

## SUBMITTAL CHECKLIST

DEMOLITIONS	ALTERATIONS/ NEW CONSTRUCTION	HISTORIC STRUCTURE RELOCATIONS
<input type="checkbox"/> <b>Application Form/Fees</b> Completed and signed. Applicant is responsible for all applicable environmental review fees.	<input type="checkbox"/> <b>Application Form/Fees</b> Completed and signed.	<input type="checkbox"/> <b>Application Form/Fees</b> Completed and signed.
<input type="checkbox"/> <b>One Copy of the Grant Deed and Title Report</b> Current within six (6) months.	<input type="checkbox"/> <b>One Copy of the Grant Deed and Title Report</b> Current within six (6) months.	<input type="checkbox"/> <b>One Copy of the Grant Deed and Title Report</b> Current within six (6) months.
<input type="checkbox"/> <b>Building Photographs</b> Minimum 3" x 5." One black and white set of photographs of street elevation(s), including other buildings on site, if any.	<input type="checkbox"/> <b>Building Photographs</b> Minimum 3" x 5." One black and white set of photographs of street elevation(s), including other buildings on site, if any.	<input type="checkbox"/> <b>Receiver Site/Building-Photographs</b> Minimum size 3" x 5." One black and white set of photographs of building street elevations(s), receiving site and adjacent properties.
<input type="checkbox"/> <b>Site Plan</b> All submittals require a fully dimensioned site plan, fourteen (14) copies, min. 1:100 scale, showing all existing buildings, major vegetation, easements or any other major component.	<input type="checkbox"/> <b>Building Plans &amp; Elevations</b> Fourteen (14) full sets of <u>folded</u> plans (to 8½" x 11"). Plans must accurately represent existing conditions and proposed alterations or additions.	<input type="checkbox"/> <b>Receiver Site Plan (if in Santa Ana)</b> Fourteen (14) full sets of <u>folded</u> plans (to 8½" x 11") showing proposed location of building, existing major landscape features, adjacent buildings, property lines, setbacks, driveways, and other relevant features of the site and structure.
<input type="checkbox"/> <b>Public Notification Submittals</b> One Assessor's Parcel Map showing a 300 feet radius. Three (3) sets plus one copy of mailing labels for each property owner within the 300 feet radius, with the assessor parcel map number included in each label.	<input type="checkbox"/> <b>Site Plan</b> Fourteen (14) full sets of <u>folded</u> plans (8½" x 11") showing property lines, driveways, building footprint, and entrances. Accurately depict proposed alteration or new construction and other relevant features as they relate to the site.	<input type="checkbox"/> <b>Building Plans &amp; Elevations (existing and proposed)</b> Fourteen (14) full sets of <u>folded</u> plans (8½" x 11") to accurately depict existing conditions and proposed alterations or additions if applicable.
<input type="checkbox"/> <b>Historic Report Required</b> Demolition requests require a historic resources report prepared by city approved consultant. This report is needed to further document the historic and cultural significance of the resource proposed for demolition.	<input type="checkbox"/> <b>Public Notification Submittals</b> One Assessor's Parcel Map showing a 300 feet radius. Four (4) sets of mailing labels plus one copy for each adjacent property within 300 feet radius with the assessor parcel map number included on each label.	<input type="checkbox"/> <b>Relocation Plan</b> Describe how the structure will be relocated and what will be done to assure preservation of historic features.
	<input type="checkbox"/> <b>Other</b> _____ _____	<input type="checkbox"/> <b>Public Notification Submittals</b> (Same as Alterations/New Construction)
		<input type="checkbox"/> <b>Other</b> _____ _____