

MULTIFAMILY PROJECT SUBMITTAL GUIDE



City of Pasadena
Planning Department

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MULTI-FAMILY PROJECT SUBMITTAL CHECKLIST

All multi-family project applications are reviewed for completeness using this checklist. Applications found to be incomplete will be returned to the applicant.

This should not be considered a complete list of City of Pasadena requirements. Please use the full City of Pasadena codes in determining code compliance.

This checklist shall be submitted as part of the application process.

ALL PROPOSED MULTI-FAMILY DEVELOPMENTS IN THE CITY LIMITS ARE REQUIRED TO HAVE A SITE PLAN REVIEW BY THE CITY OF PASADENA PLANNING COMMISSION SEPARATE FROM THE BUILDING PERMIT SUBMITTAL. THE MULTI-FAMILY REVIEW IS A PREREQUISITE TO BUILDING PERMIT APPROVAL.

NOTE- A multi-family site plan may not be approved unless the tract or property on which the development is proposed has been legally platted. If the property has not been platted, a plat application will be required prior to site plan review.

All site plan review materials shall be submitted for formal review to the Planning Department at 1149 Ellsworth Drive (Pasadena City Hall) in accordance with the Planning Commission Submittal Schedule.

MULTI-FAMILY MINIMUM SUBMITTAL REQUIREMENTS:

- Completed Planning Application;
- Completed Checklist (this form)
- A copy of the recorded plat;
- Detailed site plan 24" x 36" (16 copies);
- Detailed landscape plan 24" x 36" (16 copies);
- City Planning Letter (Title Report), current within 60 days;
- Letter of intent signed by developers;
- Letter of Available Utilities (obtained by Applicant prior to project submittal from the City of Pasadena Engineering Department);
- Check for payment of application fees made payable to the City of Pasadena (see fee schedule);
- If the project is over 100 units, a traffic and utility impact study prepared by a professional Engineer must also be included with the submittal;
- Variance Request materials, if applicable
- PDF of site plan, landscape plan, traffic impact study and variance request emailed to the Planning Department at: planning@pasadenatx.gov or submitted on a USB flash drive.

VARIANCES:

- If you are anticipating a need for variance(s), attach a formal request with your submittal. The project cannot be scheduled for consideration unless all items listed on the Multi-Family Ordinance Variance Request Submittal Checklist are included in the submittal. Please contact the Planning Department prior to submittal to discuss the anticipated variances and request the variance checklist.

SITE PLAN REQUIREMENTS:

- **General:**
 - Sheet size of 24" x 36" in landscape view
 - Dimensioned to an engineering scale (architectural scale not acceptable);
Appropriate scale for a site plan is 1" = 10', 20', 30', 40' or 50'
 - North arrow (up)
 - Vicinity map in the same orientation of the plan
 - Title block in bottom, right-hand corner of site plan. Title block shall contain: project name, legal description (subdivision name, lot and block designations); gross acreage, city, county and state name, survey and abstract and date of preparation
 - Name, address and phone number of developers, engineer, architect, surveyor
- **Physical Features:**
 - Property boundaries and dimensions
 - Building lines
 - Adjacent right(s) of way (ROW) clearly indicated and labeled. Show and dimension median openings. Label as existing or proposed.
 - Ingress and egress points, dimensioned private drives, fire lanes, turnarounds
 - All buildings, accessory structures, carports and garages – Dimensions from property lines to structures; Legend showing structure types, quantity of each type and associated square footage
 - All sidewalks dimensioned and shown to connect all buildings, parking and recreational areas
 - Parking space dimensions (typical space) and planter islands
 - All easements clearly shown; per plat, separate instrument and proposed easements
 - Retention/Detention ponds
 - Location, height and type of fences, gates (vehicular and pedestrian) and walls
 - Trash receptacle pad location and method of screening
 - Location of fire hydrants
 - Required landscape buffers – Labeled and dimensioned
- **Additional data requirements:**
 - Gross acreage, building coverage, open space %, floor area ratio (FAR), dwelling unit density, total number of dwelling units and bedrooms, number of parking spaces to include guest parking – Legend showing required/provided.
 - Height and number of stories
- **Standard notes:**
 - 1. All new utilities will be underground, unless otherwise approved by the City of Pasadena.
 - 2. Lighting will be provided on all drives, parking, open spaces and pedestrian walkways with a minimum of 0.2-foot candle illumination.
 - 3. All trash bins will be screened from street view and located a minimum of 200 feet from any residential property.
 - 4. All construction shall comply with City of Pasadena specifications.
 - 5. All finished floor elevations shall comply with City of Pasadena Ordinance 2020-186 and any subsequent amendments thereto.
 - 6. All parking and drive areas shall be bound by concrete curbs and meet City of Pasadena standards.
 - 7. All units will have washer and dryer hook ups.

