

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

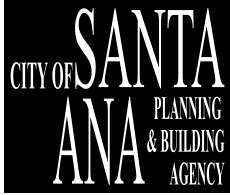
## NEW SINGLE-FAMILY, DUPLEX AND MAJOR MODIFICATION Submittal Checklist

All new single-family residences, new single-family residences that include an accessory dwelling unit and/or junior accessory dwelling unit, and major modifications to existing single-family residences require additional review and approval prior to entering Building Division Plan Check. Such review will not be “over-the-counter” but, rather, submitted to the Planning Counter. The following are required to be submitted to the Planning Counter for review:

- A.  Completed **Residential General Data and Affidavit** form signed by the property owner.
- B.  Copy of a **six-month or newer Title Report** of the property which must include an Assessor’s Parcel Map, Grant Deed, and Legal Description for the property. The Grant Deed should indicate the owner of record signing the General Data and Affidavit form.
- C.  **Three (3) sets of fully dimensioned legible plans** (minimum size of 18” by 24”) 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 (minimum scale: 1 inch = 20 feet).
  - 2.  **Floor plan** detailing new and existing rooms, walls, and windows. Label use of rooms and location of water heater, washer, and dryer (minimum scale: ¼ inch = 1 foot).
  - 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 (all square footage under roof eaves), existing General Plan designation and zoning, project address, and applicant’s name and phone number.
- D.  **Photographs** of the site and adjacent properties.
- E.  **Material or display board** for the project no larger than 11” x 17” illustrating the proposed exterior materials and color samples (optional for accessory dwelling unit applications).
- F.  **Submittal fee.**

After the Planning Division has completed the review of your development proposal and prior to submittal into Building plan check:

- New Single-Family Residence projects** are to submit three (3) copies of landscape plans (and Review fee) per Preparation Guidelines for Landscape Plans.
- Junior Accessory Dwelling Unit projects** are to file a recorded covenant with the Planning Manager (in a form approved by the City Attorney) affirming and consenting that either the primary dwelling unit or the junior accessory dwelling unit shall be owner-occupied.



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## RESIDENTIAL GENERAL DATA AND AFFIDAVIT

### I. PROPERTY INFORMATION

Project Location \_\_\_\_\_  
Street Address Name of Nearest Intersection Street

\_\_\_\_\_ Assessor's Parcel Number(s) Existing Land Use (SFR, MFR, etc.)

### II. OWNER/APPLICANT INFORMATION

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

\_\_\_\_\_ Mailing Address Email

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

\_\_\_\_\_ Mailing Address Email

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

### III. TYPE OF APPROVAL NEEDED

- \_\_\_\_\_ RESIDENTIAL RELOCATION
- \_\_\_\_\_ NEW SINGLE-FAMILY RESIDENCE
- \_\_\_\_\_ ACCESSORY DWELLING UNIT
- \_\_\_\_\_ JUNIOR ACCESSORY DWELLING UNIT
- \_\_\_\_\_ MAJOR MODIFICATION

### IV. UNDERSTANDING AND AFFIDAVIT

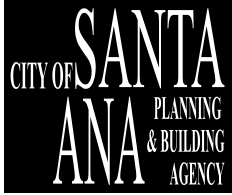
**I, as current legal owner of the property identified above, CERTIFY under penalty of perjury, that the foregoing statements and answers herein contained and any other information herewith submitted as part of this application are in all respects true and correct to the best of my knowledge and belief.**

**I declare under penalty of perjury that I have reviewed Santa Ana's rules regarding junior accessory dwelling units and understand that it is a requirement that either the primary dwelling unit or the junior accessory dwelling unit must be owner-occupied.**

