

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 General Information

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

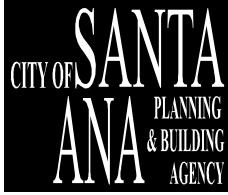
It will be necessary to make an appointment with the Planning Division when you are ready to formally submit your plans into Site Plan Review. A case planner will be assigned to your project and will meet with you to review your plans, collect fees, and ensure that all items on the Site Plan Review Submittal 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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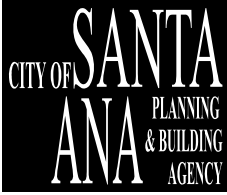
SITE PLAN REVIEW General Information

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.

VII. Contact List – Development Review Committee (DRC)

DEPARTMENT	ISSUE	CONTACT	PHONE
Building Division	Plan Check	Plan Check Engineer	(714) 647-5800
Business License			(714) 647-5447
Community Development	Enterprise Zone/Economic Development		(714) 647-6987
Fire Department	Plan Check	Plan Checker	(714) 647-5769
		Plan Checker	(714) 647-5767
Planning Division	Applications, Handouts, and Zoning Information	Planning Staff	(714) 647-5804
	Case Planner/DRC Submittals	Receptionist	(714) 667-2700
	Environmental Documentation	Environmental Coordinator	(714) 667-2700
Police Department	Plan Check Office	Plan Check Officer	(714) 647-5840
	ABC Related Issues/License	Police Investigative Specialist	(714) 245-8539
Public Works Agency		Receptionist	(714) 647-5690
	Maps/Lot Line Adjustment	Engineering Tech.	(714) 647-5619
	Abandonment	Sr. Civil Engineer	(714) 647-5071



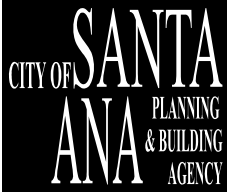
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SITE PLAN REVIEW SUBMITTAL CHECKLIST

The following are the submittal items necessary for Site Plan Review. In order for your project to be deemed complete, your Case Planner will review your plans against this checklist. Incomplete submittal packages will not be accepted. Please contact the Planning Division should you have any questions regarding the submittal requirements or the information needed.

- A. Completed **Submittal Affidavit** form.
- B. Completed **General Data** form.
- C. Completed **Project Description** form.
- D. Completed **Existing Conditions** form.
- E. Three copies of a **six-month or newer Title Report** showing all recorded easements, an assessor's map and site constraints.
- F. Current **Grant Deed** (indicating the owner of record signing the Submittal Affidavit) for all properties part of the project submittal.
- G. **Plans and photographs** - One (1) Data CD, including .PDF file of plans, architectural plans, elevations, and site photographs.
- H. **Colored Elevations, materials, and color board** of the proposed project.
- I. **Submittal Fees.**

Site Plan Review (base fee)	
Additional Square Footage	
Sub-total	
Environmental Review	
<u>TOTAL</u>	
- J. **Fourteen (14) completed and fully dimensioned sets of plans** (folded to notebook size). Each set of plans is to include a site plan, floor plan(s), and elevations with, at a minimum, the following detailed below:
 - 1. North Arrow and Site Plan Scale (not to be smaller than one inch = 40 feet, engineering scale only).
 - 2. Legend of Project Data including:
 - a. *Project Address.*
 - b. *Assessor's Parcel Number.*
 - c. *Applicant (contact) Name and Telephone.*
 - d. *Redevelopment Project Area (if applicable).*
 - e. *General Plan land use designation, allowed floor area ratio or density and current zoning district.*
 - f. *Total lot size in square footage and acres (existing and proposed).*
 - g. *Proposed use and floor area of each building on-site.*
 - h. *For residential projects, residential unit type and mix including the number of bedrooms per unit. A complete tabulation of required on-site parking based on the code requirement for each use by gross floor area.*
 - i. *The total number of existing and proposed parking spaces including a breakdown of handicapped accessible spaces per building.*

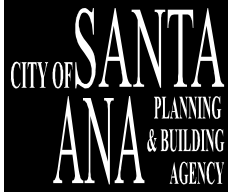


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SITE PLAN REVIEW SUBMITTAL CHECKLIST

