



Planning and Building Agency
 Planning Division
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MINOR EXCEPTION SUBMITTAL CHECKLIST FOR RESIDENTIAL FRONT YARD FENCES

PLANNING DIVISION

I. General Information

- A. To submit your Minor Exception application, it is required that you **make an appointment** with a case planner. Walk-in submittals without a scheduled appointment will not be accepted. Please contact the Planning Division at (714) 667-2700 to schedule an appointment.
- B. Minor Exceptions shall go through the formal site plan review process prior to a hearing, by which city agencies review development project submittals and identify the requirements and conditions of approval for a development project. Issues are identified or resolved in Site Plan Review. Site plan review, which includes environmental review, must be deemed complete by your case planner before continuing the minor exceptions process.
- C. Minor Exceptions require a public hearing before the City Zoning Administrator, Planning Commission, or City Council.

II. Submit the Following Items:

- A. Completed **Minor Exception** Application.
- B. Completed **General Data** and **Affidavit** form.
- C. Completed **Existing Conditions** form.
- D. Completed **Project Description** form.
- E. Current **Grant Deed** indicating the owner of record signing the Submittal Affidavit for all properties as part of the submittal.
- F. **Photographs** of the adjacent properties and project site, including location of all existing and proposed walls/fences.
- G. **Eight (8) complete and fully dimensioned sets of plans** (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-eighth [1/8] inch = one [1] foot 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. ____ *Current Zoning.*
 5. ____ *Total lot size in square footage.*
 6. ____ *Existing use of each building on site (i.e., Single-Family, Duplex).*
- 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.
 - g. Depict the location and construction type of all existing and proposed fences or walls.
- H. One clean 8½" x 11" **reduction** of your site plan, all building elevations, all floor plans, and subdivision map if applicable. **MUST BE CLEAR AND LEGIBLE.**
- I. Please obtain the following information from the Orange County Assessor's Office, 630 North Broadway, Santa Ana, CA.
1. Provide one **assessor's parcel map**. The following information must be provided on the assessor parcel map and consolidated on only one sheet of paper:
 - a. A north arrow.
 - b. A **300-foot radius circle** from exterior boundaries of subject property.
 - c. PRINT IN existing land uses (school, market, auto repair, SFR [single-family residences], etc.) within the 300-foot radius.
 - d. PRINT IN street addresses of each property within the 300-foot radius.
 2. Provide property owners mailing labels as required below including each property owner's name, address, and APN for each property within 300-feet of the subject parcel, including the subject site.* In addition, to the sets of labels required, submit one duplicate copy. Each set of addresses may be on City provided label sheets or other equivalent preprinted gummed labels.

*** Three (3) Sets of Mailing Labels Required** (Eight and one-half inch format. Labels may not be older than six months.)

 - a. ____ One copy of mailing labels (each case needs a separate copy).
 3. Detailed Fence Drawings
 - a. Detailed and scaled drawing of existing and/or proposed front yard fence or arbor, including height, width, and materials.