



PRE-APPLICATION SUBMITTAL CHECKLIST

Single-Family Residential Development (Additions & New Construction)

All submittal requirements for pre-application must be discussed with a planner at the Permit Services Center (633 E. Broadway, Rm. 101) prior to submittal. After you have completed your application packet and are ready to submit, call the Planning Division at (818) 548-2140 to request a case planner assignment.

Zoning Information/ Project Data
<input type="checkbox"/> Provide a full tabulation of all existing and proposed : <ul style="list-style-type: none"><input type="checkbox"/> Floor Area (measured from the exterior walls)*<input type="checkbox"/> Lot Coverage*<input type="checkbox"/> Landscaping*<input type="checkbox"/> Ungraded Open Space* (For properties with an ACS over 30%) <i>*Show as square feet and percent of lot (ratio).</i>
Staff Comment(s):
Topographic Survey
<input type="checkbox"/> For properties that have a hillside slope and are not relatively flat, provide a topographic survey of the subject property prepared by a licensed Land Surveyor or Registered Civil Engineer at a horizontal map scale of 1"=100' or larger. This will include most R1R and ROS, and some R1 zoned properties. <ul style="list-style-type: none"><input type="checkbox"/> Survey shall include calculation of the "average current slope" as defined by GMC 30.70.200.<input type="checkbox"/> Survey shall use a contour level no greater than two (2) feet.<input type="checkbox"/> Shall be wet stamped and signed by the engineer/surveyor. <i>Note: Restrictive development standards apply for properties in the R1R and ROS zones with an average current slope of 30% or greater. (GMC 30.11)</i>
Staff Comment(s):
Existing Site Plan
<input type="checkbox"/> Provide an existing site plan that is fully dimensioned at a minimum 1/16" scale that includes: <ul style="list-style-type: none"><input type="checkbox"/> Property lines and dimensions, street name(s), north arrow, and graphic scale.<input type="checkbox"/> Existing development with all building to property line distances.<input type="checkbox"/> Areas (structures, building, etc.) to be demolished.<input type="checkbox"/> Sidewalk, parkway, driveway apron, street(s) and/or alleys.<input type="checkbox"/> Parking – Provide dimensions for the interior clear space of the garage, garage door width and vertical clearance, and driveway width & length.<input type="checkbox"/> Landscape and hardscape areas (i.e. walkways and driveways) and other property features (i.e. existing walls, fences, gates, etc.).<input type="checkbox"/> Mechanical and service areas (i.e. AC unit(s), pool equipment, trash location, etc.)<input type="checkbox"/> For retaining walls, show existing and finished grade (on both sides of the wall) and top of wall elevations at various points along the wall.<input type="checkbox"/> Identify location and type of existing trees on the property and within 20 feet of site.<input type="checkbox"/> Oak, Bay, and Sycamore trees are protected indigenous trees and their location and dripline must be identified if on or within 20 feet of site. Contact Urban Forestry at 818 548-3950 for additional information.<ul style="list-style-type: none"><input type="checkbox"/> If none present, provide the following note: "There are no oak, bay or sycamore trees on the lot or within twenty (20) feet of the site."
Staff Comment(s):

Proposed Site Plan

- Provide a proposed site plan that is fully dimensioned at a minimum 1/16" scale that includes:
 - Property lines and dimensions, street name(s), north arrow, and graphic scale.
 - Sidewalk, parkway, driveway apron, street(s) and/or alleys.
 - Parking – Provide dimensions for the interior clear space of the garage, garage door width and vertical clearance, and driveway width & length.
 - Proposed development with building to property line distances identified, measured perpendicular to property line.
 - Landscape, hardscape (i.e. walkways and driveways) and other property features (i.e. existing walls, fences, gates, etc.). Existing features should be identified as (E) to remain.
 - Mechanical and service areas (i.e. AC unit(s), pool equipment, trash location, etc.)
 - For new retaining walls, show existing and finished grade (on both sides of the wall) and top of wall elevations at various points along the wall. *Note: Additional sections may be required.*
 - Oak, Bay, and Sycamore trees are protected indigenous trees and their location and dripline must be identified if on or within 20 feet of the site. Contact Urban Forestry at 818 548-3950 for additional information.
 - If none present, provide the following note: "There are no oak, bay or sycamore trees on the lot or within twenty (20) feet of the site."

Staff Comment(s):

Neighboring Properties

- On a separate drawing, provide the proposed site plan drawing and include the following:
 - Two immediately adjacent properties on either side of the subject property and across the street. Sidewalk, parkway and street shall be shown.
 - Properties adjacent at the rear shall also be shown.
 - Window locations for all properties, including the proposed project.
 - Second-story projects: window locations shall be shown with a different color than those for the first floor with a legend provided.
 - Identify the approximate street-front and street-side setbacks of neighboring properties.

Prints showing location of building footprints may be obtained from the Public Works, Engineering Section located at 633 E. Broadway, Room 204.

Staff Comment(s):

Floor Plan

- Fully dimensioned floor plans drawn to a minimum scale of 1/8" to include:
 - Proposed floor plan(s) of residence with window/door locations and interior layout/rooms clearly identified.
 - For single-family additions, key drawings to and provide a legend for walls being demolished, new, and existing to remain.

