

**CITY OF ARCADIA  
ARCHITECTURAL REVIEW BOARD (ARB)  
REGULAR REVIEW APPLICATION PACKET**



## 1. HIGHLANDS HOMEOWNERS' ASSOCIATION

President - Bob Stover  
ARB Chairperson - Dean Obst

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## 2. RANCHO SANTA ANITA PROPERTY OWNERS' ASSOCIATION

President - Stu Miller  
ARB Chairperson - Sanjay Kucheria  
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(818) 389-9131

## 3. SANTA ANITA OAKS ASSOCIATION

President - Christine Lee  
ARB Co -Chair - David Lee  
Co - Chair - Martin Luc  
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(626) 695-2008  
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(626) 274-1262

## 4. RANCHO SANTA ANITA RESIDENTS' ASSOCIATION

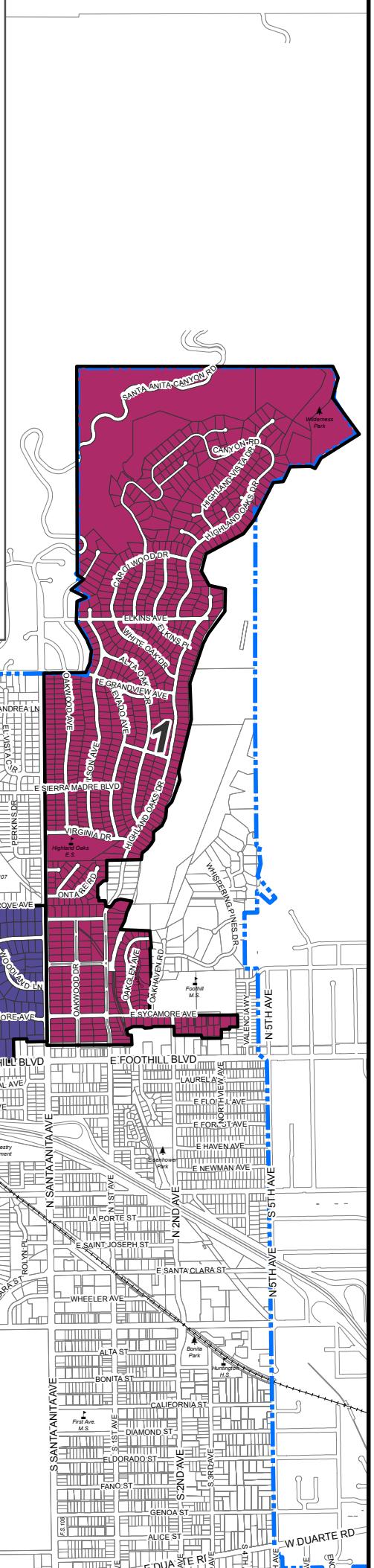
President- Vivien Watts  
ARB Chairperson - Greg Medeiros  
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## 5. SANTA ANITA VILLAGE ASSOCIATION

President - Julie Lim  
ARB Chairperson - Laurie Thompson

(650) 315-6987  
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Data Sources: City of Arcadia, 2023



# Homeowner Associations

City of Arcadia, California

0 0.25 0.5 Miles



# STEPS IN THE ARB REGULAR REVIEW PROCESS

The Regular Review process is for a new single-family residence and/or second-story addition, and is reviewed by the HOA Architectural Review Board. The proposed project must comply with the City's Single-Family Residential Design Guidelines.

## 1. PRELIMINARY INFORMATION GATHERING

Obtain and carefully review the specific zoning regulations and Design Guidelines for applicable to the subject property. It is imperative that the proposed project is consistent with the both Zoning regulations and Design Guidelines. Information regarding the Zoning and Design Guidelines can be obtained from City's website at [www.ArcadiaCA.gov](http://www.ArcadiaCA.gov) and the Planning Division Counter.

## 2. CONTACT THE ARB CHAIRPERSON

Contact the ARB Chairperson to arrange a preliminary discussion of the design ideas for the site. Conceptual plans, example photos, and renderings are encouraged for the ARB to identify any concerns early in the process.

## 3. ZONING COMPLIANCE

After a preliminary set of plans have been developed, please bring your plans to the Planning Services Counter in City Hall for a preliminary review of the project. Planning staff may provide informal verbal comments on zoning compliance and whether other discretionary permits are needed for the project. These comments should be addressed prior to submitting to the ARB. Please note that these comments will be general and additional issues may arise when Planning staff conducts a thorough review of the application.

## 4. SUBMIT COMPLETE APPLICATION TO THE ARB

Once the applicant has compiled a "completed application," it should be submitted to the ARB Chairperson to begin the review process. The applicant should follow the checklist included with the application form. The checklist is intended to be comprehensive. Smaller projects, such as additions, need not needed to conform to all the submittal requirements.

## 5. REVIEW OF APPLICATION

The application will be reviewed for completeness within 30-days of submittal. The ARB Chairperson will notify the applicant if the application is found to be complete or incomplete. Incomplete means that either all information required was not submitted, some of that information was found inadequate, the design is or inconsistent with the Design Guidelines. You will be told what information we need to make your application complete. Revised plans must be resubmitted with 90-days of the date of the incompletion letter or the application will be consider withdrawn.

## 6. SCHEDULE HEARING AND PUBLIC NOTICE

Within 30-days of an application being deemed complete, a public hearing before the ARB shall take place. No less than 10-days prior to the hearing date, the ARB shall send a notice to all property owners within a minimum 300 feet from the subject property to inform them that the ARB is preparing to make a decision on the application.

