



# PRE-APPLICATION PROCESS

The purpose of the pre-application process is for applicants to demonstrate a thorough assessment of their project in relation to applicable City codes, Community Plans, Design Guidelines, and the General Plan, and for staff to provide feedback to the applicant to ensure a successful project.

This package is intended to assist applicants in preparing a meaningful project submittal that will save time and resources in the processing of entitlements and permits. The more information applicants provide and the more detailed the submittal, the more accurate and constructive staff's review and input will be toward a successful project.

The goal at the conclusion of the meeting(s) with Planning staff is to provide direction on next steps in the land use entitlement process including:

- Issues that will need to be addressed prior to entitlement submittal(s);
- Processing timeframe(s) and specific requirements for entitlement(s); and
- Additional information and studies or reports necessary for entitlement submittal(s)

## How do I start?

Before contacting the Planning Division to begin the pre-application process, applicants need to review City Records, applicable Codes, Community Plans, Design Guidelines, and the General Plan. Below are links to information accessed from the City's website:

<b>Zoning &amp; Historic Status</b>	<b>Building and Safety – Permit Records Request</b>
<a href="http://www.glendaleca.gov/ResearchProperty">www.glendaleca.gov/ResearchProperty</a>	<a href="http://www.glendaleca.gov/ResearchProperty">www.glendaleca.gov/ResearchProperty</a>
<b>Zoning Requirements &amp; Development Standards</b>	<b>Design Guidelines</b>
<a href="http://www.glendaleca.gov/GMC">www.glendaleca.gov/GMC</a> GMC Title 30 - Zoning GMC Title 16 - Subdivisions, as applicable	<a href="https://www.glendaleca.gov/government/departments/community-development/planning-division/codes-and-regulations/design-guidelines">https://www.glendaleca.gov/government/departments/community-development/planning-division/codes-and-regulations/design-guidelines</a>
<b>Specialty Maps (i.e., ridgelines, setbacks, hillside slopes, etc.)</b>	<b>Historic Preservation</b>
<a href="http://www.glendaleca.gov/ResearchProperty">www.glendaleca.gov/ResearchProperty</a>	<a href="https://www.glendaleca.gov/government/departments/community-development/planning-division/historic-preservation">https://www.glendaleca.gov/government/departments/community-development/planning-division/historic-preservation</a>
Contact other City Departments (i.e. Building and Safety, Glendale Water and Power, Public Works, Fire, etc.) regarding specific requirements related to project proposal.	

## My research is complete, now what?

1. Prepare preliminary drawings/ sketches for your project.
2. Visit the Planning Counter at the Permit Services Center with preliminary drawings and photos of the property for staff to determine if the pre-application process is appropriate based on the scope of your project. Consultations are offered on an appointment basis only. Schedule an appointment at [www.glendaleca.gov/PlanningAppt](http://www.glendaleca.gov/PlanningAppt).
3. Obtain a Pre-Application submittal packet from the Planner.

4. Prepare all necessary information from the checklist and submit an application online at [www.glendaleca.gov/permits](http://www.glendaleca.gov/permits) “(Apply”).
5. A planner will be assigned to the case.
6. The planner will review the submittal package and verify the checklist has been completed.
  - a. If the package is incomplete per the checklist requirements, the missing application items must be provided before the application can be accepted.
7. If all necessary information has been provided, the application will be accepted, and the planner will begin processing it.

**What happens once I have submitted for pre-application review?**

Please be advised that once submitted, you will have **a maximum of two meetings** with your case planner regarding your project, prior to submitting any entitlement application(s).

