

Planning and Building Agency  
Planning Division  
20 Civic Center Plaza  
P.O. Box 1988 (M-20)  
Santa Ana, CA 92702  
(714) 647-5804  
www.santa-ana.org

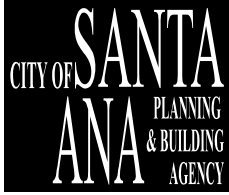
## NEW SINGLE-FAMILY AND SECOND DWELLING UNIT Submittal Checklist

All new single-family residences and second dwelling units require additional review and approval prior to entering Building Division Plan Check. Such review will not be “over-the-counter” but, rather, submitted to the Planning Counter. The following are required to be submitted to the Planning Counter for new single-family residences and second dwelling units:

- A.  Completed **Residential General Data and Affidavit** form signed by the property owner.
- B.  Copy of a **six-month or newer Title Report** for the property which must include an Assessor’s Parcel Map, Grant Deed, and Legal Description for the property. The Grant Deed should indicate the owner of record signing the General Data and Affidavit.
- C.  **Three (3) sets of fully dimensioned legible plans** (minimum size of 18" by 24") to include:
  - 1.  **Site plan** detailing ALL existing and proposed structures, property lines, walkways, driveways, landscape setbacks, mature trees, walls/fences, air conditioning units, and existing or proposed easements (minimum scale: 1 inch = 20 feet).
  - 2.  **Floor plan** detailing new and existing rooms, walls, and windows. Label use of rooms and location of water heater, washer, and dryer (minimum scale: ¼ inch = 1 foot).
  - 3.  **Building elevations** detailing architectural elements, materials, and height of structure.
  - 4.  **Roof plan** detailing roof pitch/slope and eave overhang.
  - 5.  **Window schedule** detailing existing and proposed window size, method of operation, and materials.
  - 6.  **Legend** (on site plan) detailing square footage of lot size, square feet of existing structures and new structures by floor, percentage of lot coverage (all square footage under roof eaves), existing General Plan designation and zoning, project address, and applicant’s name and phone number.
- D.  **Photographs** of the site and adjacent properties.
- E.  **Material or display board** for the project no larger than 11" x 17" illustrating the proposed exterior materials and color samples (optional for residential second unit applications).
- F.  **Submittal fee.**
- G.  NOTE, for second dwelling units only: A copy of the latest tax bill, showing the property location and mailing address (to confirm owner occupancy).

After the Planning Division has completed the review of your development proposal and prior to submittal into Building plan check:

- New Single-Family Residence projects** are to submit three (3) copies of landscape plans (and Review fee) per Preparation Guidelines for Landscape Plans.
- Second Dwelling Unit projects** are to file a recorded covenant with the Planning Manager (in a form approved by the City Attorney) affirming and consenting that either the primary dwelling unit or the second dwelling unit shall be owner-occupied.



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## RESIDENTIAL GENERAL DATA AND AFFIDAVIT

### I. OWNER/APPLICANT INFORMATION

Legal Owner \_\_\_\_\_ ( ) \_\_\_\_\_  
Full name of Person, Firm or Corporation Area Code Phone Number

\_\_\_\_\_ ( ) \_\_\_\_\_  
Mailing Address Area Code Fax Number

Applicant \_\_\_\_\_ ( ) \_\_\_\_\_  
Full name of Person, Firm or Corporation Area Code Phone Number

\_\_\_\_\_ ( ) \_\_\_\_\_  
Mailing Address Area Code Fax Number

\_\_\_\_\_  
Relationship of Applicant to Owner: Lessees, Consultant, Etc.

### II. PROPERTY INFORMATION

Land Use \_\_\_\_\_  
Existing Land Use of Property and/or Buildings Zoning District General Plan Designation

Location \_\_\_\_\_  
Street Address Name of Nearest Intersection Street

\_\_\_\_\_  
Assessor's Parcel Number(s) Sectional District Map Number(s)

Legal Description \_\_\_\_\_  
Lot and Tract Parcel Map and Lot

### III. TYPE OF APPROVALS NEEDED

- |  |   |
|--|---|
| <input type="checkbox"/> GENERAL AGREEMENT           | <input type="checkbox"/> LOT LINE ADJUSTMENT            |
| <input type="checkbox"/> ZONE DISTRICT               | <input type="checkbox"/> SUBDIVISION TRACT MAP          |
| <input type="checkbox"/> CONDITIONAL USE PERMIT      | <input type="checkbox"/> LAND USE CERTIFICATE           |
| <input type="checkbox"/> SITE PLAN REVIEW            | <input type="checkbox"/> MINOR EXCEPTION                |
| <input type="checkbox"/> VARIANCE                    | <input type="checkbox"/> RESIDENTIAL RELOCATION         |
| <input type="checkbox"/> PARCEL MAP                  | <input type="checkbox"/> REDEVELOPMENT AGENCY AGREEMENT |
| <input type="checkbox"/> DEVELOPMENT AGREEMENT       | <input type="checkbox"/> DEVELOPMENT PROJECT REVIEW     |
| <input type="checkbox"/> NEW SINGLE-FAMILY RESIDENCE | <input type="checkbox"/> ENVIRONMENTAL REVIEW           |
| <input type="checkbox"/> SECOND DWELLING UNIT        | <input type="checkbox"/> OTHER                          |

