



**ARCHITECTURAL DESIGN REVIEW
MULTIPLE-FAMILY APPLICATION
FOR PROJECTS WITHIN THE R-2, R-3 & R-3-R ZONES**

MFADR _____

PLEASE COMPLETE THE FOLLOWING INFORMATION (REQUIRED):

PROJECT ADDRESS _____

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. _____

PROJECT DETAILS

ZONE CLASSIFICATION: _____ R-2 _____ R-3 _____ R-3-R

PROPOSED ARCHITECTURAL STYLE: _____

AGE OF STRUCTURE(S): _____ SUBJECT TO CERTIFICATE OF DEMOLITION: ☐ YES ☐ NO

LOT SIZE: _____ PROPOSED DENSITY: _____

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.ArcadiaCA.gov/WELO

THE APPLICANT AND PROPERTY OWNER HEREBY DECLARE UNDER PENALTY OF PERJURY THAT ALL THE INFORMATION SUBMITTED FOR THIS APPLICATION IS TRUE AND CORRECT. IN ADDITION, I/WE HEREBY GRANT THE CITY OF ARCADIA PERMISSION TO POST THE ARCHITECTURAL PLANS ASSOCIATED WITH THIS APPLICATION ONLINE.

APPLICANT'S SIGNATURE

DATE

PROPERTY OWNER'S SIGNATURE

DATE

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: \$3,530 for a new building/rebuild up to 20 dwelling units; \$8,757 for 21 or more dwelling units or \$2,077 for 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 copies at 11" x 17", and a digital PDF file on a USB flash drive.** The full-sized plans (site plan, floor plans, elevations, roof plans, and landscaping plan) must be drawn to scale and dimensioned to show the following:
 - ☐ Scale, north arrow, parkway width, and street address
 - ☐ All existing and proposed structures. The building and setback areas shall be clearly dimensioned.
 - ☐ Description of types of materials, colors, treatment, etc.
 - ☐ Mechanical equipment and easements
 - ☐ Location of all landscaped areas and the type of trees and sizes (to remain or proposed to be removed).
- ☐ Photos (**prints and a USB flash drive**) of the subject property, as viewed from the street, sides, and rear yard area, and the surrounding buildings.
- ☐ 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.
- ☐ Certification of Mailing of Notice of Proposed Development (After you have been notified by Planning Services to send out the notice). The notification shall specify the type of development proposed, the anticipated date of the public hearing, the anticipated date that tenants shall vacate the property, and contact information for the developer's representative.
- ☐ A radius map and mailing list:
 - ☐ 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 USB 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: _____

CERTIFICATION OF MAILING

I, _____, hereby declare that on _____, day of _____, 20____, I sent to the persons (property owners) delineated on the 300' radius map and mailing list, attached hereto, a true and correct copy of the Notice of Proposed Development and attached hereto. I certify that the addresses shown on the attached mailing list are their mailing addresses as determined from the records of the Los Angeles County Assessor Tax Rolls, and that said Notices were placed in the United States Mail with postage and mailed first class on the date of the Notices.

Applicant's Signature

Applicant's Name (Printed)