Step 1: 1 <sup>st</sup> Meeting	Step 2: Pre-Application Resubmittal
<ol style="list-style-type: none"> <li>1. Applicants should be prepared with questions related to the project or City requirements.</li> <li>2. Case planner will provide a letter to the applicant approximately 2 weeks after the meeting summarizing staff’s feedback in relation to the Zoning Code, design guidelines, and community plans.</li> </ol>	<ol style="list-style-type: none"> <li>1. Applicants will provide a formal written response to staff’s letter and identify how all comments have been addressed.</li> <li>2. Case planner will review the resubmittal and contact applicant within approximately 2 weeks. If there are no additional comments, staff will provide information for entitlement submittal(s).</li> <li>3. If there are remaining issues, the case planner will schedule a second, and final, meeting.</li> </ol>
Step 3: 2 <sup>nd</sup> Meeting (if necessary)	Step 4: Final Pre-Application Submittal
<ol style="list-style-type: none"> <li>1. Case planner will discuss outstanding items with applicant and identify solutions.</li> <li>2. Case planner will provide a letter to the applicant approximately 2 weeks after the meeting summarizing staff’s feedback.</li> </ol>	<ol style="list-style-type: none"> <li>1. Applicants will provide a formal written response to staff’s letter and identify how all remaining comments have been addressed.</li> <li>2. Case planner will review the resubmittal and will contact the applicant within approximately 2 weeks and provide information on entitlement submittal(s).</li> </ol>

**Please Note:**

1. Failure to furnish any of the requested information will delay action on the request. Only complete applications will be accepted.
2. Applicant is responsible for compliance with all applicable codes, guidelines, and community plans, whether described in this submittal packet or not.
3. Failure to address comments provided by staff may result in recommendation of denial for requested entitlement(s).
4. Additional information may be required based on the scope of work and changes to project.
5. The Permit Services Center is open Monday thru Friday from 7 am to 12 pm (except holidays) and is located at 633 East Broadway, Room 101, Glendale, CA 91206, (818) 548-3200. Counter consultations and meetings with staff are available by appointment only at [www.glendaleca.gov/PlanningAppt](http://www.glendaleca.gov/PlanningAppt).



# PLANNING APPLICATION PROCESS

## Pre-Application

## Application

1

### Applicant Research

- City Records
- Zoning, Design Guideline, City Plans
- Site Conditions
- Other City Department Requirements



2

### Initial Review

- Prepare preliminary drawings
- Consult with planner at counter
- Receive pre-application checklist



3

### Prepare Submittal Packet

- Prepare packet per checklist
- Request Case Planner
- Submit pre-application packet



4

### Pre-Application Review

- Planner reviews, gives feedback
- Applicant addresses feedback
- Applicant resubmits (1x max)



5

### Entitlement Application

- Planner provides checklist
- Applicant prepares and submits
- Planner deems application complete



6

### Prepare for Public Review

- Hearing date scheduled
- Planner prepares staff report
- Applicant posts public notice sign



7

### Hearing and Decision

- Public and Board feedback
- Final decision letter issued
- 15-day appeal period



8

### Plan Check

- Planner approves for submittal
- Applicant submits to Building Division
- Plan check feedback





# PRE-APPLICATION SUBMITTAL FORM

## STAFF USE ONLY

Pre-Application Case No.: \_\_\_\_\_ Case Planner: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_

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. Consultations are available by appointment only at [www.glendaleca.gov/PlanningAppt](http://www.glendaleca.gov/PlanningAppt). After you have completed your application, submit it online at [www.glendaleca.gov/permits](http://www.glendaleca.gov/permits) ("Apply"). Please complete the following information:

## PART 1 – PROPERTY INFORMATION

Project Address: \_\_\_\_\_ Zone(s): \_\_\_\_\_  
APN No(s): \_\_\_\_\_ Lot Size: \_\_\_\_\_  
Property Legal Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PART 2 – APPLICANT INFORMATION

First Name		Last Name		Company
Street Address		City	State	Zip Code
				Area Code – Phone Number

## PART 3 – PROJECT INFORMATION

Project Type (check one):

- Single-Family
- Commercial
- Other, please specify: \_\_\_\_\_
- Single-family Hillside
- Industrial
- Multi-family Residential
- Mixed Use

Scope of Work: Provide a detailed scope of work for your project (i.e., existing and proposed uses, square footages, architectural style change, demolition, etc.). For additions, indicate change in height/number of stories if applicable.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PART 4 – DEVELOPMENT STANDARDS FORM

Applicant is responsible for completing the development standards spreadsheet and including it with the pre-application submittal package. Review the requirements outlined in the Zoning Code (GMC Title 30) to complete the form: [www.glendaleca.gov/GMC](http://www.glendaleca.gov/GMC).