- j. *The "occupancy type," building code "yards," fire sprinklers for floor area increases, and "type of construction" of all existing and proposed buildings.*
 - k. *The exterior wall and roof materials for all existing and proposed buildings.*
 - l. *Identify each building to be sprinkled or non-sprinkled.*
3. Include and correctly dimension all perimeter and interior property lines and indicate which lines will be removed or created and by what instrument.
 4. Depict the location and dimensions of all existing and proposed easements and all property to be dedicated to the City for street or other purposes.
 5. Dimension all existing and proposed buildings on the site and depict the footprint and square footage of all structures to be demolished or removed.
 6. Include and dimension all existing and proposed landscape and building setbacks.
 7. Show 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.
 8. Show the height, location, and construction type of all existing and proposed fences or walls.
 9. Fully dimension the proposed disabled access routes of travel, pedestrian walkways, parking lot, drive aisles, and parking stalls.
 10. Dimension and label all abutting streets and alleyways (from street/alley centerline to curb, centerline to property line, and curb to property line) as well as the location of all driveways, streets and alleys intersecting into abutting streets and alleys.
 11. Show all existing improvements in the public right-of-way abutting the project including driveways, sidewalks, street trees, water meters, utility boxes, fire hydrants, street lights, traffic control devices, public transportation stops, etc.
 12. Show and label all public fire hydrants within 500 feet of the project site if the building footprint will change or there is a new structure.
 13. Label and clearly depict all existing and proposed on-site hydrants along with existing and proposed Fire Department access lanes (fire lanes) if the building footprint will change or a new building is proposed.
 14. Provide the distance between the project and all buildings within 100 feet of the site and label their type of construction, size, use, height, and roof construction if existing building size changes or a new building is proposed.

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



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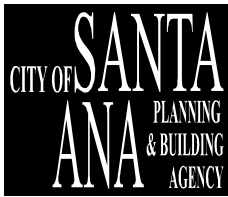
SITE PLAN REVIEW Criteria For Submittal

I. "Projects" requiring Formal Site Plan Review (five week cycle)

- A. New buildings.
- B. An expansion of an existing building by 500 square feet or more, or with a project value of \$50,000 or more – except as noted on item II.
- C. Tenant improvements involving an intensification of use.
- D. Service station construction, reconstruction, or alterations including facade improvements but excluding underground tank replacement and environmental clean-up work.
- E. Any project that requires a discretionary action before the City's Zoning Administrator, Planning Commission, or City Council.
- F. All wireless communication monopoles.
- G. Lot Line Adjustments.
- H. Major exterior modifications to a historical structure.
- I. All multi-family residential, whether attached or detached units when total number of units on the site exceeds two.

II. "Projects" to be taken in for Informal Plan Review

- A. New single-family homes.
- B. Room additions to single-family homes or to duplexes.
- C. Tenant improvements not involving a change of use.
- D. Building expansions under 500 square feet or \$50,000 in valuation.
- E. Building facade improvements except at gas stations.
- F. Equipment screens or covers.
- G. Heninger Park and French Park neighborhood reviews and other minor modifications to a historic structure.



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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.

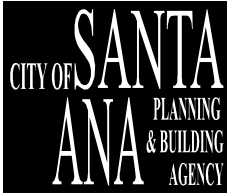
Recorded Property Owner
 or Authorized Signature: _____

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: _____

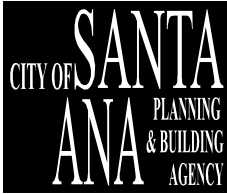
City: _____ State: _____ Zip: _____

Contact Person (please print): _____

Telephone: () _____ Facsimile: () _____

Mobile: () _____ Pager: () _____

E-mail: _____



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: _____

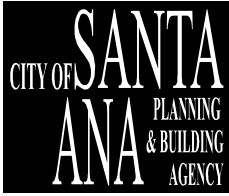
II. Provide the lot size and square footage of all buildings: _____

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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PROJECT DESCRIPTION

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

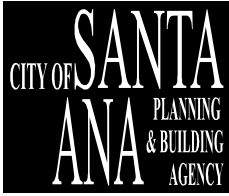
VIII. Describe the project phasing: _____

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

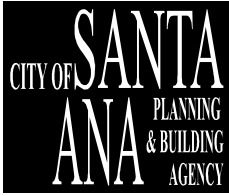
I. Describe all previous uses or activities on the site: _____

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: _____

