

## 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](mailto: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>
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