## PART 5 – ENTITLEMENTS

Please indicate which entitlements you intend to apply for based on the scope of your proposal (i.e. Design Review, Variance, Parking Reduction Permit, etc.) Depending on the scope of your project, more than one entitlement may be required.

- Administrative Exception (GMC 30.44)
- Administrative Use Permit (GMC 30.49)
- Conditional Use Permit (GMC 30.42)
- Density Bonus (GMC 30.36)
- Design Review (GMC 30.47)
- Parking Exception Permit (GMC 30.32.020)
- Parking Reduction Permit (GMC 30.50)
- Parking Use Permit (GMC 30.51)
- Subdivision (i.e., Raw Land, Condominiums, etc.) (GMC 30.11, and GMC Title 16)
- Variance (Use, Setback, or Standards) (GMC 30.43)
- Other, please specify: \_\_\_\_\_

## PART 6 – ENVIRONMENTAL CONCERNS

Please answer the questions below. This information will be necessary for staff to determine if additional environmental review will be required in accordance with the California Environmental Quality Act (CEQA).

1. Is the subject property located in any of the following areas?  
Primary Ridgeline:  Yes  No      Secondary Ridgeline:  Yes  No      Blueline Stream:  Yes  No
2. Is the subject property located in any of the following Landslide Hazard-Prone areas?  
Liquefaction Zone:  Yes  No      Landslide Hazard Zone:  Yes  No  
If yes to either of the above, have you prepared a Geotechnical Study?  Yes  No
3. Are there any Indigenous Trees (oak, bay, sycamore) on or within 20 feet of site?  Yes  No  
If you answered yes:
  - Removal Proposed?  Yes  No
  - Have you consulted with the Public Works Urban Forestry Division?  Yes  No
  - Have you prepared an Indigenous Tree Report yet?  Yes  No
4. The following information will be required to determine if the property is a historic resource.
  - Year Built (existing development): \_\_\_\_\_ Demolition Proposed  Yes  No
  - Located in a Historic District?  Yes  No      If yes, is it a contributor?  Yes  No
  - Is this a National, State, or Glendale Register property?  Yes  No
  - Property previously identified/surveyed as a historic resource by the City?  Yes  No
5. The following information is required for single-family development on hillside properties.
  - Topographic Survey prepared  Yes  No
  - Average Current Slope (GMC 30.70.200)
  - Anticipated Amount of Grading: \_\_\_\_\_CY (Import: \_\_\_\_\_CY    Export: \_\_\_\_\_CY)

**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.



# DEVELOPMENT STANDARDS FORM

## Single-Family Residential Development (Additions & New Construction)

Applicant is responsible for providing the following zoning information as part of the pre-application packet. Please note, this form is not entirely inclusive, rather it addresses general zoning information required to review the project at a preliminary stage. Additional standards may apply for future review, and the applicant is responsible for researching and addressing these standards as part of the project proposal. Failure to complete this form in its entirety will prohibit Planning staff from accepting the application.

For those features not applicable to the project, indicate this with "N/A". For those features marked with a \*, provide the information as square footage and percentage of lot.

<b>Residential District General Development Standards</b>		
Development Feature (Table 30.11-B)	Zoning Code Requirement	Project proposal
Lot Area		
Residential Density		
Floor Area Ratio*		
Lot Coverage*		
Street-Front Setback (See setback averaging handout)		
Street-Side Setback (See setback averaging handout)		
Interior Setback (See setback averaging handout)		
Primary Building Height		
Accessory Building(s) Height		
Accessory Building(s) Floor Area (GMC 30.11.020, Table 30.11-A)		
Accessory Structure(s) Height		
Permanently Landscaped Open Space*		
Ungraded Open Space* (GMC 30.11.040)		
Parking and Loading (GMC 30.32)	Zoning Code Requirement	Project Proposal
Number of Spaces		
Driveway Width and Length		
Driveway Slope (%)		
Driveway Vertical		



# PRE-APPLICATION SUBMITTAL CHECKLIST

## Single-Family Residential (Additions & New Construction)

All submittal requirements for pre-application must be discussed with a planner prior to submittal. Consultations are available by appointment only at [www.glendaleca.gov/PlanningAppt](http://www.glendaleca.gov/PlanningAppt). When the application packet is ready, submit it online at [www.glendaleca.gov/Permits](http://www.glendaleca.gov/Permits) (“Apply”).