LANDSCAPE PLAN REQUIREMENTS:

NOTE - All multifamily projects are subject to the landscape requirements of Chapter 9, Article X

- Sheet size 24" x 36" in landscape view
 - Drawn to scale. Graphic and written scale in close proximity to each other.
 - Title block in lower right-hand corner with project name
 - Name, address and phone number of developers, engineer, landscape architect
 - Property lines and dimensions
 - Structures, fences, walls, sidewalks, driveways, parking
 - Show streets with dimensions. Label street names.
 - Location of required trees, shrubs, groundcovers
 - Parking area landscaping and planter islands -
 - Minimum 135 sq. ft. planter for every 10 parking spaces; May be aggregated but shall serve the entire parking area
 - Minimum dimension of 7.5 feet from the inside curb
 - Label square footage of each planter
 - Planters shall not be attached on more than one side to required perimeter landscape areas
 - Each planter shall contain 1 tree or shrub minimum 4 ft. in height
 - Plant list including names, quantities, container or caliper sizes, heights, plant spacing at the time of installation
 - Landscape tabulations showing how landscape requirements have been met (required/provided)
 - Location and dimension of required greenbelts and landscape buffers
 - If applicable, identification of the names, locations and caliper of existing trees to be preserved to satisfy the landscaping requirements
 - If development contains any dwelling units with three (3) bedrooms, a portion of the open space shall be dedicated to a children's playground and delineated on the landscape plan
- **Standard Landscape Plan Notes:**
 - 1. All landscape areas shall be provided with a readily available water supply located within (50) feet of all plant material to be maintained.

Completed by: _____
(Printed name and Title) *(Company Name)*

Signature: _____

<p>For Department Use Only:</p> <p>Date of Submittal: _____</p> <p>Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completeness Review Conducted by: _____</p>

Floor Area Ratio (FAR)

Each multifamily residential development shall be designed with a maximum floor area ratio not to exceed .40. "Floor area ratio" is defined as the square foot amount of total floor area (all stories) for each square foot of land area of the site for the proposed development. Total floor area shall be defined as all of that area encompassed within the outside edges of all exterior walls of all buildings and each level thereof on the site. Open porches, balconies, carports, and detached garages are specifically excluded from the calculations of total floor area.

Included:

The square footage of all buildings on the site (all stories)

Excluded:

Porches

Balconies

Carports

Detached garages

Provide a summary of the square footage of all stories of all buildings on the site (minus exclusions above) in FAR calculations on the site plan.

Open Space

Each multifamily residential development shall be designed so that not less than thirty-five (35) per cent of the total site area shall be reserved for open space. "Open space" is defined as that area not subject to public or private easements. Said open space shall be open, unobstructed from its lowest level to the sky, and accessible to all residents of the development and of such character that it can be used for outdoor recreation activities.

On-site, dry bottom drainage detention/mitigation ponds may only be considered as open space if they are constructed to be accessible to all residents of the development and approved by the Public Works Director.

Open space areas shall be landscaped with lawn, trees, and shrubs or other landscape materials.

