



# APPLICATION INSTRUCTIONS

All applications and submittal requirements 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 packet and are ready to submit it, submit the application online at [www.glendaleca.gov/Permits](http://www.glendaleca.gov/Permits) ("Apply"). A case planner will be assigned after the application submittal is accepted.

Please **PRINT** or **TYPE** all information. Submit this sheet, along with each of the mandatory exhibits listed below so that it may be accepted for processing. **THE CITY OF GLENDALE RECOMMENDS THAT APPLICANTS OBTAIN THE SERVICES OF QUALIFIED PROFESSIONALS TO PREPARE PLANS, MAPS AND APPLICATIONS. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

## PART 1 – APPLICATION REQUEST

A. Street address of premises for which the application is requested \_\_\_\_\_

B. Type of application

- |  |   |                                   |
|--|---|-----------------------------------|
| <input type="checkbox"/> Administrative Exception  | <input type="checkbox"/> Parking Reduction Permit | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Administrative Relocation | <input type="checkbox"/> Parking Use Permit       | <input type="checkbox"/> Setback  |
| <input type="checkbox"/> Conditional Use Permit    | <input type="checkbox"/> Relocation               | <input type="checkbox"/> Standard |
| <input type="checkbox"/> Lot Line Adjustment       | <input type="checkbox"/> Special Setback          | <input type="checkbox"/> Use      |
| <input type="checkbox"/> Parking Exception Permit  | Ordinance   |                                   |
| <input type="checkbox"/> Administrative Use Permit | <input type="checkbox"/> SR Review                |                                   |

C. Description of request \_\_\_\_\_

D. Fee \$ \_\_\_\_\_

(Cash, credit/debit card, or check/money order made payable to "City of Glendale")

## PART 2 – EXHIBITS TO BE PREPARED BY APPLICANT

- Location and Zoning Map**
  - A. **Location and Zoning map** on 8 ½ "x 11" PDF at scale of 1" = 200'
  - B. **To create this map, use base maps available at the Engineering Section, 633 E. Broadway, Rm. 204, (818) 548-3940.**
  - C. Show subject property(ies), surrounding streets, adjacent properties, and existing zoning within 500 feet of exterior boundaries of the subject property.
  - D. Show zones using the letter designations shown on the official City Zoning Map (available online at [www.glendaleca.gov/ResearchProperty](http://www.glendaleca.gov/ResearchProperty) ("Zoning Information").
  - E. Show zone boundaries with a continuous 1/8-inch-wide border.
- Plot Plan**
  - A. **Plot plan**, at no less than 1/16" scale.
  - B. **Colored plot plan** (use brown for buildings, gray for hardscape/parking and green for landscaping).
  - C. Show streets, alleys, all structures, property lines, building to property line dimensions, and dimensions of lot, parking spaces, and landscaped areas.
  - D. Include the following tabulations in square footage and/or percentage:

### Single-dwelling/Multi-dwelling Projects

- Lot area
- Lot coverage to lot area
- Floor area ratio to lot area
- Landscape to lot area ratio
- Building area/s
- Common outdoor space per unit
- Additional open space area
- Number of bedrooms per unit & square footage of each unit

### Commercial/Mixed-Use/Industrial Projects

- Lot area
- Building area/s
- Existing parking
- Proposed parking
- Required parking
- Existing landscaping
- Proposed landscaping
- Required landscaping
- List of all uses on lot
- Square footage of each use on lot

