



# CITY OF SIERRA MADRE

Planning & Community Preservation Department  
232 W. Sierra Madre Blvd. Sierra Madre, CA 91024

**SUPPLEMENTAL**

## **SUBMITTAL CHECKLIST FOR DISCRETIONARY DEMOLITION PERMIT**

### **INTRODUCTION**

The purpose of the discretionary demolition permit procedure is to insure that potential historic resources are properly evaluated before they are altered or demolished.

Within the scope of a discretionary demolition permit, "demolition" is defined as the destruction and removal, in part or in whole, of the foundation, exterior walls, roof structure, exterior framing, exterior siding and/or finish cladding material, porches, chimney and architectural details.

*This checklist should be reviewed together with a planner and must be submitted with the complete application. **Incomplete applications will not be accepted***

### **Minimum Submittal Requirements:**

***Listed below are the minimum submittal requirements for Discretionary Demolition Permits. If there are multiple entitlements, they may be combined under one submittal.***

- Electronic Submittal**  
All required submittals listed below shall be provided in electronic format via flash drive or CD.
- Master Zoning Application Form – One (1) copy**
  - a) Cover sheet with applicant signature, notarized
  - b) Environmental Assessment
  - c) Tree Inventory
  - d) Entry onto Private Land
  - e) Owner's Affidavit
- Ownership Verification – One (1) copy**
  - a) Copy of Grant Deed, Deed of Trust, or Title Report showing ownership
  - b) Written consent from property owner to authorize representative to submit an application on behalf of the property owner, if applicable
- Notification Packet**
- Application Fees – See adopted fee schedule, viewable at:**  
<https://www.cityofsierramadre.com/cityhall/finances/fees>

It is recommended that the following submittal requirements be completed by a licensed architect.

- Project Narrative** – One (1) 8 ½” x 11” copy (Additional 8 ½” x 11” copies may be required for Planning Commission reviews, subsequent to initial application submittal)

For all Discretionary Demolition Permits, provide a written narrative that thoroughly describes the proposed project and how it is consistent with the [purpose of a discretionary demolition permit](#). The narrative shall also describe how the project meets the following required findings for approval of a Discretionary Demolition Permit.

Findings. Before any discretionary demolition permit is granted, the application shall show, to the reasonable satisfaction of the body considering such matter, the existence of the following facts:

1. That the structure proposed for demolition:
  - a. Has no local, state or national historic significance as determined by the historic resource evaluation in the form of State of California Department of Parks and Recreation (DPR) Series 523 Forms pursuant to subsection D above; or
  - b. Is deemed to be eligible for local listing or designation under the California Historic Resource Codes 1 to 5, or a contributor to an existing or potential district, and all environmental review has been conducted, and/or a historical resource evaluation report with analysis of proposed alternations to determine if a proposed project would result in a substantial adverse change to a historical resource as defined in Section 15064.5(b) of the State [of] California Environmental Quality Act (CEQA) Guidelines, allowing the project to proceed with applicable permit requirements including, but not limited to: construction of a replacement structure in substantially similar architectural style and façade, maintenance of a plaque, photographs and/or publication describing the original structure and its local, state or national historic value, or other mitigation measures described in the environmental review document or the historical resources evaluation report; or
  - c. The city engineer or building official or his or her designee has provided a written determination that demolition is necessary to immediately abate an imminent hazard to public safety.
2. That the proposed demolition activities will not unreasonably interfere with the use, possession and enjoyment of surrounding and adjacent properties.
3. That there is a demonstrated need for the demolition activity requested.
4. That the result of the demolition activity is consistent with the objectives of the general plan.
5. That the public interest, convenience, and necessity require that the demolition activity be undertaken at the location requested.

- Design Drawings** – Two (2) 11” x 17” copies (Additional 11” x 17” copies may be required for Planning Commission reviews, subsequent to initial submittal).

The Design Drawings shall include all required drawings to document and describe the existing and proposed conditions of the project. Drawings shall be drawn to scale and shall include the preparer’s contact information, a north arrow, date prepared, the scale, a vicinity map and a legend identifying symbols and abbreviations.