Included :

Green spaces (grassy areas, perimeter landscaping and wooded areas)

Swimming pools

Playgrounds/Recreation areas

Parks/Dog parks

Excluded :

Paved parking areas and driveways

Public or private easements

Areas that are NOT accessible to all residents of the development and of such character that they can be used for outdoor recreation activities

Provide open space calculations on the site plan



MULTI-FAMILY DEVELOPMENTS PLANNING REVIEW PROCESS

Preliminary Site Plan Review

- 1) Developer submits the following items to the Planning Department in accordance with the Planning Commission Submittal Schedule as posted on the City of Pasadena website:
 - Completed Planning Application;
 - Completed Multi-family Project Submittal Checklist;
 - Detailed site plan (16 copies);
 - Detailed landscape plan (16 copies);
 - Title Report or City Planning Letter, current within 60 days;
 - Letter of intent signed by the developer;
 - Letter of Available Utilities (obtained from City of Pasadena Engineering Department)
 - Check for payment of filing fees made payable to the City of Pasadena;
 - If the project is over 100 units, a traffic and utility impact study prepared by a professional engineering firm must also be included with the submittal;
 - Variance Request materials, if applicable
 - PDF of site plan and landscape plan emailed to the Planning department at: Planning@pasadenatx.gov

NOTE: If you are anticipating a need for variance(s), please attach a formal request with your submittal. List the specific code sections which are the subject of your variance request and give detailed reasons why a variance is being requested.

- 2) Planning Department determines completeness of submittal. If the submittal is determined to be incomplete and/or incorrect, Planning shall provide written notice to the Applicant. If submittal is determined to be complete, the Planning Department places the project on the next appropriate Planning Commission meeting agenda for preliminary review.
- 3) The Planning Department reviews the site plan and landscape plan and notes discrepancies to city codes and ordinances. A copy of the site plan is forwarded to the Engineering, Fire Marshal, Traffic and Permit Divisions for review. Engineering & Traffic also review the traffic and utility impact study (if applicable).
- 5) The project is presented to the Planning Commission at their regular meeting. If variances are requested, the Planning Commission will also make a recommendation to City Council.
- 6) After Commission action, a letter is sent to the developer stating modifications or rectifications and all other documentation needed prior to submitting the site plan for final action. Variances must be approved by City Council before the final site plan may be submitted for review.

Final Site Plan Review

- 1) Developer submits the following items to the Planning Department in accordance with the Planning Commission Submittal Schedule:
 - Completed Planning Application;
 - Final site plan (16 copies);
 - Landscape plan (16 copies);
 - Electronic PDF copies are also to be submitted to the Planning Department by email at Planning@pasadenatx.gov.
 - Civil engineering plans for the project are submitted to the Engineering Department for review.
- 2) Planning Department determines completeness of submittal. If the submittal is determined to be incomplete and/or incorrect, Planning shall provide written notice to the Applicant. If submittal is determined to be complete, the Planning Department places the project on the next appropriate Planning Commission meeting agenda for final review.
- 3) Planning Department reviews the site plan and landscape plan and notes discrepancies to city codes and ordinances and forwards a copy of the site plan to Engineering, Fire Marshal, Traffic and Permit Divisions for review.
- 4) Civil engineering plans are reviewed by the Engineering department.
- 5) The site plan and landscape plan are presented to the Planning Commission at their regular meeting.
- 6) A letter is sent to the developer stating Commission action.
- 7) Developer submits three (3) copies of the final approved site plan to the Planning Department.
- 8) Approved site plan is sealed and a copy forwarded to the Permit and Engineering Divisions.



CITY OF PASADENA, TEXAS
PLANNING DEPARTMENT

Letter of Intent Requirements

Plats/Replats:

- Define the acreage of subject property
- Full legal description
- Number of lots or reserves being divided/created
- Special considerations (i.e. requested variances and justification for said variances)
- Specify if the proposed land use is for residential or commercial purposes and type of business if known
- The Letter of Intent must provide the signature and contact information of the property owner

Multi-Family Site Plan:

- Define the acreage of site
- Full legal description
- Total number of units proposed
- Number of units per acre proposed
- Special considerations (i.e. requested variances)
- The Letter of Intent must provide the signature and contact information of the developer



MULTI-FAMILY PROJECT FEE SCHEDULE

APPLICATION TYPE	FEES
Pre-Application Conference with Planning Commission (Not required)	\$150
Multi-Family Project Application	\$500 + \$5 per unit
Variance Request	\$400 per variance requested

All fees must be paid at the time of project submittal and made payable to the City of Pasadena. All fees are non-refundable.

