

PRELIMINARY REVIEW

An appointment is required to submit this application. Please call the following planner, _____ at (818) _____ to schedule your appointment. **“Walk-in” applications will not be accepted.**

1. **SITE PLAN -**
 - a. **One (1) 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;
 - 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:
 - o 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;
 - o Provide ratio of lot coverage to lot area, and ratio of total floor area to lot area;
 - o Total square footage of landscaped area (does not include hardscape areas): and ratio of total landscaped area to lot area.
2. **FLOOR PLANS -** One (1) set of 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. **SITE SECTIONS -** If the subject property exceeds a 20 percent average current slope in the R1R or ROS Zone, a section through the proposed building, entire site, and immediately adjacent properties must be shown at an appropriate scale. If the site slopes in two directions, two sections are required.
4. **BUILDING ELEVATIONS -** One (1) set of fully dimensioned elevation views (which may be colored) of all sides drawn to a minimum scale of 1/4" with a general description of all exterior materials and colors to be used. Include window schedule (window type, size and color).
5. **REDUCTIONS -** Seven (7) folded reduced sized black line copies (11" by 17") of site and floor plans.
6. **LOCATION MAP -** Seven (7) copies of an 8 1/2" 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 above.
7. **ARCHITECTURAL GUIDELINES -** Submit a typed description or statement (on an 8 1/2" by 11" sheet of paper) of your project's compliance with the following Planning Division documents as applicable: Comprehensive Design Guidelines, adopted Community Plans, and/or Landscape Guidelines for Hillsides (ROS, R1R) - available online at www.ci.glendale.ca.us/planning. Also, state the project's compatibility with the neighborhood.
8. **PHOTOGRAPHS -**
 - a. One (1) set of color 4" by 6" 35mm or digital photographs of all sides of the subject property;
 - b. The front of all homes 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.

9. **SURVEY LIST** - Provide one (1) copy of a typed list of the following information and correlate numerically with the photographs for all homes on both sides of the street within 300 linear feet of the subject property and any adjoining properties:
 - a. **HEIGHT AND ROOF SURVEY**- Identify the number of stories for each home in the subject area.
 - b. **SETBACK SURVEY**- Approximate the front setbacks of each property in the subject area.
 - c. **FLOOR AREA RATIO SURVEY**- Calculate floor area ratio for each home in the subject area. Information on which to base the calculations is available at the Los Angeles County Assessor's Office. **FLOOR AREA RATIO**= Total square footage of structure, not including the garage, divided by the square footage of lot. Note: Area (square footage) is calculated from outside wall to outside wall.
 - d. **HOUSE SIZE** – List the floor area of each home in the subject area.
 - e. **LOT SIZE** – List the size of each lot in the subject area.
10. **VICINITY AND PHOTOGRAPHIC SURVEY MAP** - One (1) 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. Identify the subject property and show 300 linear feet from the property. Identify properties that are two (2) stories tall. Use map to key the photographs of adjacent properties.
11. **MAILING LABELS**- The applicant must submit certified public notice mailing labels for all owners of real property as shown on the latest County Assessor equalized assessment roll within a 500 foot radius of the exterior boundaries of the real property that is the subject of the meeting. Ownership data shall be prepared on typed self-adhesive mailing labels. (A photocopy duplicate must also be submitted). See mailing label and site posting handout for more information.
12. **COMPLETED APPLICATION FORM**
13. **COMPLETED CONFLICT OF INTEREST STATEMENT**
14. **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.
15. **ENVIRONMENTAL DOCUMENTATION**
16. **ELECTRONIC MEDIA**- Please submit on CD or DVD all exhibits and applications being included in this submittal, in either .PDF or .JPEG format.
17. **ADDITIONAL INFORMATION** - As deemed necessary to further process the application including but not limited to:
 - a. Cross Section Views (recommended for hillside properties)
 - b. Topographical Map Information (recommended for hillside properties)
 - c. Aerial View - (recommended for hillside properties)
 - d. Building Model
18. **FILING FEE** - \$ _____

Note:

- A. All drawings area to be black line, a minimum of 20" by 30" or a maximum of 24" by 36", and rolled. Mounted plans will not be accepted.
- 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