- Cut and Fill Map** – Topographic map of the entire site, colored to indicate cut (brown), fill (yellow), natural (green), pads and streets (white). Plan shall be drawn at the same scale as the plot plan.
- Floor Plan\*** - Set of fully dimensioned floor plans drawn at a readily legible scale. Partial floor plans will not be accepted.
- Roof Plan – One (1)** fully dimensioned roof plan. Show location of any existing or proposed solar or mechanical equipment, roof pitch, and eave dimensions.
- Building Elevations\*** - Fully dimensioned elevation view of each affected elevation, drawn at a readily legible scale. Specify wall and roof material, color, and texture. Show location of any existing or proposed solar or mechanical equipment, and height above roof. Show landscaping design along frontage and surface detailing.
- Sign Elevations\*** - Fully dimensioned elevation of each sign proposed drawn at a readily legible scale, calling out all dimensions, textures, colors, illumination, and placement details. Show relationship to all driveways, landscape areas, parking stalls, and building on the plot plan. Show relationship to all other existing and proposed signs on the premises. For ground mounted signs show distance to the property line/s. **Photographs will not be accepted in lieu of elevation drawings.**
- Landscape Plan\*** - Fully dimensioned and detailed landscape plan drawn at the same scale as the plot plan. Include a full specification chart calling out all plant types by botanic and common name, number, size, planting distances, specifications, planting and stakes details, curbing, hardscape treatments, location of all street trees, light standards, parkway treatments, fences, and walls. **The Landscape Plan shall be prepared by someone licensed in the State of California to prepare such a plan.**
- Irrigation Plan\*** - Fully dimensioned and detailed landscape plan drawn at the same scale as the plot plan. Provide complete irrigation specifications. Irrigation plan shall be prepared by someone licensed in the State of California to prepare such a plan.
- Topographic Survey\*** - Survey prepared by a licensed Land Surveyor or Registered Civil Engineer at a horizontal map scale of 1"=100' or larger. Survey shall include calculation of "average current slope" as defined in Chapter 30.70. G.M.C. Survey shall be wet stamped and signed by the engineer/surveyor.
- Section Drawings\*** - **Two (2)** representative sections at an appropriate scale.
- Retaining Walls/Crib Walls\* – Elevation and one (1) section drawing** at a readily legible scale to show retaining walls, existing grade, finished grade and top of wall elevations on both sides of the wall. Indicate wall materials, colors, and texture.
- Freestanding Fences/Block Walls\* – One (1) elevation drawing** at a readily legible scale showing overall height of fence/wall. Indicate materials, color, and texture.
- Photographic Survey\*** – Set of 4" x 6" 35mm color photographs on white paper, 8 ½" x 11" and labeled to indicate each view. Photographs should show both the general character and condition of the property, as well as specific features involved in applicant's request.
- Plat of Survey Map (Lot Line Adjustment)\* - One (1) PDF** of a Plat of Survey Map drawn at a readily legible scale prepared by a licensed Land Surveyor or registered Civil Engineer. Show existing and proposed lot lines and

existing and proposed legal descriptions. Show buildings and structures with all building to new property line dimensions.

- **Mailing Labels** – Refer to Public Noticing Requirements Handout.
- **Research Materials** – Review of all historical records such as, but not limited to, building permits, building plans, previous discretionary actions, case files, microfiche, etc. Applicant should submit copies of information that could have a bearing on the Hearing Officer’s determination.

Additional Information:

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\* Depending upon the nature of the case, the Planning Division may contact the applicant for additional copies of exhibits needed for distribution purposes. Note: Final determination as to completeness of the application will be rendered by the Planning Division.

**PART 3 – ADDITIONAL EXHIBIT REQUIREMENTS**

- A. Each exhibit is to contain a TITLE BLOCK in the BOTTOM CENTER containing the following information:
  - 1. Title of exhibit (e.g., Site Plan)
  - 2. Case number (leave blank for number to be assigned)
  - 3. Applicant’s and owner’s name and address
  - 4. North arrow and scale (e.g., 1” = 100’)
- B. **DO NOT:**
  - 1. Draw plans in pencil or ink.
  - 2. Use colors which obliterate designations or dimensions.
- C. REMINDER – all exhibits become the sole property of the City of Glendale and part of the permanent public record.

**PART 4 – OTHER APPLICATION MATERIALS REQUIRED BEFORE FILING**

- **Owner/Applicant Affidavits** – Provided by the Permit Services Center, to be signed by both owner and applicant for subject property. If owner is a corporation, partnership, etc. provide letter of authorization for that person to sign on behalf of the corporation, partnership, etc. on their letterhead.
- **Preliminary Title Report – One (1)** copy of a preliminary title report not more than 30 days old from the date of submittal.
- **Conflict of Interest Statement** – Provided by the Permit Services Center, to be signed by the applicant.
- **Completed Application Form**
- **Campaign Disclosure Form** –Signed original.
- **Acknowledgement of Receipt of Campaign Disclosure Process Form** - Signed original.