



ADR \_\_\_\_\_

**SITE PLAN AND DESIGN REVIEW  
COMMERCIAL OR INDUSTRIAL  
NON-RESIDENTIAL CONSTRUCTION, IMPROVEMENTS, AND  
ANTENNAS AND WIRELESS COMMUNICATION**

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**PLEASE COMPLETE THE FOLLOWING INFORMATION (REQUIRED):**

**PROJECT ADDRESS** \_\_\_\_\_

**TYPE OF PROJECT**   ☐ NEW   ☐ ADDITION   ☐ REMODEL   **ZONE CLASSIFICATION** \_\_\_\_\_

**PROPOSED ARCHITECTURAL STYLE** \_\_\_\_\_

**SQUARE FOOTAGES**   **EXISTING** \_\_\_\_\_ **NEW** \_\_\_\_\_ **REMODEL** \_\_\_\_\_

**AGE OF STRUCTURE(S)** \_\_\_\_\_ **SUBJECT TO CERTIFICATION OF DEMOLITION:**   ☐ YES   ☐ NO

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**APPLICANT(S) NAME** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

**TELEPHONE NO.** \_\_\_\_\_

**PROPERTY OWNER(S) NAME** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

**TELEPHONE NO.** \_\_\_\_\_

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**Your project may be subject to the Low Impact Development (LID) and Water Efficiency Landscaping Ordinance (WELO) requirements. To view the criteria please visit the City's website at: [www.AcadiaCA.gov/WELO](http://www.AcadiaCA.gov/WELO)**

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**THE APPLICANT AND PROPERTY OWNER HEREBY DECLARE UNDER PENALTY OF PERJURY THAT ALL THE INFORMATION SUBMITTED FOR THIS APPLICATION IS TRUE AND CORRECT.**

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APPLICANT'S SIGNATURE

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DATE

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PROPERTY OWNER'S SIGNATURE

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DATE

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DATE FILED \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_ PAID \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

## **FILING REQUIREMENTS**

In order for this application to be processed without delay, the application must include all of the following materials. To ensure that your application package is complete, please check-off the boxes next to the required application materials.

- ☐ Completed application form
- ☐ An Ownership Disclosure is required if the property is owned by a corporation, partnership, trust, or non-profit. The disclosure must reveal the agent for service of process or an officer of the ownership entity. The disclosure must list the names and addresses of all the owners, and you must attach a copy of the current corporate articles, partnership agreement, trust, or non-profit document, as applicable.
- ☐ Filing Fee: \$5,269 for a new building/rebuild, or \$1,804 for an addition/remodel. In addition, separate fees will be charged for review by the City's landscaping consultant. These fees will be based upon the amount charged by the City's consultant.
- ☐ Plans/Elevations: **Two (2) full sized plans at 24"x36" (ARCH D), two (2) reduced size copies at 11"x17", and a digital copy in PDF format on a USB drive** (site plan, floor plans, elevations, roof plans, and a landscaping plan). The full-sized plans must be drawn to scale and dimensioned to show the following:
  - a. Scale, north arrow, parkway width, and street address
  - b. Location and size of all proposed structures (new and/or existing). The building and setback areas shall be clearly dimensioned.
  - c. Description of types of materials, colors, treatments, etc.
  - d. Mechanical equipment and easements
  - e. Location and dimension of all landscaped areas and the type of trees and sizes (to remain or proposed to be removed.)
- ☐ Photos (on a flash drive) of the subject property as viewed from the street, sides, and rear yard, and the surrounding dwellings: two on each side and the five across the street.
- ☐ Materials and colors sample board (8½" x 11") and brochures of the doors, windows, fixtures, and other architectural elements. All proposed exterior colors must be identified with actual color chips with manufacturer and code specifications. Physical samples of roofing, stone or concrete material are typically not required.
- ☐ A radius map and mailing list is required for the following projects:
  - Nonresidential enlargements or modifications that exceeds 1,501 square feet or 25 percent of the existing gross floor area, which is less in area; or
  - Nonresidential construction, 20,001 square feet or more of gross floor area.
  - Antenna and Wireless Communication Facilities and Panels
- ☐ A 300-foot radius map and a mailing list in an Excel format and one set of labels. The mailing list must be in an Excel format and saved on a flash drive. Each lot must be consecutively numbered to correspond to the property owners list, map, and Excel spreadsheet.

The spreadsheet must identify the following fields: 1) Assessor's Parcel Number; 2) Property Owner's Name; 3) Mailing Address; 4) City, State, and Zip Code. Each column heading must be in the same order as listed above.

*The names and addresses of current property owners may be obtained at the Los Angeles County Assessor's office.*

*Alternatively, applicants may retain the services of a mapping consultant to generate the radius map, labels, and electronic address list on an Excel spreadsheet on their behalf. A list of local mapping consultants may be obtained at the Planning Services offices.*

- ❑ A separate label sheet, providing 3 labels each for the property owner, applicant, architect, contractor, and anyone else with an interest in the project that is to be contacted/copied with any relevant correspondence.

# AFFIDAVIT

STATE OF CALIFORNIA  
CITY OF ARCADIA  
COUNTY OF LOS ANGELES

I, \_\_\_\_\_ hereby certify that the  
(print name)  
attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available equalized assessment roll of the County of Los Angeles, within the area described on the attached application and for the required distance of notification from the exterior boundaries of the property described on the attached application. I also certify that the subject site described on the attached application contains no illegal lot splits or other divisions of land not specifically authorized by the City of Arcadia.

I certify under penalty of perjury that the foregoing is true and correct.

Signature: \_\_\_\_\_

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