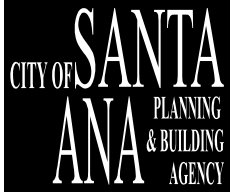
### IV. UNDERSTANDING AND AFFIDAVIT

I, as current legal owner of the property identified above, CERTIFY under penalty of perjury, that the foregoing statements and answers herein contained and any other information herewith submitted as part of this application are in all respects true and correct to the best of my knowledge and belief.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

Note: An agent may sign for the property owner if a certificate of notarized Power of Attorney is filed with this application.



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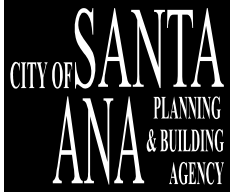
## RESIDENTIAL BUILDING DESIGN AND MATERIALS

One of the most important aspects of any urban environment is the design and architecture of the buildings. The City of Santa Ana is an established community that has developed in a variety of architectural styles and building types. Since the city has no absolute design theme as may be found in some communities, these standards are not intended to specifically control any particular architectural style. Instead, the standards are presented to encourage a quality and completeness of design that will contribute to the overall improvement of the community's "built-out" environment.

### GENERAL STANDARDS

1. Building Orientation
  - a. It is important that new developments are **designed to complement** existing conditions on the site as well as on neighboring properties.
  - b. Consideration should be given to the **scale and bulk** of a building in its relationship to the scale of the street and neighboring properties.
2. Elevations/Detailing
  - a. **All building elevations** shall be considered in the evaluation of any new construction, additions or alterations. The importance of the side and rear views of a building should not be minimized because of their impact on adjoining properties or public right-of-way.
  - b. The **same or compatible design features** should be continued or repeated upon all elevations of a building.
  - c. Doors, windows or other openings should be **uniform in design** and located to present a symmetrical appearance to the elevation except where the variations are an integral and necessary part of the exterior design.
3. Roof/Roof Lines
  - a. Roofs should be given design consideration and treatment equal to that of the rest of the building exteriors. **Roof and roof lines should be continuous** in design except where there is a major change in an element of a building elevation. Such elements include wing walls, fan walls and interior building corners.
  - b. Roof line elements including parapet walls should be developed along all elevations, regardless of orientation away from street or towards a neighboring structure.
4. Materials/Colors
  - a. All exterior materials, textures and colors shall be **appropriate for an architectural style or theme** of the building and should contribute towards the quality of the streetscape.
  - b. All colors and materials shall be durable and shall not readily deteriorate with exposure to the elements.
5. Equipment/Screening
  - a. No mechanical equipment, ducting, meters or other appurtenances should be left exposed at the ground level or on roofs.

(Source: Excerpt from City of Santa Ana Design and Development Standards, May, 1984.)