- Vicinity Map showing ½-mile radius street system with project site highlighted
- Cover Sheet with a project data table containing the following information:
  - 1) Total area of site in square footage
  - 2) Gross and Net building area calculations:
    - a. Existing and proposed square footage
    - b. Existing and proposed number of buildings and dwelling units
  - 3) Existing building construction dates
  - 4) Existing and proposed vehicular parking spaces with minimum required by the Zoning Code ([SMMC Ch. 17.68](#)).
  - 5) Existing and proposed loading spaces and size, including minimum standard required by the Zoning Code.
  - 6) Existing and proposed Floor Area Ratio, including maximum allowed by the Zoning Code.
  - 7) Existing and proposed Lot Coverage, including maximum allowed by the Zoning Code.
  - 8) Existing and proposed building heights and number of stories.
  - 9) Total area of project site proposed to be dedicated towards landscaping.
  - 10) Total area of project site proposed to be dedicated towards hardscape/paving.
  - 11) Existing zoning and land use designation.
  - 12) Existing and proposed UBC occupancy group and construction type.
- Existing Site Plan including the following information and clearly indicating any structures, building walls or existing site features proposed to be removed:
  - 1) Property lines and adjoining sidewalks and streets.
  - 2) Existing structures - location, outside dimensions and use of all existing buildings and structures including building features such as elevated porches and outside stairs.
  - 3) Existing trees with accurate canopies depicted, numbered to correspond to the tree survey provided and indicating those that are protected by the Tree Preservation and Protection Ordinance and those that are proposed to be removed, retained or relocated.
  - 4) Existing landscaped areas.
  - 5) Existing paved areas.
  - 6) Existing fences, walls or retaining walls.
  - 7) Footprints of adjacent buildings on abutting property(ies).
- Proposed Site Plan including the following information, if changes to the existing site plan or new construction/additions are proposed:
  - 1) All information listed on the Existing Site Plan that is proposed to remain.
  - 2) If on-site structure or tree relocation is proposed, depict the proposed new locations.
  - 3) For additions and new construction, clearly indicate location, outside dimensions and use of proposed new construction.
  - 4) Indicate proposed location of electrical vault, gas and electrical meters, fire sprinkler valves, backflow preventer, HVAC condensers, and any other ground-level mechanical equipment, including proposed method of screening from public view.
- Existing Floor Plan for each floor of buildings proposed to be affected by the project, including the following information and clearly indicating any walls, windows, doors or other building elements proposed to be removed or altered (not required for projects proposing demolition of all existing structures):

- 1) Exterior and interior walls of the affected structure
  - 2) Attached exterior features such as awnings, canopies or balconies
  - 3) Locations and sizes of all window and door openings
- Proposed Floor Plan for each floor of buildings proposed to be affected by the project or for proposed new buildings, including the following information:
- 1) All information listed on the Existing Floor Plan that is proposed to remain or for each floor of proposed new buildings.
  - 2) Clearly indicate all proposed new walls, windows, doors or other features.
  - 3) Include callouts to locations of building sections provided.
- Existing Roof Plan for buildings proposed to be affected by the project, including the following information and clearly indicating any areas or features of the roof proposed to be removed or altered (not required if no changes are proposed to be made to the roof or for projects proposing demolition of all existing structures).
- 1) Ridges and valleys of the existing roof
  - 2) Direction and pitch of roof slopes
  - 3) Existing roof materials
  - 4) Existing eaves or parapets, including any exposed rafters, beams, brackets fasciae, gutters and other features of the roof
- Proposed Roof Plan for buildings proposed to be affected by the project, including the following information, if changes to the roof are proposed or for proposed new construction:
- 1) All information listed on the Existing Roof Plan that is proposed to remain or that is proposed for new construction.
  - 2) Clearly indicate new roof areas and new roof features.
  - 3) Proposed locations of all exterior rooftop mechanical equipment.
- Existing Building Elevations for building facades proposed to be affected by the project, including the following information and clearly indicating any features proposed to be removed or altered (not required for projects proposing demolition of all existing structures):
- 1) Accurate depiction of affected facades including roof form, eaves or parapets, building walls, window and door openings and detailing, foundations and all architectural features including awnings, canopies, bulkheads, cornices, gutters, downspouts and other architectural details on the façade.
  - 2) Depict and call out all existing exterior façade materials and features
  - 3) Call out building heights
  - 4) For projects proposing replacement of historical exterior materials, provide accurate representation, dimensions and finishes of existing materials proposed to be replaced.
- Proposed Building Elevations in color and black and white including courtyard or other secondary elevations with the following information:
- 1) All information listed on the Existing Building Elevations that is proposed to remain or for proposed new construction.
  - 2) For alterations of existing buildings, clearly indicate new façade elements, window or door openings, light fixtures, etc.
  - 3) For additions, clearly demarcate the location of existing walls and new walls.

