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
Facebook: www.Facebook.com/arcadiahighlands
Website: 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

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

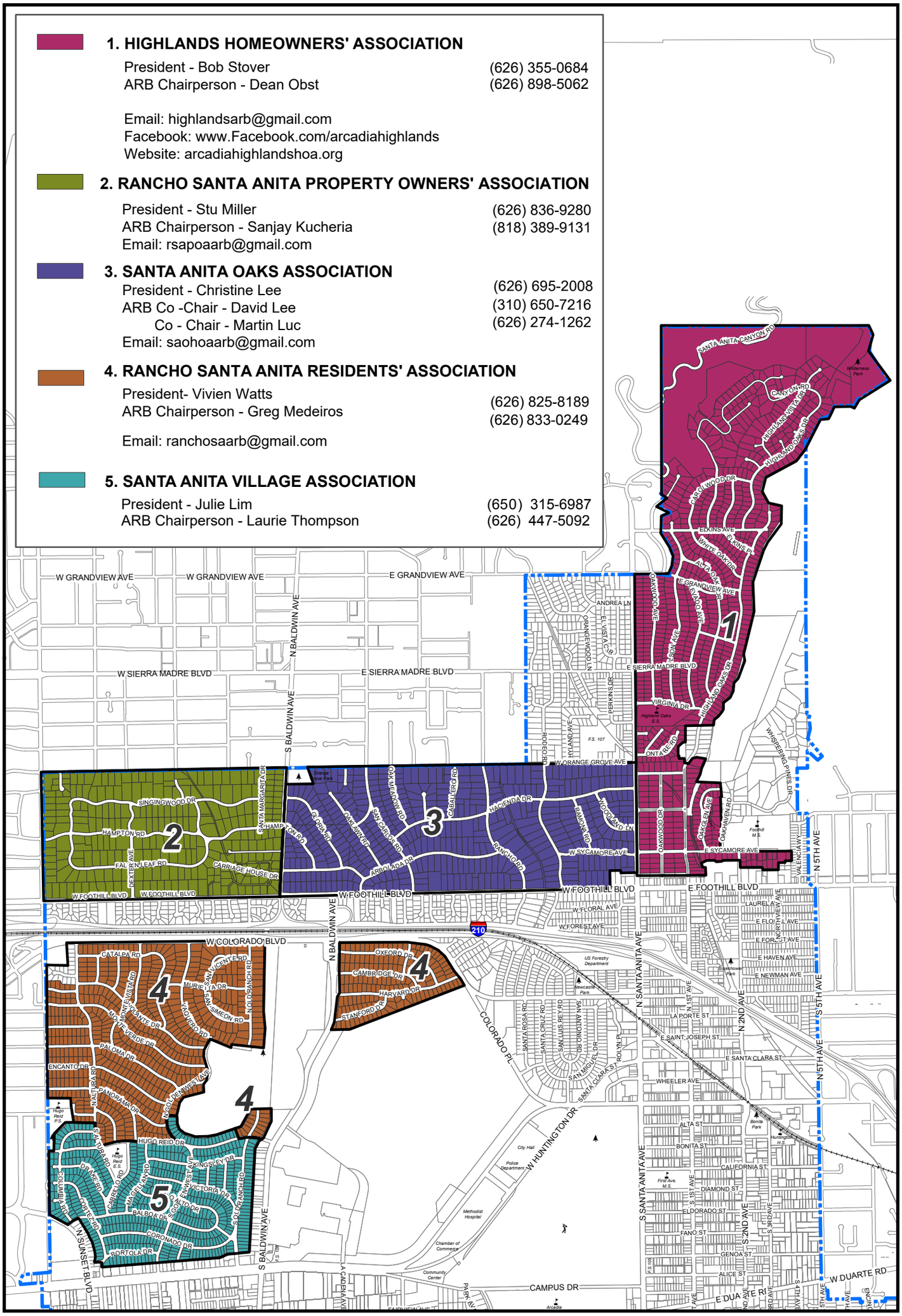
4. RANCHO SANTA ANITA RESIDENTS' ASSOCIATION

President- Vivien Watts (626) 825-8189
ARB Chairperson - Greg Medeiros (626) 833-0249

Email: 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

Homeowner Associations

City of Arcadia, California

Miles
0 0.25 0.5

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 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 incompletion 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 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

File #_____

HOA ARCHITECTURAL REVIEW BOARD
SHORT REVIEW APPLICATION

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. _____

PROJECT TYPE (Check applicable):

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

GENERAL DESCRIPTION OF PROJECT: _____

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

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

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 $811.00 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. 1st floor, 2nd 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 ¼” 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 ¼” 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 ¼” 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 Phots 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