

City of Pasadena

Old Pasadena
Zoning Parking Credit Program

Application Packet

City of Pasadena

Old Pasadena Zoning Parking Credit Program

Check-off List and Information Sheet

Dear Applicant:

To assist you with the process of obtaining the Zoning Parking Credits necessary to meet the parking requirements for your project, the following information and documentation must be submitted:

1. A completed Zoning Parking Credit application and Worksheet (one application for each project).
2. A copy of the Grant Deed (must include the legal description of property(ies)).
3. A copy of the current Property Tax Statement(s).
4. Two copies of a floor plan (fully dimensioned and to-scale) of the project detailing the square footage of all uses on the property (11 x 17 or smaller).
5. Two copies of a site plan (fully dimensioned and to-scale) of the project (11 x 17 or smaller).
6. Indicate the location of the project on the attached Fund boundary map.
7. A letter authorizing you to act on behalf of the owner (if you are not the owner of the property).
8. Zoning Parking Credit application fee.

Failure to provide the above-mentioned information and documentation may delay the issuance of the building permit and certificate of occupancy for your project.

Once you have met the zoning requirements for your project, the Zoning Administrator will provide a letter of approval along with your Zoning Parking Credit application packet to the Parking Administration Division, at which time the Zoning Parking Credit contract will be prepared. You will be contacted when the contract is ready for execution. A check for your first year allocation of parking credits will be due upon execution of the contract. Parking credit fees are established based on the number of credits issued and the current rate of each credit.

Should you have any questions, please contact the Zoning Administrator at (626) 744-6777.

For Department Use Only

ZPC # _____
Contract # _____

City of Pasadena

**Old Pasadena
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Application**

1. Address of Subject Property: _____
(Please indicate site location(s) on attached Fund Boundary Map)
2. Name of Property Owner: _____
3. Mailing Address: _____
4. City: _____ State: _____ Zip: _____
5. Phone # Day: _____ Evening: _____
6. Contact Person/Representative: _____
7. Mailing Address: _____
8. City: _____ State: _____ Zip: _____
9. Phone # Day: _____ Evening: _____
10. Please indicate type of activity:

Change of Use	Tenant space gross floor area*	Previous use	Proposed use
Existing Use Expansion	Use (type of business)	Existing tenant space gross floor area*	Proposed tenant space gross floor area*
New Construction (attach a separate table if needed)	Use (type of business)	Gross floor area*	
Other	Explain:		

*Gross floor area shall include any outdoor seating located outside of the public right-of-way

11. For properties with previously approved Zoning Parking Credits, please indicate the number of spaces allocated and where they are located:

ZPC #	# of Spaces	Location

12. Have you submitted plans for this project to the Building and Safety Department that are pending approval subject to the off-street parking requirements?

Yes _____ No _____

PLANNING DEPARTMENT USE

Date Application Received: _____ By: _____

Application Fee Received (check #): _____ Amount \$ _____

Total Number of Parking Spaces Necessary for this Project: _____

Number of Zoning Parking Credit Spaces Required for this Project: _____

Verified by: _____

Additional Comments: _____

TRANSPORTATION DEPARTMENT USE

Current ZPC Fee Per Space: \$ _____

Date Planning Approval Letter and ZPC Application Packet Received: _____

Received By: _____

Zoning Parking Credit Fee Received (check #): _____

Amount (must correspond with Required ZPC's): \$ _____

Date ZPC contract executed: _____

Certificate of Occupancy Approval Date: _____