



# CITY OF SIERRA MADRE

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

## SUBMITTAL CHECKLIST

**SUPPLEMENTAL**

**FOR DESIGN REVIEW PERMIT AND ADMINISTRATIVE DESIGN REVIEW PERMIT**

## INTRODUCTION

The purpose of an administrative design review permit and a design review permit is to ensure that an applicable project incorporates good design principles and is compatible with its neighborhood and natural surroundings.

Compatibility is not interpreted to mean simple repetition of existing form, mass, scale, and bulk. Nor is compatibility interpreted to mean repetition of building style or detailing. Compatibility is based on consideration of a constellation of associated characteristics including building type, the property site plan, building mass and scale, and architectural material and expression. Compatibility comes from an identification of character-defining features of an area, and an applicant's thoughtful response to them within the design.

A Design Review is not meant to be a perfunctory review of projects which comply with other development standards. Rather, it is meant to impose significant, separate, and additional burdens to proposed projects with the understanding that in many cases satisfying such burdens may call for significantly reduced development intensity that is allowed otherwise under this title. By way of illustration and not limitation, (i) so as to not unreasonably interfere with views and privacy, a project proposed on a narrow or irregularly shaped parcel may accommodate significantly less second story floor area than would otherwise be allowed; (ii) so as not to unreasonably interfere with views and privacy, a proposed project with significant second story floor area may need to be set back farther from lot lines than otherwise allowed; (iii) to ensure compatibility with and not to visually overpower or dominate the neighborhood, the floor area of a proposed project in a neighborhood predominated by smaller homes may need to be much lower than allowed by objective criteria; (iv) to ensure compatibility with landforms, a project proposed on a parcel with steep slopes or irregular topography may have much more limited siting options than set back standards would allow and may need reduced height and/or floor area; and (v) to exhibit exceptional design through noteworthy architecture, the floor area of a proposed project may need to be much lower than allowed by objective criteria in order to allow space for articulation, variation in massing, covered porches, and other enhancing architectural features.

Additionally, as standard two-dimensional building elevations and other similar graphic materials typically do a poor job of depicting projects in context, it is recommended that applicants provide materials in addition to those otherwise required in order to demonstrate that their proposed projects satisfy the foregoing burdens. Such materials may include, but are not limited to, three-dimensional perspective renderings from multiple angles; photo simulations showing the sited project in relation to neighboring structures and landforms; comparisons of proposed building size, height, setbacks, etc. to surrounding structures; story poles; material and color boards; information on energy and water saving systems; and colored landscape plans showing protected and specimen trees and illustrating drought-tolerant landscaping, permeable paving and other water-saving features.

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*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 Administrative Design Review Permit and Design Review 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>

Beginning June 23, 2022, it is required that the following submittal material be completed by a licensed architect (Ordinance No. 1455).

- 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 Administrative Design Review Permits and Design Review Permits, provide a written narrative that thoroughly describes the proposed project and how it is consistent with the [purpose of design review](#). The narrative shall also describe how the project meets the following required findings for approval of a Design Review.

Findings. Before an administrative design review permit or a design review permit is granted, the application shall show, to the reasonable satisfaction of the reviewing authority, the existence of the following facts:

1. The proposed project is consistent with the general plan, zoning code and any applicable design standards.
2. The proposed project will not unreasonably interfere with the use, possession and enjoyment of surrounding and adjacent properties.
3. The height, bulk, scale, mass and siting of the proposed project be compatible with the existing neighborhood, landforms and surroundings.
4. The proposed project reflects the scale of the neighborhood in which it is proposed and it does not visually overpower or dominate the neighborhood and is not ill-proportioned so as to produce either architecture or design that detracts from the foothill village setting.
5. The proposed project neither unreasonably interferes with public views or the views and privacy of neighbors, produces unreasonable noise levels, nor causes material adverse impacts.
6. The proposed project exhibits a coherent project-wide design, and each structure or portion thereof (especially additions) on the site is compatible with other portions of the project, regardless of whether the same are publicly visible.
7. For proposed projects seeking relief from development standards, where allowed, to accommodate characteristics of an identifiable architectural style (such as additional height pursuant to [Section 17.20.027\(A\)](#)), the proposed project adheres to the norms of such identifiable architectural style and that such style is consistently carried through on all elevations of the building, regardless of whether the same are publicly visible.
8. For proposed projects that require discretionary review due to exceeding size thresholds (pursuant to Sections [17.20.027\(C\)](#), [17.30.045\(B\)](#), [17.28.070\(A\)](#)1 or similar), that the proposed is a superior project that would enhance its neighborhood and exhibit exceptional design through a combination of most, if not all, of:
  - a. Innovative, thoughtful and/or noteworthy architecture that is responsive to the specific site, rather than standard, generic, or "cookie-cutter" plans;
  - b. Where applicable, adaptive reuse or other preservation and restoration of historic structures;
  - c. Preservation of the natural landscape to the extent possible by such means as minimizing grade changes and retaining protected and specimen trees;

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- d. Siting of structures in keeping with landforms and so as to maximize open space, public views, and neighbor views and privacy;
- e. High quality architectural details and building materials compatible with the overall project design; and
- f. Sustainable building and landscaping practices, especially water-saving features.

**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).

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- 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):

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- 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

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- 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)
- Perspective Renderings** – One (1) 11” x 17” copy (Additional 11”x 17” copies may be required for Design Commission reviews, subsequent to initial application submittal).
- Eye-level, perspective renderings or virtual illustrations (in color) depicting the elevations visible from the street and the building in its context.
- Three-Dimensional Digital Model**
- Projects that require Planning Commission review must include a 3-D digital model of the proposed building in SketchUp (.skp) format.
- Visual Context Photo Montage** One (1) 11” x 17” copy (Additional 11”x 17” copies may be required for Planning Commission reviews, subsequent to initial application submittal). This is intended to demonstrate how the proposed project fits within the surrounding neighborhood context. Supporting

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text/narrative explanation may be provided to further explain how the project responds to its surroundings, however, it is not required.

- Project Site Context: Color photographs of the existing project site taken from various vantage points from the street and from within the project site showing the existing structure(s), tree(s), and other existing site improvements. Provide full elevation photographs of all site structures including detailed images of affected architectural features proposed for alteration.
- Neighborhood Context: Color photographs of existing buildings on both sides of the street on which the project is proposed, between two cross streets. Photographs should identify the address of the property depicted and should be taken perpendicular to the building. If the project is on a corner lot, photographs should include both streets.
- Photographic Key Map indicating from where and at what angle the photographs were taken. All photographs provided should be labeled to correspond to the locations on the photographic key map.

- Neighborhood Analysis** – One (1) 8 ½" x 11" copy (Additional 11"x 17" copies may be required for Planning Commission reviews, subsequent to initial application submittal).

A tabulated list of properties within a 300-foot radius of the project site comparing lot size and building size data as provided by the Los Angeles County Assessor. Only properties of similar use should be included in the analysis (for example, if the project site is Single Family Residential use, then only properties within a 300-foot radius which are Single Family Residential need to be compared while properties of different uses should be identified as such). The analysis should calculate the median and average values for lot size and building size and identify where the proposed project falls within the properties. Additionally, the analysis shall be submitted in Excel Spreadsheet (.xlsx) format.

- 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.