



SFADR _____

**SITE PLAN AND DESIGN REVIEW
SINGLE-FAMILY RESIDENTIAL
NEW HOMES, REBUILDS, AND 2-STORY/2ND FLOOR ADDITIONS**

PROJECT ADDRESS: _____ **ZONING:** _____

TYPE OF PROJECT: NEW HOME REBUILD 2-STORY/2ND FLOOR ADDITION

PROPOSED ARCHITECTURAL STYLE: _____

SQUARE FOOTAGES: EXISTING _____ NEW _____ REMODEL _____

AGE OF STRUCTURE: _____ **SUBJECT TO CERTIFICATION OF DEMOLITION:** YES NO

PLEASE COMPLETE THE FOLLOWING INFORMATION (REQUIRED) :

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. _____

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 _____

SINGLE-FAMILY RESIDENTIAL DESIGN REVIEW PROCESS NEW HOMES, REBUILDS, AND 2-STORY/2ND-FLOOR ADDITIONS

Preliminary Consultation – It is strongly recommended that a prospective applicant make an appointment to meet with Arcadia Planning Services prior to submitting an application and design proposal to discuss the regulations, design guidelines, and the review processes that are applicable to the property that is to be developed. A preliminary consultation will help avoid conflicts with the City’s zoning regulations and design guidelines, and should speed up the design review.

Neighborhood Meeting – It is strongly recommended that the applicant invite the neighbors to a meeting to review and discuss the development plans in person. It is also advised that the applicant hold these meetings with the neighbors before submitting an application and proposed plans to the City for design review. Such pre-application meetings will enable the applicant to develop the plans with consideration for the neighbors’ concerns, which should speed up the design review. However, a pre-application meeting is not a substitute for the Notice to the Neighbors by Planning Services.

Review Periods – Upon each submittal, a 30 calendar day review period will commence. During the review period, Planning Services staff will review the application and proposed development plans for completeness to ensure it is in compliance with the applicable zoning regulations and consistent with the Single-Family Residential Design Guidelines.

If your project is subject to Planning Commission review, the procedures set out below shall be followed.

Notice to the Neighbors for Planning Commission hearing

After the Applicant has been notified by Planning Services to initiate the notification process, the Applicant shall send notices (refer to the attached sample letter) of the proposed development of a new home, rebuild projects, and 2-Story/2nd-floor additions with a brief description of the modifications and/or encroachments to the project, to the owners of the properties in the neighborhood of the subject property. The purpose of the early notification process is intended to familiarize the surrounding property owners and residents, neighborhood associations and interested persons with the details of the proposed project. It also serves to obtain input from interested neighbors early in the development process. These neighbors (owners) are those that are within a 300-foot radius of the subject property. The Applicant shall provide a copy of what was sent to the surrounding property owners, the mailing list, and the certification form that this process has been completed. Upon completion of this process, Planning Services will tentatively schedule the project to a hearing date and formally send out a public hearing notice of the project.

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: \$1,500. 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, two (2) reduced size copies at 11"x17", and a digital copy in PDF format on a CD (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 (prints and on CD) 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. Photos should typically be printed at 3"x5" at a minimum.

- 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:
 - 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 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 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.

SAMPLE LETTER TO THE NEIGHBORS

(Date)

(Name)

(Address)

(City, State, Zip)

RE: Notice of a Proposed Development at (address)
(Land Use Applications on this line)

Dear Property Owner/Occupant:

As part of the City's process, I/We would like to take the opportunity to meet and discuss the proposed project at (address). The proposal is to (describe the proposal here along with a brief description of modifications and/or encroachments into a protected tree). Attached is a copy of the plans for your review. We would like to identify any issues you may have regarding this proposal to see if changes to the proposal can be made before the proposed project is heard by the Planning Commission.

Please contact me by (date - **2 weeks from the date of the notice**). If I do not hear from you, you will still have an opportunity to share your concerns or support for the proposed project with City Staff. A City public hearing notice will be sent to all the affected neighbors. I/We look forward to discussing this proposal with you. You may contact me at (phone number) or (email address). Thank you.

Sincerely,

(Your name)

(Your title or company)

CERTIFICATION OF MAILING

I, _____, hereby declare that on _____, day of _____, 20____, I sent to the persons (owner), attached hereto and by this reference incorporated herein, a true and correct copy of the Notice of Proposed Development and attached hereto and by this reference incorporated herein. I certify that the addresses shown are their mailing address 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/Owner's Signature

Applicant's/Owner's Name
(Printed)