonus) _____ units
 3. Required setbacks
 a. front _____ feet
 b. side 1 (specify: _____) _____ feet
 c. side 2 (specify: _____) _____ feet
 d. back _____ feet
 e. other (specify: _____) _____ feet

2.3 HOW DO YOU INTEND TO FULFILL THOSE REQUIREMENTS?
 1. Number of units in total _____ units
 a. studio units _____ units
 b. one-bedroom units _____ units
 c. two-bedroom units _____ units
 d. three-bedroom or larger units _____ units
 2. What features you are including to earn the density bonus you are claiming?
 3. Actual setbacks of your building:
 a. front _____ feet
 b. side 1 (specify: _____) _____ feet
 c. side 2 (specify: _____) _____ feet
 d. back _____ feet
 e. other (specify: _____) _____ feet
 4. Average floor area of all dwelling units _____ sq. feet
 5. Floor area of smallest dwelling unit _____ sq. feet

1.1 WHAT IS THE CHARACTER OF THE NEIGHBORHOOD AROUND YOUR PROPERTY?
 1.2 HOW DO YOU PLAN TO RELATE TO THE CHARACTER OF THE NEIGHBORHOOD?

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site context map
1/32" = 1'-0"

5.2 HOW WILL YOUR NEW BUILDING OR BUILDINGS RELATE TO THE MATERIALS, COLORS, AND ARCHITECTURAL DESIGN FEATURES OF EXISTING BUILDINGS NEARBY?

1. Roof shape _____
2. Roof pitch and orientation to street _____
3. Roof height at ridge and eaves _____ feet
4. Overhang depth(s) _____ feet
5. Roof materials and colors _____
6. Exterior wall materials and colors _____
7. Window materials and colors _____
8. Door materials and colors _____
9. Is there a front entrance porch? Yes No
10. Stair materials and colors _____
11. Path paving materials _____
12. Driveway paving materials _____

- 3.1 HOW LARGE IS THE TOTAL AREA OF OPEN SPACE YOU PLAN TO PROVIDE?
- 3.3 HOW ARE THE VARIOUS OPEN SPACES ON YOUR PROPERTY RELATED TO EACH OTHER?
- 3.4 HOW DO PEDESTRIANS MOVE FROM ONE OPEN SPACE TO ANOTHER?
- 3.5 HOW ARE THE BUILDINGS ON THE SITE CONFIGURED?
- 3.6 HOW DO THE DWELLING UNITS RELATE TO THE OPEN SPACE AND TO EACH OTHER?

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open space drawing
1/16 - 1'-0"

2.2 WHAT PLANNING AND ZONING REQUIREMENTS APPLY TO YOUR PROPERTY?

- 4. Required open space
 - a. as a percentage of net floor area _____ %
 - b. in square feet _____ sq. feet
- 5. Required area of main garden _____ sq. feet

2.3 HOW DO YOU INTEND TO FULFILL THOSE REQUIREMENTS?

- 6. Area of all open space
 - a. as a percentage of net floor area _____ %
 - b. in square feet _____ sq. feet
- 7. Area of main garden _____ sq. feet

3.2 HOW IS YOUR MAIN OPEN SPACE CONFIGURED?

- 4.1 WHERE DO YOU INTEND TO PLACE PARKED CARS ON YOUR SITE?
- 4.2 HOW WILL CARS MOVE FROM THE STREET TO OFF-STREET PARKING SPACES?

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parking drawing
1/16" = 1'-0"

2.2 WHAT PLANNING AND ZONING REQUIREMENTS APPLY TO YOUR PROPERTY?

6. Required number of parking spaces for:

- a. studio units _____ spaces
- b. one-bedroom units _____ spaces
- c. two-bedroom units _____ spaces
- d. three-bedroom and larger units _____ spaces

2.3 HOW DO YOU INTEND TO FULFILL THOSE REQUIREMENTS?

8. Number of parking spaces _____ spaces