



# Design Review Board Submittal Requirements

## Multi-Unit Dwelling – Commercial – Industrial Zones

### FINAL REVIEW

All applications and submittal requirements must be discussed with a planner at the Permit Services Center (633 E. Broadway, Rm. 101) prior to submittal. Consultations are available by appointment only at [www.glendaleca.gov/PlanningAppt](http://www.glendaleca.gov/PlanningAppt). After you have completed your application packet and are ready to submit it, submit the application online at [www.glendaleca.gov/Permits](http://www.glendaleca.gov/Permits) ("Apply"). A case planner will be assigned after the application submittal is accepted.

**Please PRINT or TYPE all information. Submit this sheet, along with each of the mandatory exhibits listed below so that it may be accepted for processing. THE CITY OF GLENDALE RECOMMENDS THAT APPLICANTS OBTAIN THE SERVICES OF QUALIFIED PROFESSIONALS TO PREPARE PLANS, MAPS AND APPLICATIONS. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

#### 1. SITE PLAN

##### A. Site plan, at 1/16" scale with:

- B. Location of proposed development in relation to property lines. Existing development should be shown in a separate drawing;
- C. Property lines and building footprints for subject property, two immediately adjacent properties on either side of the subject property on either side of the street; sidewalk; and street shall be shown. Provide window locations on all properties adjoining the subject property. If a second story is proposed on the subject property, window locations shall be shown with a different color than those for the first floor. If subject property is a flag lot, all information must be shown in relation to subject property. If necessary, properties adjacent at the rear shall also be shown. Prints showing location of building footprints may be obtained from the Public Works, Engineering Section located at 633 E. Broadway, Room 204, (818) 548-3945;
- D. Precise location, type, and size of existing trees on the site and within 20 feet of the site on adjoining properties;
- E. Project Data:
  - Total square footage of each floor (with a breakdown of existing and proposed square footage); existing and proposed building(s) (excluding garage); garage; balconies, covered patios and accessory buildings (if applicable); and property;
  - Provide ratio of lot coverage to lot area, and ratio of total floor area to lot area;
  - Total square footage of landscaped area (does not include hardscape areas): and ratio of total landscaped area to lot area.

2. **FLOOR PLANS** - Fully dimensioned floor plans drawn to a minimum scale of 1/8", showing existing and proposed development. Provide a legend for walls being demolished, added, and existing.

3. **BUILDING ELEVATIONS** - Fully dimensioned colored elevation views of all sides drawn to a minimum scale of 1/4" with specifications of all exterior materials, and color reference names and numbers. Show surface detailing, roofing, fascia, door schedule, window schedule (window type, size and color), gutters, downspouts, vents, railings, fences, walls, gates, electrical panels/conduits, water valves, fire alarms, utility meters, etc.

4. **RENDERED PERSPECTIVE** - Perspective drawing(s) of the affected building elevation(s).

5. **CROSS SECTIONS** - Fully dimensioned plans indicating the height of walls and roofs, the height of rooftop equipment, and the height of the parapet or other screening materials/features.

6. **ROOF PLAN** - Show roof eaves, pitches, dormer(s), vents, skylight(s), rooftop equipment, and how any equipment will be screened from view. Specify roofing material.
7. **PARKING/GARAGE PLAN** - Fully dimensioned plans specifying the type of parking and other developments.
8. **LANDSCAPE PLAN** - Indicate the type, size, number and location of proposed and existing plant material; the location of hardscape elements and the material; and the location of sprinkler risers and connections. The plan must be prepared by a person licensed in the State of California to prepare such plans.
9. **LOCATION MAP** - An 8 ½" by 11" location map at a scale of 1 inch = 200 feet. Identify the subject site and all properties within 500 feet from the property. Prints must be copied from official City base maps which may be obtained from the Public Works, Engineering Section as described in 1C above.
10. **BUILDING COLOR AND MATERIALS** - Samples of exterior materials, indicating supplier and color reference name and number and key all materials and colors to elevation drawings, including but not limited to building and retaining/freestanding walls and fences, windows, wood trim and fascia boards, and metal elements such as railings and fences/gates, doors. Images from a manufacturer's brochure are usually suitable for demonstrating materials.
11. **ARCHITECTURAL GUIDELINES** - Submit a typed description or statement (on an 8 ½" by 11" PDF) of your project's compliance with the following Planning Division documents as applicable: Comprehensive Design Guidelines and/or adopted Community Plans; available online at [www.glendaleca.gov/Planning](http://www.glendaleca.gov/Planning). Also, state the project's compatibility with the neighborhood.
12. **PRE-APPLICATION RESPONSE FORM** or **PRE-APPLICATION WAIVER** signed by a planner.
13. **PHOTOGRAPHS** –
  - A. Color 4" by 6" 35mm or digital photographs of all sides of the subject property;
  - B. The front of all structures on both sides of the street within 300 linear feet of the subject property;
  - C. Any adjoining properties;
  - D. Photographs must be labeled by street address and located (by notation) on vicinity map.
14. **VICINITY AND PHOTOGRAPHIC SURVEY MAP – An 8 ½" by 11" vicinity map at a minimum scale of 1" = 100'.** Prints must be copied from official city base maps, which may be obtained from the Public Works, Engineering Section, located at 633 E. Broadway, Room 204, (818) 548-3945. Identify the subject property and show 300 linear feet from the property. Use map to key the photographs of adjacent properties.
15. **PUBLIC NOTICING** - See Public Noticing Requirements handout.
16. **COMPLETED APPLICATION FORM**
17. **COMPLETED CONFLICT OF INTEREST STATEMENT**
18. **NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES)** - A general description of compliance with the NPDES requirements. Verification of compliance (signed by Engineering) is to be obtained from the Engineering Division, 633 E. Broadway, Room 205 prior to application submittal.
19. **ENVIRONMENTAL DOCUMENTATION**
20. **FILING FEE-** \$ \_\_\_\_\_

**Note:**

- A. All drawings area to be black line, and at a readily legible scale.
- B. The Design Review Board approves the design of projects only. Approval of a project by the Design Review Board does not constitute an approval or compliance with the Zoning Code and/or Building Code regulations.

**PLEASE LABEL ALL EXHIBITS - ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED**