

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





**1. HIGHLANDS HOMEOWNERS' ASSOCIATION**

President - Bob Stover (626) 355-0684  
ARB Chairperson - Dean Obst (626) 898-5062

Email: [highlandsarb@gmail.com](mailto:highlandsarb@gmail.com)  
Facebook: [www.Facebook.com/arcadiahighlands](https://www.Facebook.com/arcadiahighlands)  
Website: [arcadiahighlandshoa.org](http://arcadiahighlandshoa.org)



**2. RANCHO SANTA ANITA PROPERTY OWNERS' ASSOCIATION**

President - Stu Miller (626) 836-9280  
ARB Chairperson - Sanjay Kucheria (818) 389-9131  
Email: [rsapoaarb@gmail.com](mailto:rsapoaarb@gmail.com)



**3. SANTA ANITA OAKS ASSOCIATION**

President - Christine Lee (626) 695-2008  
ARB Co - Chair - David Lee (310) 650-7216  
Co - Chair - Martin Luc (626) 274-1262  
Email: [saohoaarb@gmail.com](mailto:saohoaarb@gmail.com)



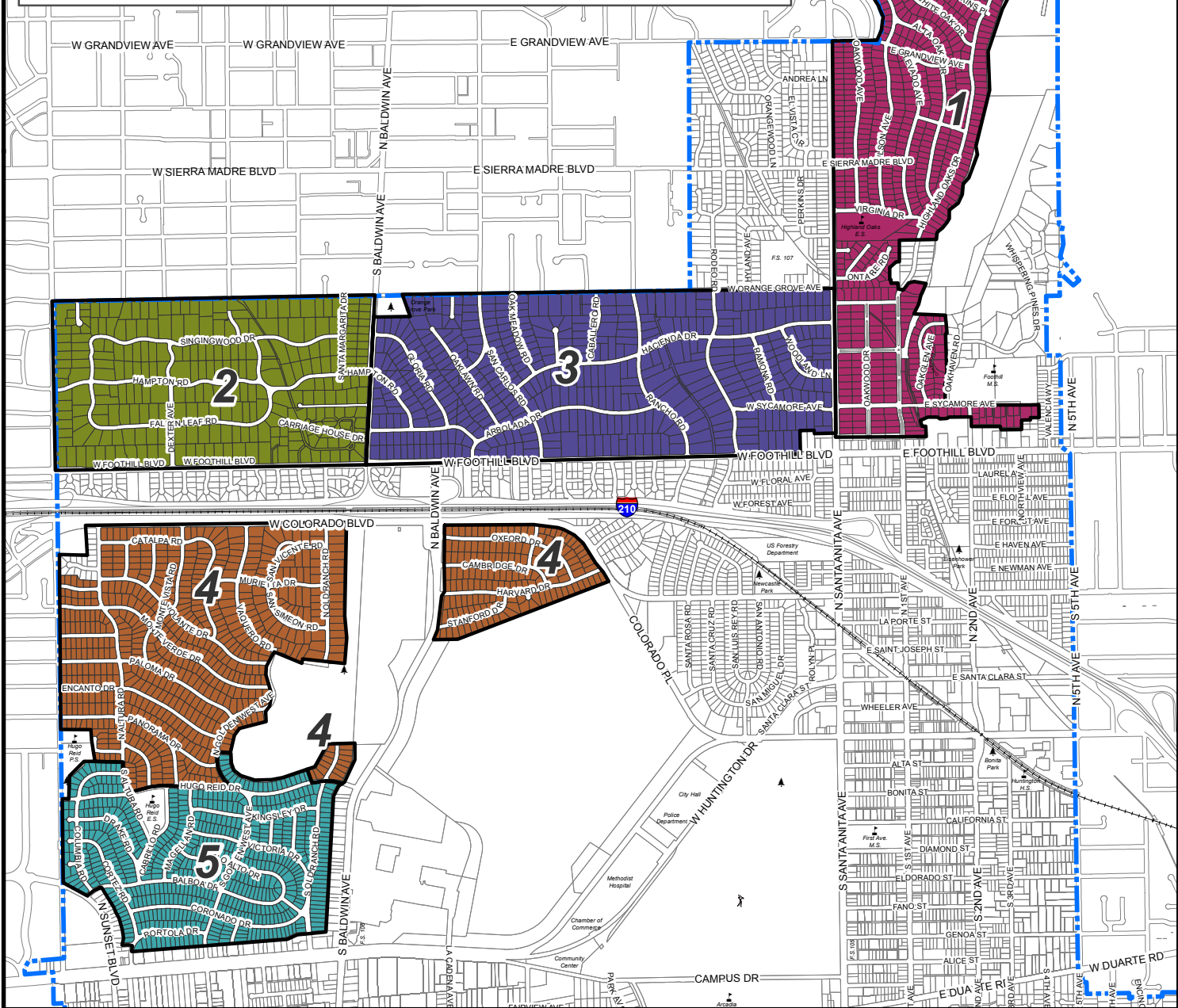
**4. RANCHO SANTA ANITA RESIDENTS' ASSOCIATION**