Staff Comment(s):

<p>Roof Plan</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fully dimensioned roof plan drawn to a minimum scale of 1/8" to include: <ul style="list-style-type: none"> <input type="checkbox"/> Proposed roof plan with pitches, dormer(s), downspouts, vents and skylight(s) identified as applicable. <input type="checkbox"/> Identify the roof eaves and provide dimensions. <input type="checkbox"/> For single-family additions, identify existing roof areas to remain.
<p>Staff Comment(s):</p>
<p>Demolition Plan (Single-Family Additions)</p> <p><i>If demolition of the total outside wall and roof area exceeds 50% of existing, the project is considered new construction and must comply with all Zoning requirements for a new single-family residence, including but not limited to setbacks, garage dimensions, and Design Review Board approval.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Fully dimensioned drawings at a minimum scale of 1/8" with area calculations that identify existing wall and roof area to remain and to be demolished. <ul style="list-style-type: none"> <input type="checkbox"/> Drawings shall include an existing floor plan, roof plan, and elevations. <input type="checkbox"/> Demolition Calculation: $(A + B) / (C + D) = X$ **If X is 0.5 or greater, property loses all non-conforming rights. A = Area of existing walls to be demolished. B = Area of existing roof to be demolished. C = Total area of the existing walls (to remain and demolish). D = Total area of the existing roof (to remain and demolish). <p><u>Demolition includes sister-framing, replacing an existing wall or portion of a wall or a roof rafter, and abandoning in place the wall or roof (i.e. California Roof). Refer to GMC 30.60.040.B for additional information.</u></p>
<p>Staff Comment(s):</p>
<p>Building Elevations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fully dimensioned elevation views of all sides of the building drawn to a minimum scale of 1/4" to include: <ul style="list-style-type: none"> <input type="checkbox"/> For single-family additions, clearly identify the existing and new addition on the drawing. <input type="checkbox"/> Specifications of all exterior materials, with color reference names and numbers <input type="checkbox"/> Detail materials, boundary walls, doors, and exterior façade features.
<p>Staff Comment(s):</p>
<p>Windows and Exterior Doors</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide as detailed information as possible related to the windows and exterior doors, such as schedules, materials, and section details. Windows shall comply with the City's Window Design Guidelines.
<p>Staff Comment(s):</p>
<p>Building Cross Sections</p> <ul style="list-style-type: none"> <input type="checkbox"/> Two (2) representative building sections (N/S and E/W) at an appropriate scale to indicate: <ul style="list-style-type: none"> <input type="checkbox"/> Overall height of the development, measured from the lowest elevation point. Clearly show the highest and lowest point of the development. <input type="checkbox"/> Floor to ceiling heights of each floor, including basement and attic areas.
<p>Staff Comment(s):</p>

<p>Site Sections</p> <ul style="list-style-type: none"> <input type="checkbox"/> If property exceeds a 20 percent average current slope, a section through the building, entire site and immediately adjacent properties must be shown at an appropriate scale. <ul style="list-style-type: none"> <input type="checkbox"/> If the site slopes in two directions, two sections are required <input type="checkbox"/> Grade level – refer to GMC 30.70.080 for definition of grade.
<p>Staff Comment(s):</p>
<p>Photographs</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide one set of printed color photographs on 8 ½” x 11” paper of the following: <ul style="list-style-type: none"> <input type="checkbox"/> Photo survey of the property keyed to the existing site plan that clearly shows all existing conditions on the property including existing building elevations and yard areas. <input type="checkbox"/> Photos of the existing house as seen from the street(s) from varying angles. This should also include contextual photos of any adjacent neighboring properties. <p><i>All photos must be current. Google Street View images will not be accepted. Photographs should show both the general character and condition of the property, as well as specific features involved in applicant’s request.</i></p>
<p>Staff Comment(s):</p>
<p>Architectural Guidelines</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit a typed description or statement (on an 8 ½” by 11” sheet of paper) describing your project and how it does or how it will comply with the Comprehensive Design Guidelines and/or adopted Community Plans; available online at www.glendaleca.gov/planning. The description or statement should address the following topics: <ul style="list-style-type: none"> • Site Planning: Involves a careful analysis of the opportunities and constraints of the site, including existing site features such as mature trees, prevailing setbacks on the street, neighborhood patterns, topography, and drainage patterns. The components of site development extend beyond building placement and configuration, including topography, surrounding uses, retaining walls, landscape design, hardscape considerations, and parking. • Mass and Scale: New projects should fit well with surrounding building fabric, with an architectural concept that governs massing and height. While new proposals need not copy existing development, mass and scale should respect adjacent building context and topography. • Design and Detailing: Detailing and choice of materials should reinforce the overall project design. Architectural design elements, details and materials should be consistent throughout a project, recognizing that a building must be well designed on all sides.
<p>Staff Comment(s):</p>

Note: Failure to furnish any of the requested information will delay action on the request. Only Complete Applications will be accepted. Attach additional pages as needed.

<p>STAFF USE ONLY</p>	
<p>Pre-Application Case No.: _____</p>	<p>Case Planner: _____</p>
<p>Date Submitted: _____</p>	