



Design Application

Project Information

Building Information:

Existing Main Structure: _____ sq. ft. Proposed Main Structure: _____ sq. ft.
 Existing Accessory Structure(s): _____ sq. ft. Proposed Accessory Structure(s): _____ sq. ft.
 No. of Stories: _____ No. of Stories: _____
 Construction Type: _____ Estimated Construction Valuation _____

Open Space Calculations:

Common Open Space: _____ sq. ft. _____ %
 Private Open Space (per unit): _____ sq. ft. _____ %
 Open Space (total): _____ sq. ft. _____ %

Proposed Unit Information:

Existing Density _____ du/ac Proposed Density: _____ du/ac

Tenure Type: _____ Rental _____ Ownership

Unit Information:

Proposed			Existing		
Type of Unit	Unit Size (sq. ft.)	No. of Units	Occupied Residential Units	Unoccupied Residential Units	Total Residential Units
		Totals:			



Please indicate the number of dwelling units proposed, including a breakdown of levels by affordability, set by each income category.

Type of Unit	No. of Units	%
Market Rate		
Manager Unit(s) – Market Rate		
Extremely Low Income		
Very Low Income		
Low Income		
Moderate Income		
Total Number of Affordable Units:		
Total Number of Density Bonus Units:		
Total Number of Units		

Floor Area Information:

	Residential	Nonresidential	Total
Floor Area (Zoning):	_____	_____	_____
Square Footage of Construction:	_____	_____	_____

**Per government Code Section 65589.5(o)(2)(E), "square footage" of construction means the building area, as defined by the California Building Standards Code (title 24 of the California Code of Regulations).*

Form Calculations: _____

Lot Size:	_____ sq. ft.		
Building Coverage:	_____ sq. ft. _____ %	Impervious Surfaces:	_____ sq. ft. _____ %
Landscaping:	_____ sq. ft. _____ %	Outdoor Amenity Space	_____ sq. ft. _____ %

Frontage Calculations:

Build-to Width:	_____ sq. ft. _____ %	Pedestrian Amenity Allowance:	_____ sq. ft. _____ %
Transparency:			
Ground Floor:	_____ sq. ft. _____ %	Upper Floors:	_____ sq. ft. _____ %
Frontage Planting Area:	_____ sq. ft. _____ %	Outdoor Amenity Space	_____ sq. ft. _____ %



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Parking: (attach additional sheets if necessary)

Type of Use:	Parking Ratio (1 space / sq. ft.)	Number of Spaces	
		Required	Provided
Total:			

Existing Uses: (attach additional sheets if necessary)

Provide a detailed written description of the existing uses on the project site and identify the location of any major physical alterations to the property on which the project is to be located:

Variance Information

List the development standard(s) requesting Variance for:

1. _____
2. _____
3. _____
4. _____

Please answer the following questions. (Be as specific as possible, attach sheets if necessary)

1. How will the strict, literal interpretation of the Zoning Code result in practical difficulty or unnecessary physical hardship inconsistent with the objectives of the Zoning Code?



2. How will the strict interpretation of the Zoning Code deprive you of privileges enjoyed by owners of other properties in the same zoning district?

3. Will approval of the variance request grant special privileges to the property that are not enjoyed by other properties in the same zoning district?

4. Are their exceptional circumstances or conditions applicable to the property involved which do not apply generally to other properties in the same zoning district?

5. What are the impacts of this variance on the public health, safety or welfare? Will the use be materially injurious to properties or persons?

Density Bonus Information

List the **Concession(s)** requested. (Attach additional sheets if necessary)

1.

2.

3.

4.

Please answer the following questions. (Be as specific as possible, attach additional sheets if necessary)

1. Explain why the concession(s) is required to reduce the cost to provide affordable housing. Please attach spreadsheet or other evidence showing the cost difference with and without the concession (please include separate documentation for each concession requested).



2. Explain how the concession(s) will not adversely impact the public health and safety of the future residents and the surrounding area.

List the **Waiver(s)** requested. (Attach additional sheets if necessary)

1.

2.

3.

4.

Please answer the following questions. (Be as specific as possible, attach sheets if necessary)

1. Explain how the development standard(s) to be waived physically preclude the construction of affordable housing. Please attach a site plan, elevations, or other evidence showing how the standard to be waived physically precludes the construction (please include separate documentation for each waiver requested).