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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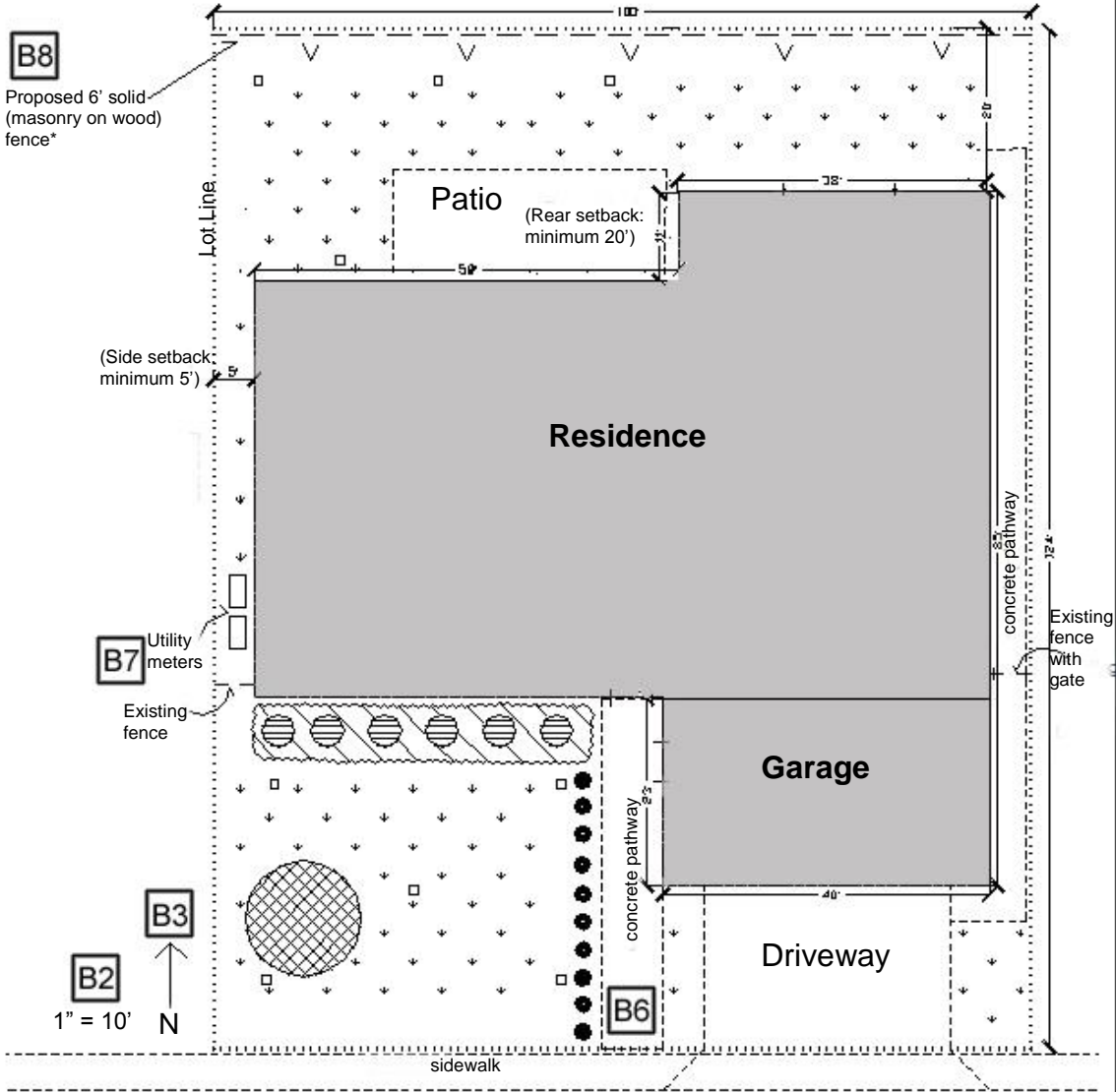
## PREPARATION GUIDELINES FOR SINGLE-FAMILY/ DUPLEX RESIDENCE LANDSCAPE PLANS

All landscape plans should be submitted as working drawings including the items listed in this memo. Landscape plans will be returned for corrections if they lack these requirements.

- A.** SUBMIT THREE COMPLETE SETS OF CONSTRUCTION DRAWINGS TO THE LANDSCAPE DEVELOPMENT ASSOCIATE FOR PLAN CHECK. Plan check fee is payable with submission of plans. Indicate on plans the person to contact (name and phone number) once plans are approved. The distribution of approved landscape plans shall be as follows:
1. Copy to Planning Division for field inspection and retention in Planning Division files.
  2. Remaining copy/copies to designated person submitting the plans.
- B.** All plans shall include pertinent details (refer to the landscape plan example on the reverse of this sheet).
1. Title block with the name and address of the project, including the name, address, and phone number of the applicant or representative of the applicant.
  2. Scale.
  3. North arrow.
  4. Named streets and any alleys.
  5. Plant legend, including common and botanical names plus container sizes (or coded symbols).
    - a. One 24-inch box canopy tree (all trees should be double-staked).
    - b. Six 5-gallon shrubs.
    - c. Ten 1-gallon shrubs.
    - d. Flowering vines (5-gallon size) every 20 feet along project perimeter.
      - Vines shall be secured to decorative masonry wall or wood fence material
      - Espaliered shrubs, fruit trees, or other ornamental trees may be substituted for flowering vines.
    - e. Any hydroseeded grass must be established by the time of field inspection.
    - f. Irrigation legend, including irrigation system with schematic design and legend. Pop-up sprinklers shall be provided for all yards.
  6. Hardscape (driveways, sidewalks, swales, etc.).
  7. Appurtenances (electric and gas meters, HVAC units, etc., as applicable to the project).
  8. Height and building material for any existing or proposed fences.
  9. Attached note indicating materials used for structures and the colors of these materials – this information may require a submittal sheet from the project architect.
  10. Any slopes plus slope grade. Slopes that exceed a 4:1 grade must be planted in groundcover or erosion control type shrubs.
  11. Avoid planting any trees over water or sewer lines.

