

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

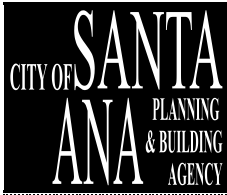
**SITE PLAN REVIEW
 SUBMITTAL CHECKLIST
 For ABC Licenses and After Hours Operations**

- A. Completed **Submittal Affidavit** form.
- B. Completed **General Data** form.
- C. Completed **Project Description** form.
- D. Completed **Existing Conditions** form.
- E. Current **Grant Deed** indicating the owner of record signing the Submittal Affidavit for all properties part of the submittal.
- F. **Photographs** of the project site and adjacent properties – One (1) data CD, including .PDF file of plans, architectural plans, elevations and site photographs.
- G. **Submittal Fees**

Site Plan Review	
Environmental Review	
<u>TOTAL</u>	
- H. Alcoholic Beverage Control (ABC) license submittals for markets 20,000 square feet and less or bars, nightclubs, public dance halls, and any establishment identified as adult entertainment in Santa Ana Municipal Code 41-1700 et al., provide an assessor's parcel map of the site and surrounding area identifying **all uses of property within 1,000 feet** of the proposed ABC license.
- I. Completed **Operational Checklist ABC Applicants** form.
- J. **Nine (9) complete and fully dimensioned sets of plans** folded to notebook size. Each set of plans is to include a site plan and floor plan with, at a minimum, the following information detailed below:

1. Site Plan

- A. North Arrow and Plan Scale (not to be smaller than one inch = 40 feet for site plans).
- B. A Legend of Project Data including:
 1. ___ *Project Address.*
 2. ___ *Assessor's Parcel Number.*
 3. ___ *Name, Address, and Telephone Number of Applicant and Property Owner.*
 4. ___ *Redevelopment Project Area (as applicable).*
 5. ___ *Current zoning.*
 6. ___ *Total lot size in square footage and acres.*
 7. ___ *Proposed use and floor area of each building on site.*
 8. ___ *The total number of existing and proposed parking spaces.*



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

**SITE PLAN REVIEW
SUBMITTAL CHECKLIST
For ABC Licenses and After Hours Operations**

- C. Include and correctly dimension all property lines.
- D. Include and dimension all existing and proposed landscaping and building setbacks.
- E. Label all abutting streets and alleyways.
- F. Depict and fully dimension all landscape areas, loading zones, drop-off areas, trash enclosures, and the location of all existing and proposed utility meters and services including transformers.
- G. Depict and label all existing and proposed on-site outdoor vending machines, telephones, seating areas, and lighting.
- H. Depict the height, location, and construction type of all existing and proposed fences or walls.
- I. Fully dimension the proposed parking lot, drive aisles, and parking stalls.
- J. Show and fully dimension any drive-through lane and appurtenant menu board(s) and speaker(s).

2. Floor Plan

- A. Plan Scale (not to be smaller than 1/8th inch = one foot for floor plans).
- B. Provide a detailed and dimensioned floor plan of the establishment depicting all kitchen equipment, sinks, preparation areas, alcoholic beverage storage and display areas, seating, restrooms, and if applicable, dance floor, entertainment area, pool tables, and/or video games.
- C. Provide the floor area of all alcoholic beverage storage areas and its percentage for the entire floor area of the establishment.

1st Review _____ 2nd Review _____ Application Complete and Accepted by _____