

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

NEIGHBORHOOD REVIEW Application Process

NEIGHBORHOOD REVIEW COMMITTEE

All exterior improvements and new construction within the boundaries of Historic French Park (SD-19) and Heninger Park (SD-40) are to be reviewed by City Planning staff for zoning and development standards, and the Neighborhood Architectural Review Committee. Based on the scope of the improvement project, approval by the City's Resources Commission and/or the City of Santa Ana Planning Commission may also be required.

TYPES OF REVIEW NEIGHBORHOOD REVIEW

Minor Improvement Projects:

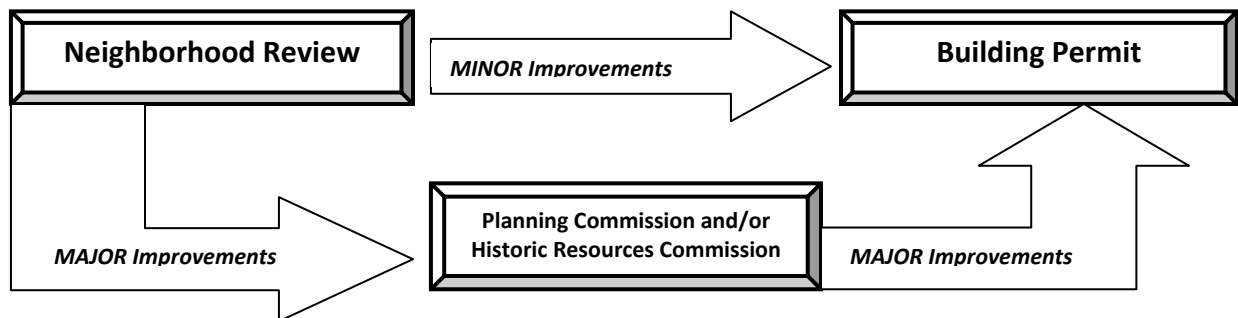
Minor exterior modifications include rehabilitation or repair of architectural features (siding, window, porch, etc.) that are "like-to-like". These Minor Improvement Projects are reviewed by Planning staff, and submitted for review by the respective French Park or Heninger Park Neighborhood Architectural Review Committee. Note, fences, gates and arbors located in French Park (SD-19) are also considered a Minor Improvement Project and require review.

Major Improvement Projects:

All plans for new construction, including but not limited to, a new residence, room additions, new garage, and exterior alterations that are NOT like-to-like are also reviewed by Planning staff, and submitted for review by the respective French Park or Heninger Park Neighborhood Architectural Review Committee. In addition to Neighborhood Review, Major Improvement Projects are required to be reviewed and approved by Planning Commission and/or Historic Resources Commission.

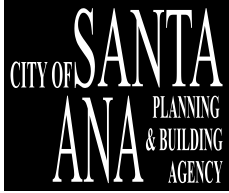
THE REVIEW TIMEFRAME

The timeframe for completion of the initial Neighborhood Review is thirty (30) days. Upon completion of the review, the Planning Division will forward comments from Planning staff and the Neighborhood Architectural Review Committee to the applicant. These comments may require revisions to the proposed project plans. The final step of project approval is obtaining Commission approval(s), as needed. Once approved, the applicant may then obtain the necessary Building permits.



HISTORIC RESOURCES COMMISSION / PLANNING COMMISSION REVIEW

When the Neighborhood Review process is complete, proposed MAJOR Improvement projects will need to submit additional project plans for review by the Historic Resource Commission or Planning Commission. **Contact your case planner for details** regarding the size and additional number of project plans that will be required. If available, a digital/electronic version of plans and photographs is encouraged. Once these required plans are submitted, staff will place the project on the agenda of the next available Commission meeting. The applicant is expected to attend this meeting.



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NEIGHBORHOOD REVIEW Submittal Checklist

All exterior improvements and new construction within the boundaries of Historic French Park (SD-19) and Heneringer Park (SD-40) are to be reviewed by City Planning staff and the Neighborhood Architectural Review Committee. Based on the scope of the improvement project, approval by the City's Historic Resources Commission and/or City's Planning Commission may also be required.

