

**PROCEDURES FOR SUBMITTING A PROPOSAL TO YOUR  
ARCHITECTURAL REVIEW BOARD (ARB)**

**First**, a site plan of the subject property, which clearly delineates the proposed construction, is to be submitted for review to Planning Services in City Hall, prior to submitting any proposal to your Architectural Review Board (ARB). The primary purpose of this preliminary review is to determine whether or not the proposed lot coverage, building setbacks, etc., comply with applicable City Zoning Regulations. Such a review will usually be done over the counter.

**Second**, upon completing the site plan review with Planning Services, contact your ARB Chairperson (see attached ARB list) to determine if your proposal will require a “Short Review” or a “Regular Review” procedure. Please see the respective application forms for the items required to be submitted. Incomplete applications will not be accepted by your ARB.

**Third**, please see the respective City Council Resolution for your Homeowner Association (HOA) for the specific design review regulations, procedures and criteria of your HOA. You will see that the ARB’s short review and regular review processes, have time limits.

|   |                     |
|---|---------------------|
| Highland Homeowner’s Association -                | Resolution No. 5818 |
| Rancho Santa Anita Property Owner’s Association - | Resolution No. 5288 |
| Santa Anita Oaks Association -                    | Resolution No. 5290 |
| Rancho Santa Anita Resident’s Association -       | Resolution No. 5287 |
| Santa Anita Village Association -                 | Resolution No. 5286 |

**The ARB must act within ten (10) days of their acceptance of a complete application under the short review process and within thirty (30) days for the regular review process; otherwise, the application is deemed approved.**

**Lastly**, appeals of the ARB’s decision are to be made to the Planning Commission. **Please note that an appeal must be made in writing and delivered to the City within seven (7) working days of the ARB’s decision and must be accompanied by twelve (12) copies of the proposal and an appeal fee of \$540.00. An appeal of the Planning Commission’s decision is reviewed by the City Council and must be made in writing and delivered to the City Clerk within five (5) working days of the Planning Commission’s decision and must be accompanied by twelve (12) copies of the proposal and an appeal fee of \$210.00.**

If you have any questions, please contact Planning Services at (626) 574-5423.

Attachments

APPLICATION FOR HOMEOWNERS ASSOCIATION  
ARCHITECTURAL DESIGN REVIEW  
(SHORT REVIEW PROCEDURE)

A. PROJECT ADDRESS \_\_\_\_\_

B. PROPERTY OWNER \_\_\_\_\_

ADDRESS (IF DIFFERENT) \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

C. APPLICANT (IF OTHER THAN OWNER) \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

D. DESCRIPTION OF PROJECT (check all that are applicable)

ENCLOSED ADDITION TO MAIN DWELLING  
SQUARE FOOTAGE TO BE ADDED \_\_\_\_\_

UNENCLOSED ADDITION  
SQUARE FOOTAGE OF ADDITION \_\_\_\_\_

ROOFING  
SPECIFY MATERIALS \_\_\_\_\_

EXTERIOR ALTERATIONS (describe below)

EXTERIOR WALLS OR FENCES (describe below)

OTHER (describe below)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

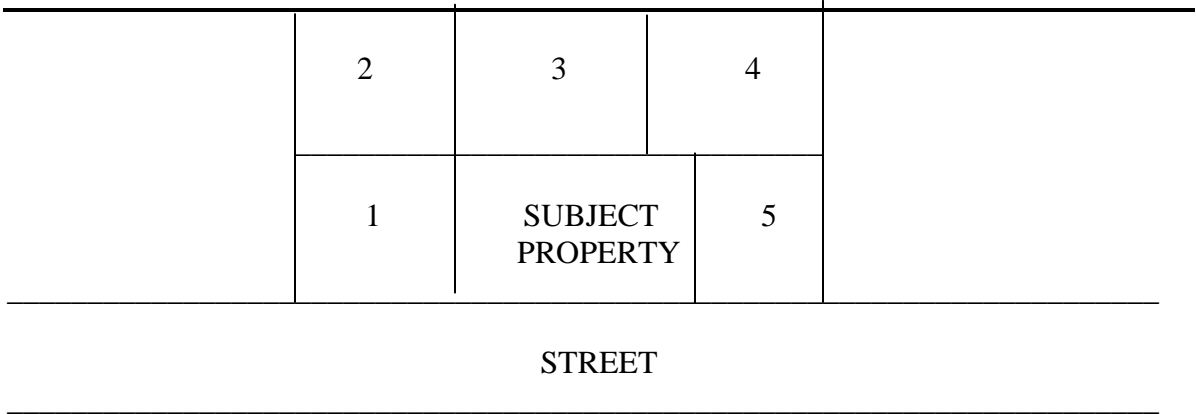
\_\_\_\_\_

WE, THE UNDERSIGNED (SIGNATURES) OWNERS OF ADJACENT PROPERTY, CERTIFY THAT WE HAVE READ THE FOREGOING APPLICATION, AND HAVE SEEN THE PROPOSED PLANS, AND HEREBY GRANT OUR CONSENT TO THE PROPOSED PROJECT.

| # ON MAP | SIGNATURE OF OWNER | ADDRESS |
|----------|--------------------|---------|
| 1.       |                    |         |
| 2.       |                    |         |
| 3.       |                    |         |
| 4.       |                    |         |
| 5.       |                    |         |

ADJACENT PROPERTY OWNERS SHALL BE CONSIDERED TO BE ALL PROPERTIES WHOSE BOUNDARIES ARE, IN WHOLE OR IN PART, CO-TERMINUS WITH THE SUBJECT PROPERTY.