### Zoning Information/Project Data

Provide a full tabulation of all existing and proposed:

- Floor Area (measured from the exterior face of walls)\*
- Lot Coverage\*
- Landscaping\*
- Ungraded Open Space\* (For properties with an average current slope over 30%)

*\*Show as square feet and percent of lot (ratio).*

**Staff Comment(s):**

### Topographic Survey

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. The survey shall:

- Include calculation of the “average current slope” as defined by GMC 30.70.200.
- Use a contour level no greater than two (2) feet.
- Be wet stamped and signed by the engineer/surveyor.

*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)*

**Staff Comment(s):**

### Existing Site Plan

Provide an existing 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.
- Existing development with all building to property line distances.
- Areas (structures, building, etc.) to be demolished.
- 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 and length.
- Landscape and hardscape areas (e.g., walkways and driveways) and other property features (e.g., existing walls, fences, gates, etc.).
- Mechanical and service areas (e.g., AC unit(s), pool equipment, trash location, etc.)
- 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.
- Identify location and type of existing trees on the property and within 20 feet of site.

- 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.
- 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 and length.
- Proposed development with building to property line distances identified, measured perpendicular to property line.
- Landscape, hardscape (e.g., walkways and driveways) and other property features (e.g., existing walls, fences, gates, etc.). Existing features should be identified as (E) to remain.
- Mechanical and service areas (e.g., AC unit(s), pool equipment, trash location, etc.)
- 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. *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, (818) 548-3940.*

**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 and provide a legend for walls being demolished, new, and existing to remain.

*\* Partial floor plans will not be accepted.*

**Staff Comment(s):**

## Roof Plan

Fully dimensioned roof plan drawn to a minimum scale of 1/8" to include:

- Proposed roof plan with pitches, dormer(s), downspouts, vents, skylight(s), identified as applicable.
- Identify the roof eaves and provide dimensions.
- For single-family additions, identify existing roof areas to remain.

**Staff Comment(s):**

## Demolition Plan (Single-Family Additions)

*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.*

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.

- Drawings shall include an existing floor plan, roof plan, and elevations.
- 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).

*Demolition involves 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.*

**Staff Comment(s):**

## Building Elevations

Fully dimensioned elevation views of all sides of the building drawn to a minimum scale of ¼" to include:

- For additions, clearly identify the existing and new addition on the drawing.
- Specifications of all exterior materials, with color reference names and numbers
- Detail materials, boundary walls, doors, and exterior façade features.

**Staff Comment(s):**

## Windows and Exterior Doors

Provide as detailed information as possible related to the windows and exterior doors, such as schedules (including frame type, operation, size, edge detail, material), and section details. Windows shall comply with the City's Window Design Guidelines.

**Staff Comment(s):**

## Building Cross Sections

Two (2) representative building sections (N/S and E/W) at an appropriate scale to indicate:

- Overall height of the development measured from lowest point building exposed at grade to highest point. Clearly show the highest and lowest point of the development.
- Floor to ceiling heights of each floor, including basement and attic areas.

**Staff Comment(s):**

## Site Sections

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.

- If the site slopes in two directions, two sections are required
- Grade level – refer to GMC 30.70.080 for definition of grade.

**Staff Comment(s):**

## Photographs

Provide one set of printed color photographs on 8 ½" x 11" PDF of the following:

- 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.
- Photos of the existing building/s as seen from the street(s) from varying angles. This should also include contextual photos of any adjacent neighboring properties.

*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.*

**Staff Comment(s):**

**Architectural Guidelines**

Submit a typed description or statement (on an 8 ½" by 11" PDF) 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](http://www.glendaleca.gov/planning). The description or statement should address the following topics:

- **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.

**Staff Comment(s):**

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.

**STAFF USE ONLY**

Pre-Application Case No.: \_\_\_\_\_ Case Planner: \_\_\_\_\_

Date Submitted: \_\_\_\_\_