President- Vivien Watts (626) 825-8189  
ARB Chairperson - Greg Medeiros (626) 833-0249  
Email: [ranchosaarb@gmail.com](mailto:ranchosaarb@gmail.com)



**5. SANTA ANITA VILLAGE ASSOCIATION**

President - Julie Lim (650) 315-6987  
ARB Chairperson - Laurie Thompson (626) 447-5092



Data Sources: City of Arcadia, 2023



# STEPS IN THE ARB SHORT REVIEW PROCESS

The Short Review process is for minor alterations to the existing house or to the property, and is reviewed by the ARB Chair, or designee. 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 Chairperson 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 14-days of submittal. The ARB Chairperson will notify the applicant if the application is found to be incomplete. Incomplete means that either all information required was not submitted or, some of that information was found inadequate 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 incompleteness letter or the application will be consider withdrawn.

## **6. ARB DECISION**

Within 14-days of a complete application being submitted, the ARB Chairperson shall approve, conditionally approve, or deny, the application. The ARB Chairperson may defer action and refer the application to the ARB for review and final decision under the Regular Review process. Within 10-days after final action by the ARB, a notice of the decision shall be mailed to the applicant and all other persons who requested notice of the decision from the ARB.

## **7. 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.

**CITY OF ARCADIA**  
**HOA ARCHITECTURAL REVIEW BOARD**  
**SHORT REVIEW APPLICATION**

File # \_\_\_\_\_

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

PROJECT ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

**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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**PROJECT TYPE (Check applicable):**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Single-Story Remodel and Addition                | <input type="checkbox"/> Landscaping and Hardscaping         | <input type="checkbox"/> Sport Court and Related Features      |
| <input type="checkbox"/> Detached Accessory Structure (not ADUs)          | <input type="checkbox"/> Pool and Spa Equipment              | <input type="checkbox"/> Fences and/or Walls                   |
| <input type="checkbox"/> Façade Improvement                               | <input type="checkbox"/> Mechanical Equipment                | <input type="checkbox"/> Ground-Mounted Solar                  |
| <input type="checkbox"/> In-Ground Swimming Pools/Spa with Water Features | <input type="checkbox"/> Above Ground Swimming Pools and Spa | <input type="checkbox"/> Fountains, Water Features, or Statues |
| <input type="checkbox"/> OTHER _____                                      |  |  |

**GENERAL DESCRIPTION OF PROJECT:** \_\_\_\_\_

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**DOES THE PROJECT REQUIRE DISCRETIONARY APPROVAL BY THE DEVELOPMENT SERVICES DIVISION (E.G., PROTECTED TREES, ADMINISTRATIVE MODIFICATIONS, ETC.)?**    ☐ Yes    ☐ No

*If Yes, submit copies of the requests to the ARB for concurrent consideration*

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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.**

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROPERTY OWNER'S SIGNATURE

\_\_\_\_\_  
DATE

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**ACTIONS AND FINDINGS**

☐ **APPROVED**

☐ **CONDITIONALLY APPROVED**

☐ **DENIED**

**CONDITIONS OR REASONS FOR DENIAL:** \_\_\_\_\_

**BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **EXPIRATION:** \_\_\_\_\_

THERE IS A TEN (10) DAY APPEAL PERIOD FOR THIS APPLICATION. APPEALS MUST BE SUBMITTED IN WRITING TO THE COMMUNITY DEVELOPMENT DIVISION WITH A \$728.00 APPEAL FEE BY \_\_\_\_\_ P.M. ON \_\_\_\_\_.

# 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 needed to 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 policies (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.)

- ☐ **Sample Color and Material Board** (Maximum 8 ½" 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