EXAMPLE:



AN APPLICATION FOR THE SHORT REVIEW PROCEDURE SHALL ALSO BE ACCOMPANIED BY THE FOLLOWING:

1. Completed Application Form
2. Please contact your ARB Chairperson to determine how many sets of scaled plans need to be submitted. Such plans should include the following:
  - a. Plot plan showing the entire site and all of the existing and proposed use.
  - b. Elevations, floor plans, sections, etc. as necessary to fully illustrate the project.
3. Depending upon the specific size, scale, and location of the proposed project, the ARB may require additional information, including but not limited to color and/or materials samples.
4. Letter size envelope(s) with proper postage, addressed to the owner and applicant (if different), and to the City of Arcadia Planning Services, 240 West Huntington Drive, Arcadia, CA 91006. These envelopes are for the mailing of the Architectural Review Board's decision.

APPLICATION FOR HOMEOWNERS ASSOCIATION  
ARCHITECTURAL DESIGN REVIEW  
(REGULAR REVIEW PROCEDURE)

A. PROJECT ADDRESS \_\_\_\_\_

B. PROPERTY OWNER \_\_\_\_\_

ADDRESS (IF DIFFERENT) \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

C. APPLICANT (IF OTHER THAN OWNER) \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

D. DESCRIPTION OF PROJECT (check all that are applicable)

ENCLOSED ADDITION TO MAIN DWELLING  
SQUARE FOOTAGE TO BE ADDED \_\_\_\_\_

UNENCLOSED ADDITION  
SQUARE FOOTAGE OF ADDITION \_\_\_\_\_

ROOFING  
SPECIFY MATERIALS \_\_\_\_\_

EXTERIOR ALTERATIONS (describe below)

EXTERIOR WALLS OR FENCES (describe below)

OTHER (describe below)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AN APPLICATION FOR THE REGULAR REVIEW PROCEDURE SHALL BE ACCOMPANIED BY THE FOLLOWING:

1. Completed Application Form
2. Please contact your ARB Chairman to determine how many sets of scaled plans need to be submitted. Such plans should include the following:
  - a. Plot plan showing the entire site and all of the existing and proposed use.
  - b. Elevations, floor plans, sections, etc. as necessary to fully illustrate the project.
3. Depending upon the specific size, scale and location of the proposed project, the Architectural Review Board may require additional information, including but not limited to color and/or materials samples.
4.
  - a. Letter size envelopes with proper postage, addressed to the owner and applicant (if different) and to all owners of property located within 100 feet of the subject property. These envelopes are for the mailing of the notice of the Architectural Review Board's meeting.
  - b. The names and addresses of the property owners who are to receive these notices shall be obtained by the owner or applicant and shall be based on the ownerships as shown on the Assessor's rolls. The names and addresses are to be listed on the form on page 3 of this application. A 100-foot radius map to determine which properties need to be listed can be obtained from the City's Planning Services (626)574-5423.
5. Letter size envelope(s) with proper postage, addressed to the owner and applicant (if different), and to the City of Arcadia Planning Services, 240 West Huntington Drive, Arcadia, CA 91006. These envelopes are for the mailing of the Architectural Review Board's decision.

LIST OF PROPERTY OWNERS AND MAILING ADDRESSES WITHIN A RADIUS OF 100 FEET OR THE EXTERIOR BOUNDARIES OF THE PROPERTY INVOLVED IN THE APPLICATION.

| Assessor's Identification Number | Number that corresponds to the lots numbered on the 100-foot radius map | Property Owner and Mailing Address |
|----------------------------------|---|------------------------------------|
|                                  | 1   |                                    |
|                                  | 2   |                                    |
|                                  | 3   |                                    |
|                                  | 4   |                                    |
|                                  | 5   |                                    |
|                                  | 6   |                                    |
|                                  | 7   |                                    |
|                                  | 8   |                                    |
|                                  | 9   |                                    |
|                                  | 10  |                                    |
|                                  | 11  |                                    |
|                                  | 12  |                                    |
|                                  | 13  |                                    |
|                                  | 14  |                                    |
|                                  | 15  |                                    |
|                                  | 16  |                                    |
|                                  | 17  |                                    |
|                                  | 18  |                                    |
|                                  | 19  |                                    |
|                                  | 20  |                                    |
|                                  | 21  |                                    |
|                                  | 22  |                                    |
|                                  | 23  |                                    |
|                                  | 24  |                                    |