# Landscape Plan (example)

(Refer to reverse side for labeled items)



## Plant Legend B5

- 1 – 24" box Canopy Tree (specify species)
- 6 – 5 gal. Shrubs (specify species)
- 10 – 1 gal. Shrubs (specify species)
- Vines (specify species)
- 2" Mulch (shrub areas)
- Grass

## Irrigation Legend

- Pop-up Sprinkler

## B1 Single-Family Residence

**Project Address:**  
1234 Street Name  
Santa Ana, CA 12345

**Contact:**  
Name of Applicant(s)  
1234 Planning Street  
Santa Ana, CA 12345  
(714) 555-1234

\*separate permit required for new fences over 6' tall

**Structure Materials:**  
Exterior walls – white stucco  
Roof – red Spanish tile

B4 Street Name

B9

B2 1" = 10'  
B3 ↑ N

B8 Proposed 6' solid (masonry on wood) fence\*

(Side setback: minimum 5')

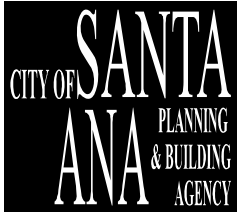
B7 Utility meters  
Existing fence

concrete pathway

concrete pathway

Existing fence with gate

sidewalk



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Building Safety Division  
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## GRADING PERMIT

BLD-05

### A. REFERENCES

1. California Building Code (CBC), Appendix J
2. Santa Ana Municipal Code (SAMC), Section 8-183

### B. GRADING PERMITS REQUIRED

No grading shall be performed without first having obtained a grading permit. A grading permit does not include the construction of retaining walls or other structures.

Exemptions: A grading permit shall not be required for the following:

1. Grading of less than 50 cubic yards in an isolated, self-contained area, provided there is no danger to the public, and that such grading will not adversely affect adjoining properties.
2. Excavation for construction of a structure permitted under this code.
3. Cemetery graves.
4. Refuse disposal sites controlled by other regulations.
5. Excavations for wells, or trenches for utilities.
6. Mining, quarrying, excavating, processing or stockpiling rock, sand, gravel, aggregate or clay controlled by other regulations, provided such operations do not affect the lateral support of, or significantly increase stresses in, soil on adjoining properties.
7. Exploratory excavations performed under the direction of a registered design professional.
8. An excavation of less than 50 cubic yards that (1) is less than 2 feet in depth or (2) does not create a cut slope greater than 5 feet in height and steeper than 1 unit vertical in 2 units horizontal (50 percent slope).
9. A fill less than 1 foot in depth and placed on natural terrain with a slope flatter than 1 unit vertical in 5 units horizontal (20% slope), or less than 3 feet in depth, not intended to support structures, that does not exceed 50 cubic yards on any one lot and does not obstruct a drainage course.

Exemption from the permit requirements of this appendix shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction.

### C. GRADING PERMITS SUBMITTAL

Authorization by the Planning Division is required prior to grading permit submittal.

Grading permit shall be required for all new buildings including New Single Family Homes.

Grading plans shall be required to be submitted before or concurrently with the architectural plans submittal to the Building Safety Division.



## NEW SINGLE-FAMILY DWELLING REQUIREMENT SHEET



All new single family dwellings, prior to issuance of Building Permit Release (by the Planning and Building Agency) are required to receive approval from the Public Works Agency (PWA). Below is a list of the Public Works Agency's requirements. PWA staff will determine if Street Improvement Plans are required. For additional information, visit the PWA counter.

### **Driveway Approach**

- Install proposed driveway approach, per City Standards and Planning requirements. Driveway approach must be located a minimum of 10' away from any utility facility, such as power poles, streetlights, catch basins, etc.
- Replace sidewalk, curb and gutter, and landscaped parkway for any abandoned driveway(s). See parkway requirements below.

### **Fees**

- See the Public Works Counter for applicable fees.

### **Grading/Surface Drainage**

- Depict on plans the drainage pattern of the site.
- Submit a preliminary evaluation of surface drainage showing the direction and means of flow to the adjacent streets and/or on/off site storm drain facilities.

### **Parkway Requirements**

- Install a new drought tolerant landscaped parkway. See current requirements on the internet at: <http://www.santa-ana.org/sawatersmart>; then click on "Parkway Improvement Guidelines".

### **Pavement Requirements**

- The City's policy requires a five year moratorium for all newly paved streets. Any installation of utility services or improvements involving cutting the asphalt pavement on a moratorium street shall comply with all the street moratorium requirements. To access the list go to: <http://santa-ana.org/pwa/EngineeringServices.asp>; then click on "Street Moratorium List".

### **Sewer Lateral**

- Install new 4" sewer lateral, per City Standards. The reuse of existing sewer laterals for demolished/rebuilt homes is contingent to submittal of sewer video to the City's Water Resources Division for review and approval.

### **Sidewalk**

- Replace any up-lifted sidewalk along the entire property frontage.

### **Water Service Lateral and/or Meter Box**

- Install new 1" water service and 1" combination water/fire meters, per City Standards. Use of combination meters on existing ¾" water services without written approval of Orange County Fire Authority is not allowed. The reuse of any size existing water service that has been abandoned for more than 10 years is not allowed, and construction of a new water service will be required.

### **PWA Counter Hours:**

Monday, Tuesday, Thursday, and every other Friday: 8:00 a.m. – 4:00 p.m.

Wednesday: 10:30 a.m. – 4:00 p.m.