

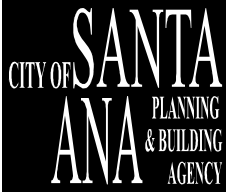
Planning and Building Agency
 Planning Division
 20 Civic Center Plaza
 P.O. Box 1988 (M-20)
 Santa Ana, CA 92702
 (714) 647-5804
 www.santa-ana.org

SITE PLAN REVIEW SUBMITTAL CHECKLIST

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.*



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 _____