2. Explain how the waiver(s) will not adversely impact the public health and safety of the future residents and the surrounding area.





Design Application Submittal Checklist

MINIMUM APPLICATION FILING REQUIREMENTS

This checklist will be used by staff to determine if an application contains the appropriate requirements to begin the application process. All items listed below must be included. If any items are not included the project will not be accepted for submittal. This checklist does not determine a project complete for purposes of the Permit Streamlining Act.

Note: Public hearing information prepared in accordance with the *Public Notice Requirements* will be required to be submitted prior to noticing for the public hearing

Development Plan Review

- Completed *Planning Application*.
- Completed *Design Application*.
- Completed *Environmental Application*.
- Applicable Filing Fees.
- One (1) complete set of *Typical Plan Set* plans prepared in accordance with the *Plans Set Requirements*. Each set shall be stapled together as a single package and folded to 8½" x 11". Plans shall include the following:
 - Title Sheet with Project Location Map, Site Information, Scope of Work, and Building Summary Table
 - Existing Conditions Plans (Existing Structures, Trees, Landscape / Hardscape)
 - Demolition Plan
 - Site Plan (Proposed)
 - Floor Plan(s) (For Existing Structures and Proposed Structures)
 - Roof Plans (For Existing Structures and Proposed Structures)
 - Elevations (All Sides, For Existing Structures and Proposed Structures)
 - Accessory Structures Plan and Elevations
 - Open Space Amenities Specs Sheet
 - Color Renderings of All Proposed Structures
 - Preliminary Grading / Drainage Plan
 - Preliminary Utility Plan
 - Preliminary Landscape and Hardscape Plan
 - Fence and Wall Plan
 - Photometric Plan
 - Preliminary Solar Plan
 - Mechanical Screening Specs Sheet
 - Subdivision Map
 - Existing Topographic Map
 - Proposed Topographic Map
- One (1) complete set of required plans in a digital format (PDF).
- One (1) set of colored plans, to include illustrative site plan, building elevations, and landscape plan.
- One (1) digital color and materials samples" board.



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- One (1) copy of the Preliminary Title Report (prepared or dated no more than 90 days prior to submittal date) for each parcel covering, owners of record, trust deed holders, lien holders, etc., and supporting documentation.
- Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken.
- For Concession Requests:** Spreadsheet or other evidence showing the cost difference with and without the concession (separate documentation for each concession requested).
- For Waiver Requests:** Site plan, elevations, or other evidence showing how the standard to be waived physically precludes the construction (separate documentation for each waiver requested).

Variance

- Completed *Planning Application*.
- Completed *Design Application*.
- Completed *Environmental Application*.
- Applicable Filing Fees.
- One (1) complete set of *Typical Plan Set* plans prepared in accordance with the *Plans Set Requirements*. Each set shall be stapled together as a single package and folded to 8½" x 11". Plans shall include the following:
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- Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken.

Owner mailing list and the Occupant mailing list. The return address shall read: "City of Pomona, Planning Division, 505 South Garey Avenue, Pomona, CA 91766".

- Radius Map: A map illustrating the four hundred foot (400') radius boundary and all parcels within the boundary (copies of the assessor's maps will be accepted).

PUBLIC NOTICE REQUIREMENTS

The materials and information listed below must be submitted with applications requiring a public hearing or public notification:

- Property Ownership List: A mailing list containing the names, addresses, and assessor's parcel number of all owners of real property within a radius of four hundred feet (400') of the site, measured from the exterior boundaries of the property. This information shall be obtained from the latest equalized assessment rolls of Los Angeles County (*property ownership information may be obtained from Los Angeles County Assessor's Office 1190 Durfee Avenue, South El Monte, CA 91733, phone: (626-258-6001)*). Include the name and address of the property owner, applicant, and any applicant representative in the mailing list.
- Occupant List: A mailing list containing the mailing address keyed on the radius map indicating the key (to match the map), and the word "occupant". There may be more than one mailing address for properties with multiple commercial and/or residential tenant units so some labels may share a key.
- Mailing Envelopes: One set of stamped business-size envelopes, with the name and address of each person on the Property

Note: Properties with the Pomona Corridor Specific Plan may require noticing within one thousand (1,000) foot of the subject property. Your project planner will inform you if this requirement applies.