

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

ABC SITE PLAN REVIEW General Information For ABC Licenses and After Hours Operations

I. Site Plan Review

Site Plan Review is the process by which City agencies with development review authority review development project submittals and identify the requirements and conditions of approval for a development project. Issues identified in Site Plan Review are resolved before plan check or a Planning Commission hearing date.

II. Submittal Pre-Screening

We highly recommend that a case planner conduct a pre-submittal screening of your project once it has been determined that Site Plan Review is required and the project has been designed to the appropriate City standards. A planner will meet with you and answer any of your questions regarding City processes, fees, and requirements listed on the Site Plan Review Submittal Checklist. Your plans should be in a completed or near completed state (at least 80 to 90 percent complete) prior to scheduling an appointment. Should you choose to meet with a planner for this screening, please call (714) 667-2700 to schedule an appointment.

III. Making Your Submittal

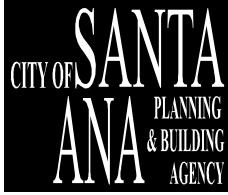
It will be necessary to make an appointment with the Planning Division when you are ready to formally submit your plans into Site Plan Review. A case planner will be assigned to your project and will meet with you to review your plans, collect fees, and ensure that all items on the Site Plan Review Submittal Checklist have been provided. All items on the checklist must be provided before your package will be accepted by the planner and deemed complete. **The deadline for Site Plan Review submittals is any Monday by 12 noon. In the event of a Monday holiday, the submittal deadline will fall on the following day. Please contact the Planning Division at (714) 667-2700 to schedule an appointment.**

IV. Once You Submit

After you submit your proposal into Site Plan Review, the Planning Division will forward copies of your plans to the appropriate City agencies. Your assigned case planner will function as your project manager within the City to facilitate discussions and issue resolutions as necessary. Since there are usually several projects to review by a given deadline, the agencies are given approximately four weeks to complete the reviews. At the end of this period, the City's Development Review Committee (DRC) meets and internally discusses each of the projects and resolves any outstanding issues. The week following the DRC's discussion of your case, your case planner will mail you and the property owner a comment packet indicating the requirements and conditions of approval for your project. This packet will include a letter from your case planner and a memo from each of the agencies that were involved in reviewing your proposal.

V. Once You Receive Comments

After you have reviewed the conditions and requirements provided by the City for your project, it is recommended that you contact your case planner to discuss the project or any issues that may require further explanation. Your case planner can help facilitate any meeting(s) between you and other City agencies that might have outstanding issues. Our goal is to provide you with a clear understanding of project issues in a timely manner and to assist you through the Site Plan Review process. Your plans may need to be revised to address the issues identified by the City. Depending upon the complexity of the issues, it may be necessary to resubmit the project for another formal Site Plan Review to resolve project issues.

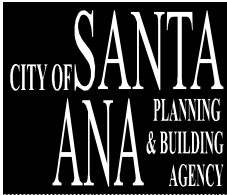


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VI. Site Plan Review Completion

Once all Site Plan Review issues have been resolved and your site plan has been stamped by the City's Development Review Committee, you may then proceed into Building Safety Division plan check. If a discretionary action is required for your project, Planning Commission and City Council approvals are required prior to Building Safety Division plan check.



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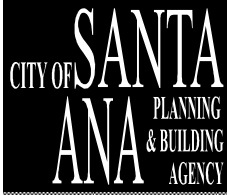
**SITE PLAN REVIEW
 SUBMITTAL CHECKLIST
 For ABC Licenses and After Hours Operations**

- 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.*



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**SITE PLAN REVIEW
SUBMITTAL CHECKLIST
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- 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 _____



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SUBMITTAL AFFIDAVIT

This application is for:

- Amendment Application
- Appeal/Planning Commission
- Appeal/Planning Manager
- Appeal/Zoning Administrator
- C-3 Parking Waiver
- Certificate of Compliance
- Conceptual Review
- Conditional Use Permit
- Development Agreement
- Environmental Review
- General Plan Amendment
- Historic Demolition
- Historic Project Review
- Land Use Certificate
- Lot Line Adjustment
- Metro East Site Plan Review
- Minor Exception
- Neighborhood Project Review
- Parcel Map
- Planning Commission Site Plan Review
- Residential Relocation
- Site Plan Review (DRC)
- Specific Plan
- Tract Map
- Variance
- Zoning Ordinance Amendment
- Other _____

Project Address: _____

Assessor's Parcel Number(s): _____

I, as current legal owner of the property identified above and in the attached application(s), acknowledge the submittal of the above application(s). I certify that the information contained in the application package is true and correct to the best of my knowledge.