## 7. ARB DECISION

At the public hearing the ARB shall approve, conditionally approve, or deny the application. Within 10-days after final action by the ARB, a notice of the decision and the Findings and Action form shall be mailed to the applicant and all other persons who requested notice of the decision from the ARB.

## 8. BUILDING AND PLANNING PERMITS

After the project is approved, the next step will be to apply for a building permit. If the project requires approval of any discretionary permits from the Planning Division those applications must be submitted and processed prior to submitting plans to Building Services. The ARB's approval is valid for 12 months following the date of final approval. The approval must be exercised prior to the expiration date.



# FILING REQUIREMENTS

For this application to be processed without delay, the application must include the following materials. To ensure that your application package is complete, please check-off the boxes next to the required application materials. Please be aware that the check list is intended to be comprehensive. Smaller projects, such as pools and spas, need not conform to all the submittal requirements. Be sure to consult with the ARB Chairperson prior to submitting the application.

- 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.
- Completed Development Site Management and Maintenance Policy (available at the Planning Services Counter)
- Architectural Plans: Two (2) full sized plans at 24"x 36" (ARCH D), two (2) reduced size copies at 11"x17", and a digital copy in PDF format on a CD required. The full-sized plans must be drawn to scale and should include the following:
  - Site Plan** (minimum 1/8" scale) shall identify and provide dimensions for the following: property lines, structures, setbacks (code-required and proposed), fences/walls, rooflines, mechanical equipment, driveways, parking, walkways, streets, parkways, sidewalks, street dedications, and easements. Existing and proposed setbacks and structures must be identified when applicable.
  - Project Data and Statistics** (both allowable and provided) including an itemized list of existing and proposed square footages when applicable (i.e. 1<sup>st</sup> floor, 2<sup>nd</sup> floor, garage, high volume ceiling area, etc.), a tabulation for Lot Coverage, Floor Area Ratio (FAR), front yard hardscaping, rear yard lot coverage, etc. This should be provided on the Site Plan.
  - Floor Plans** (min 1/4" scale) shall be fully dimensioned and include: dimensions and square footage of rooms, room labels, ceiling height, major equipment, window and door key which corresponds with the window and door schedule. Existing and proposed floor plans must be provided when applicable. When applicable a Demolition Plan showing all existing interior and exterior walls to be demolished.
  - Elevations** (min 1/4" scale) shall be fully dimensioned and include: all sides correctly labeled (i.e. north, south, etc), exterior grades (existing, finished, and average existing grades), maximum allowable building height and proposed building height measured from the average existing grade line, height above grade of all floor, eaves, and ridges, building materials call outs, colors, and exterior lighting fixtures. Elevation of walls and fences proposed within the front yard and the street side yard with full material call-outs. Identify existing portions of structures to remain and the proposed additions (when applicable). Existing and proposed elevations must be provided when applicable.
  - Roof Plan** (min 1/4" scale) shall be fully dimensioned and include: roof pitches, ridges, line of roof eave overhang, line of building footprint, proposed roofing material, roof mounted equipment, and screening locations. Existing and proposed roof plans must be provided when applicable.
  - Architectural Details:** Dimensioned eave details, wall or fence details, window details, column details, molding details, masonry details, siding installation details, etc.
  - Color Elevation:** A color elevation that accurately reflects colors and material being proposed for all facades visible from the public street.
  - Tree Survey:** Indicate location, size and species of existing trees and vegetation (indicate which are to be removed, relocated, or trimmed back as a result of the proposed construction). This may be provided on the Site Plan. An arborist report may be required.
  - Conceptual Landscape Plan** (May be subject to WELO): showing trees, shrubs and ground cover with existing trees, trees to be removed, and trees to be retained.

## FILING REQUIREMENTS (CONT.)

**A Radius Map, Mailing List, and Signed Affidavit:**

- A 300-foot radius map, a mailing list in an Excel format, and three set of labels. The mailing list must be in an Excel format and saved on a CD or 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. A list of local mapping consultants may be obtained at the Planning Services offices.*

**Sample Color and Material Board** (Maximum 8 1/2" x 11"): Specifications and samples of type, color, and texture of proposed construction materials. All proposed exterior colors must be identified with actual color chips with manufacturer and code specifications. Photos of materials, or pictures from manufacturer's brochure of the doors, windows, fixtures, and other architectural elements should be provided. Physical samples of roofing, stone or concrete material are typically not required. Materials boards must be photographed and included as a high-resolution image in the plans. Photos should accurately capture the proposed materials.

**Subject Property Photographs:** Photos (prints and on CD) of the subject property as viewed from the street, sides, and rear yard. An aerial key map must be included. Photos should typically be printed at 3"x5" at a minimum.

**Neighborhood Context Photos and Key Map: Photos** (prints and on CD) of neighboring dwellings a minimum two on each side and the five across the street. An aerial key map must be included. Photos should be printed at 3"x5" at a minimum.

**Additional Materials (ARB's Discretion)**

- Adjoining Land Use and Setback Plan
- Section Drawings
- Renderings (3-D Perspective Rendering, Streetscape Rendering, etc.)
- Photo Montage (to scale) of the subject property and adjacent properties
- Demolition Plan
- Grading Plan/Topographical Survey - required for hillside sites over 20%
- Lot Survey
- Preliminary Title Report (if the site has an easement)