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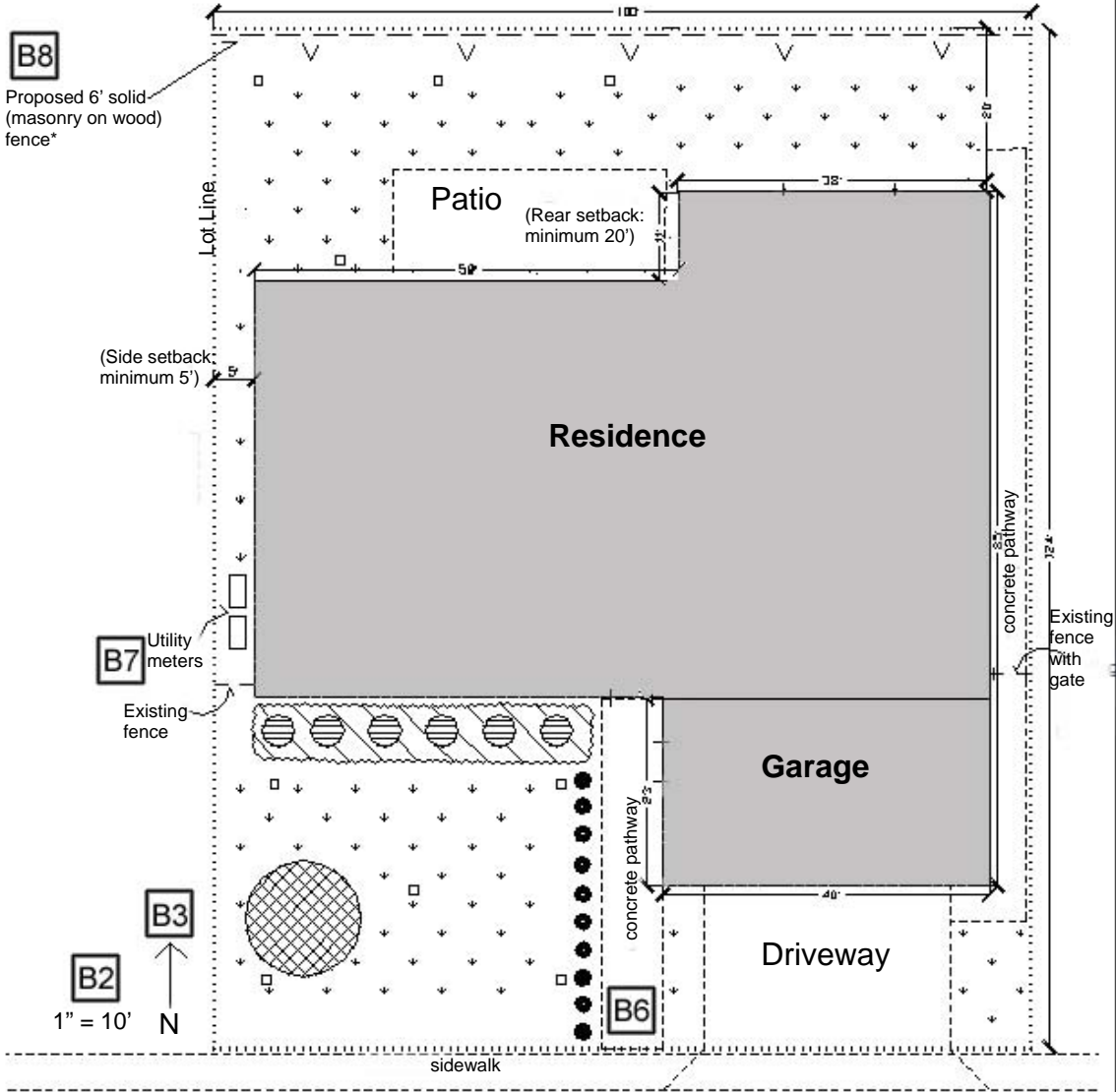
## PREPARATION GUIDELINES FOR SINGLE-FAMILY/ DUPLEX RESIDENCE LANDSCAPE PLANS

All landscape plans should be submitted as working drawings including the items listed in this memo. Landscape plans will be returned for corrections if they lack these requirements.

- A.** SUBMIT THREE COMPLETE SETS OF CONSTRUCTION DRAWINGS TO THE LANDSCAPE DEVELOPMENT ASSOCIATE FOR PLAN CHECK. Plan check fee is payable with submission of plans. Indicate on plans the person to contact (name and phone number) once plans are approved. The distribution of approved landscape plans shall be as follows:
1. Copy to Planning Division for field inspection and retention in Planning Division files.
  2. Remaining copy/copies to designated person submitting the plans.
- B.** All plans shall include pertinent details (refer to the landscape plan example on the reverse of this sheet).
1. Title block with the name and address of the project, including the name, address, and phone number of the applicant or representative of the applicant.
  2. Scale.
  3. North arrow.
  4. Named streets and any alleys.
  5. Plant legend, including common and botanical names plus container sizes (or coded symbols).
    - a. One 24-inch box canopy tree (all trees should be double-staked).
    - b. Six 5-gallon shrubs.
    - c. Ten 1-gallon shrubs.
    - d. Flowering vines (5-gallon size) every 20 feet along project perimeter.
      - Vines shall be secured to decorative masonry wall or wood fence material
      - Espaliered shrubs, fruit trees, or other ornamental trees may be substituted for flowering vines.
    - e. Any hydroseeded grass must be established by the time of field inspection.
    - f. Irrigation legend, including irrigation system with schematic design and legend. Pop-up sprinklers shall be provided for all yards.
  6. Hardscape (driveways, sidewalks, swales, etc.).
  7. Appurtenances (electric and gas meters, HVAC units, etc., as applicable to the project).
  8. Height and building material for any existing or proposed fences.
  9. Attached note indicating materials used for structures and the colors of these materials – this information may require a submittal sheet from the project architect.
  10. Any slopes plus slope grade. Slopes that exceed a 4:1 grade must be planted in groundcover or erosion control type shrubs.
  11. Avoid planting any trees over water or sewer lines.

# Landscape Plan (example)

(Refer to reverse side for labeled items)



## Plant Legend B5

- 1 – 24" box Canopy Tree (specify species)
- 6 – 5 gal. Shrubs (specify species)
- 10 – 1 gal. Shrubs (specify species)
- Vines (specify species)
- 2" Mulch (shrub areas)
- Grass

## Irrigation Legend

- Pop-up Sprinkler

## B1 Single-Family Residence

**Project Address:**  
1234 Street Name  
Santa Ana, CA 12345

**Contact:**  
Name of Applicant(s)  
1234 Planning Street  
Santa Ana, CA 12345  
(714) 555-1234

\*separate permit required for new fences over 6' tall

Structure Materials:  
Exterior walls – white stucco  
Roof – red Spanish tile

B4 Street Name

B9