SUBMITTAL REQUIREMENTS

The following items are required to be submitted to the Planning Counter for all Neighborhood Review applications:

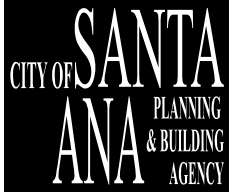
- A. Completed **Residential General Data and Affidavit** form signed by the property owner.
- B. **Project Description**
- C. **Three (3) sets of fully dimensioned legible plans** to include:
 - 1. **Site plan** detailing ALL existing and proposed structures, property lines, walkways, driveways, landscape setbacks, mature trees, walls/fences, air conditioning units, and existing or proposed easements.
 - 2. **Floor plan** detailing new and existing rooms, walls, and windows. Label use of rooms and location of water heater, washer, and dryer.
 - 3. **Building elevations** detailing architectural elements, materials, and height of structure.
 - 4. **Roof plan** detailing roof pitch/slope and eave overhang.
 - 5. **Window schedule** detailing existing and proposed window size, method of operation, and materials.
 - 6. **Legend** (on site plan) detailing square footage of lot size, square feet of existing structures and new structures by floor, percentage of lot coverage, existing General Plan designation and zoning, project address, and applicant's name and phone number.
- D. **Photographs** of the site and adjacent properties (digital copies are encouraged).
- E. **Material Samples and Color Board** for proposed project (as appropriate).

DEPARTMENT USE ONLY

Conditions: _____

Accepted by: _____ Date: _____

NEIGHBORHOOD REVIEW NO.: _____



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RESIDENTIAL GENERAL DATA AND AFFIDAVIT

I. OWNER/APPLICANT INFORMATION

Legal Owner _____ () _____
Full name of Person, Firm or Corporation Area Code Phone Number

_____ () _____
Mailing Address Area Code Fax Number

Applicant _____ () _____
Full name of Person, Firm or Corporation Area Code Phone Number

_____ () _____
Mailing Address Area Code Fax Number

Relationship of Applicant to Owner: Lessees, Consultant, Etc.

II. PROPERTY INFORMATION

Land Use _____
Existing Land Use of Property and/or Buildings Zoning District General Plan Designation

Location _____
Street Address Name of Nearest Intersection Street

_____ _____
Assessor's Parcel Number(s) Sectional District Map Number(s)

Legal Description _____
Lot and Tract Parcel Map and Lot

III. TYPE OF APPROVALS NEEDED

- | | |
|-----------------------------------|----------------------------------|
| _____ GENERAL PLAN AMENDMENT | _____ LOT LINE ADJUSTMENT |
| _____ ZONE DISTRICT AMENDMENT | _____ SUBDIVISION TRACT MAP |
| _____ CONDITIONAL USE PERMIT | _____ LAND USE CERTIFICATE |
| _____ SITE PLAN REVIEW | _____ MINOR EXCEPTION |
| _____ VARIANCE | _____ RESIDENTIAL RELOCATION |
| _____ PARCEL MAP | _____ NEIGHBORHOOD REVIEW |
| _____ DEVELOPMENT AGREEMENT | _____ DEVELOPMENT PROJECT REVIEW |
| _____ NEW SINGLE FAMILY RESIDENCE | _____ ENVIRONMENTAL REVIEW |
| _____ SECOND DWELLING UNIT | _____ OTHER |

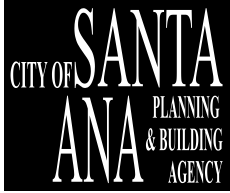
IV. UNDERSTANDING AND AFFIDAVIT

I, as current legal owner of the property identified above, CERTIFY under penalty of perjury, that the foregoing statements and answers here in contained and any other information here with submitted as part of this application are in all respects true and correct to the best of my knowledge and belief.

SIGNATURE _____ DATE _____

PRINT NAME _____

Note: An agent may sign for the property owner if a certificate of notarized Power of Attorney is filed with this application.



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NEIGHBORHOOD REVIEW Project Description

To assist in the evaluation of the Neighborhood Review application, provide a summary of the scope of the proposed site and building improvements.

I. Provide a detailed description of the proposed improvement project. Clarify if project includes demolition, new construction, repair, or replacement of the exterior building or other site architectural features. Specify building use, dimensions and height of physical improvements, square footage, and type of construction materials.

II. Provide additional background that may be helpful in the review of the project by City staff and the respective Neighborhood Review Architectural Review Committee.

NEIGHBORHOOD REVIEW NO.: _____