**CITY OF PASADENA
PLANNING COMMISSION
2025 SUBMITTAL SCHEDULE**

- Planning Commission meetings are held on the 2nd and 4th Monday of each month** at 6:00 p.m.
- Dates apply to **ALL** applications subject to review by the Planning Commission **and** administrative reviews.
- Submittals shall be made only during designated periods (see calendar below)
- Incomplete submittals will not be scheduled for review by the Commission.

COMMISSION MEETING (Monday 6:00 p.m. *)	APPLICATION SUBMITTAL WINDOW (Wednesday- Friday*) Submittals accepted ONLY on these dates between 8:00 a.m. - 12:00 p.m.	COMPLETENESS CHECK (Monday*)	COMPLETENESS NOTIFICATION (Determination of Completeness emailed to Applicant - Incomplete applications will be rejected)
January 13	December 11-13	December 16	December 17
January 27	December 26,27 & 30*	December 30	December 31
February 10	January 8-10	January 13	January 14
February 24	January 22-24	January 27	January 28
March 10	February 5-7	February 10	February 11
March 24	February 19-21	February 24	February 25
April 14	March 12-14	March 17	March 18
April 28	March 26-28	March 31	April 1
May 12	April 9-11	April 14	April 15
May 27*	April 23-25	April 28	April 29
June 9	May 7-9	May 12	May 13
June 23	May 21-23	May 27*	May 27
July 14	June 11-13	June 16	June 17
July 28	June 25-27	June 30	July 1
August 11	July 9-11	July 14	July 15
August 25	July 23-25	July 28	July 29
September 8	August 6-8	August 11	August 12
September 22	August 20-22	August 25	August 26
October 13	September 10-12	September 15	September 16
October 27	September 24-26	September 29	September 30
November 10	October 8-10	October 13	October 14
December 8	November 5-7	November 10	November 10*

*Some dates adjusted due to City Holidays

**NOTE: There will be no Planning Commission meeting the 4th Mondays of November or December



PLANNING DEPARTMENT SUBMITTAL APPLICATION

TITLE OF PLAT/PROJECT: _____

OWNER/DEVELOPER INFORMATION

ENGINEER/SURVEYOR INFORMATION

NAME _____

NAME _____

COMPANY _____

COMPANY _____

ADDRESS _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

CITY _____ STATE _____ ZIP _____

EMAIL _____

EMAIL _____

PHONE _____

PHONE _____

MAIN CONTACT FOR PROJECT _____ **PHONE** _____

EMAIL _____

APPLICATION TYPE* (CHECK ONE) *Please complete a new application for each action you request.	
<input type="checkbox"/> Preliminary Plat/Replat	<input type="checkbox"/> Townhome Subdivision Plat
<input type="checkbox"/> Final Plat/Replat	<input type="checkbox"/> Multi-Family Site Plan Review
<input type="checkbox"/> Amending Plat	<input type="checkbox"/> Manufactured Home Park
<input type="checkbox"/> Vacating Plat	<input type="checkbox"/> Other - Specify: _____

PROPERTY INFORMATION

Street address or location of property: _____

Present use: Residential Commercial

Proposed use of property: (restaurant, auto dealer, etc.) _____

Number of proposed Lots _____ Reserves _____ Blocks _____

Number of units proposed (multi-family only) _____

Is the property subject to any liens, encumbrances or judgments? If yes, attach details Yes No

Is the property subject to deed restrictions/restrictive covenants? If yes, attach copy Yes No

HARRIS COUNTY APPRAISAL DISTRICT (HCAD) ACCOUNT NUMBER(S): (Additional numbers – attach sheet)

LEGAL DESCRIPTION

Survey _____ Abstract _____

Subdivision (if platted) _____

Lot(s) _____ Block(s) _____ Total Number of Acres _____

I hereby certify that I am the legal owner/agent of the above referenced property and have requested the above checked action. I further certify that the above information and attachments are true and correct to the best of my knowledge.

OWNER'S/AGENT'S SIGNATURE _____ **DATE** _____

PRINTED NAME _____