- 4) For new construction, provide:
    - a) Elevations of existing buildings adjacent to front elevation
    - b) Locations of through-the-wall mechanical vents
    - c) Locations of downspouts and drainage outlets or scuppers
    - d) Locations of lighting fixtures
    - e) Conceptual locations of signs
  - 5) Include callouts to locations of wall sections provided.
  - 6) Street elevation drawing or photographic rendering of proposed elevation and adjacent building(s) on abutting property(ies), to scale.
- Proposed Building and Site Sections (cross and longitudinal, for new construction, referenced to callouts provided on the Proposed Floor Plans)
- 1) Building walls (including freestanding walls)
  - 2) Floor-to-floor dimensions
  - 3) Cut, fill, and spot elevations, as required
- Enlarged Wall Sections referenced to callouts provided on the Proposed Building Elevations and depicting articulation of the façade at strategic locations on the building where projecting and recessed volumes or features or openings are proposed. Provide callouts to architectural details provided.
- Large-Scale Architectural Details referenced to callouts provided on the Large-Format Wall Sections for new or altered features or proposed new construction including the following information, as applicable to the project:
- 1) Window & door head, jamb and sill details depicting the location of building walls, depth of window/door recess, trim and sill elements and dimensions
  - 2) Door and window schedule
  - 3) Roof parapet or eave details
  - 4) Storefront details including bulkheads, transoms, awnings, etc.
  - 5) Corner and/or joinery details
  - 6) Horizontal and vertical transitions between different exterior cladding materials
  - 7) Canopies, balconies, reveals, soffits, returns, surface-applied materials
  - 8) Drainage features/scuppers and mechanical vents
  - 9) Other architectural details may be required based on the proposed project scope.
- Phasing Plan (for multi-phased projects) depicting all elements of the project proposed to be completed within each construction phase.
- Proposed Landscape Plan
- 1) Planting plan showing location, spacing, common name, botanical name, container size, quantity of all proposed new plant material, with distinct plant symbols for each specimen
  - 2) Landscape construction plan with dimensions, materials, finishes (drawings, manufacturer specifications, and/or photographs of an existing installation)
  - 3) Hardscape details including paving, trash enclosure, raised planters, water features, fences, walls, site furniture, etc.
  - 4) Exterior lighting including type of fixture and manufacturer specifications

- 5) Existing trees proposed to remain (trees with a 4-inch diameter or greater shall be identified by species and diameter-at-breast height.)
- 6) Tree Protection Plan if existing public or private protected trees are proposed to be retained during construction.

**Materials Specifications** – One (1) 8 ½” x 11” copy (Additional 8 ½”x 11” copies may be required for Planning Commission reviews, subsequent to initial application submittal)

- Manufacturer’s Specifications (e.g., brochures/cut-sheets) for new manufactured features including new windows, doors, light fixtures, vent/drain caps, etc. including materials, finishes and colors.
- Materials Palette (digital) including images, manufacturer and product name/number and finishes and textures for all proposed exterior materials including cladding, accent materials, proposed color/paint and fabric swatches.
- Physical Samples of new materials including exterior cladding, roofing, architectural trims, paving, etc. (if determined necessary by staff)

**Additional Documentation**

Additional documentation may be required at the City’s discretion to fully document the scope, intent and details of the proposed project. These may include assessments of current conditions by qualified professionals, historical evaluations, samples of existing materials, etc.