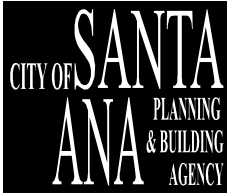
Recorded Property Owner
or Authorized Signature: _____

Print Name: _____

Title: _____

Date: _____

Note: An original signature is required on this form as part of the application. An agent for the property owner may sign the application provided that a signed original letter of authorization from the property owner accompanies this affidavit.



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GENERAL DATA

I. Property Information

Project Address: _____

Assessor's Parcel Number(s) (APN No.): _____

Legal Description (Lot and Tract Number(s)): _____

Existing General Plan Designation and Density/Floor Area Ratio: _____

Existing Zoning Designation: _____

Property Acreage: _____

II. Project Information

Project (or Business) Name: _____

Non-residential use(s): Proposed Commercial Square Footage: _____

Proposed Office Square Footage: _____

Proposed Industrial Square Footage: _____

Residential Uses: Single Family Units: _____ Density: _____

Duplex Units: _____ Density: _____

Multiple Family Units: _____ Density: _____

Parking Spaces: Required: _____ Proposed: _____

III. Applicant/Developer Information

Applicant/Developer Company Name: _____

Address: _____

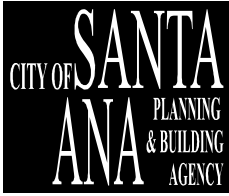
City: _____ State: _____ Zip: _____

Contact Person (please print): _____

Telephone: () _____ Facsimile: () _____

Mobile: () _____ Pager: () _____

E-mail: _____



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GENERAL DATA

IV. Property Owner Information

Recorded Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person (please print): _____

Telephone: () _____ Facsimile: () _____

Mobile: () _____ Pager: () _____

V. Architect/Designer/Engineer Information

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person (please print): _____

Telephone: () _____ Facsimile: () _____

Mobile: () _____ Pager: () _____

E-mail: _____

VI. Proposed Tenant Information

Proposed Tenant: _____

Contact Person (please print): _____

Telephone: () _____

VII. Primary Contact for Project (if different from applicant)

Contact Person (please print): _____

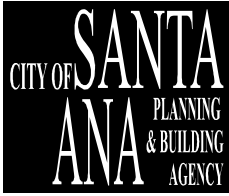
Address: _____

City: _____ State: _____ Zip: _____

Telephone: () _____ Facsimile: () _____

Mobile: () _____ Pager: () _____

E-mail: _____



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PROJECT DESCRIPTION

I. Provide a detailed description of the proposed project: _____

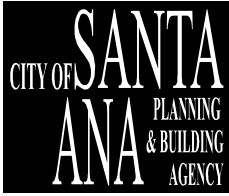
II. Provide the lot size and square footage of all buildings: _____

III. Describe what type of hazardous materials – if any – will be stored on the site: _____

IV. Describe the size, height, and proposed use of each building: _____

V. Describe the project floor area ratio or density: _____

VI. Provide the total number of required and proposed on-site parking spaces for the project and describe site access location points: _____



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VII. Are any off-site parking spaces proposed? If yes, please describe the number and location:

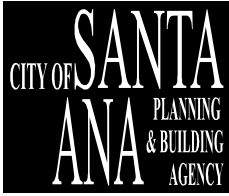
VIII. Describe the project phasing: _____

IX. Describe grading operations and the amount (cubic feet) of soil to be moved, if applicable: _____

X. Describe the nature of any trees and landscaping to be removed: _____

XI. Describe the operational characteristics of the project (proposed hours of operation, proposed type of ABC license, and unique characteristics of the proposed use): _____

XII. Other pertinent information about the project: _____



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EXISTING CONDITIONS

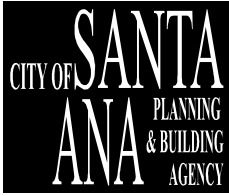
I. Describe all previous uses or activities on the site: _____

II. Describe all existing structures on the site in terms of their use, construction type, height, density, and square footage: _____

III. Describe the project site as it presently exists before the project in terms of:

- Site topography: _____

- Plant life (existing trees or buffers): _____



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EXISTING CONDITIONS

- Soil conditions (liquefaction, contamination, underground tanks): _____

- Historic or cultural resources: _____

IV. Describe the land use and size of surrounding properties:

North: _____

South: _____

East: _____

West: _____

