

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.

The following shall be included on other plans:

- f. Location of water and backflow valves;
 - g. Location and material of trash and recycling enclosures;
 - h. Location of gas meters;
 - i. Location of electric meters, electrical conduits, transformers and their enclosures.
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. **BUILDING ELEVATIONS** - One (1) set of fully dimensioned colored elevation views of all sides drawn to a minimum scale of 1/4" with a general description 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. **REDUCTIONS** - Seven (7) folded reduced sized black line copies (11" by 17") of site plan, floor plan(s), and colored elevations. Fifteen (15) sets are required for City Council review (three-hole punched).
 5. **LOCATION MAP** - Six (6) copies of 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 above.

6. **ARCHITECTURAL GUIDELINES** - Submit a typed description or statement (on an 8 ½” by 11” sheet of paper) of your project’s compliance with the following Planning Division documents as applicable: Comprehensive Design Guidelines and/or adopted Community Plans; available online at <https://www.glendaleca.gov/government/departments/community-development/planning-division>. Also, state the project’s compatibility with the neighborhood.
7. **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 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.
8. **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. Use map to key the photographs of adjacent properties.
9. **PUBLIC NOTICING** - See Public Noticing Requirements handout
10. **COMPLETED APPLICATION FORM**
11. **COMPLETED CONFLICT OF INTEREST STATEMENT**
12. **ENVIRONMENTAL DOCUMENTATION**
13. **ADDITIONAL INFORMATION** - As deemed necessary
14. **ELECTRONIC MEDIA** - Please submit on CD or DVD all exhibits and applications being included in this submittal, in either .PDF or .JPEG format.
15. **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