CITY OF ARCADIA
ARCHITECTURAL REVIEW BOARD (ARB)
INFORMATION PACKET
(SHORT REVIEW)

FOR HOMEOWNERS AND DEVELOPERS

April 2012

1. ARCADIA HIGHLANDS HOME OWNERS ASSOCIATION

President – Bob Stover (626) 355-0684
ARB Chairperson – Dean Obst Hotline: (626) 898-5062
Email: highlandsarb@gmail.com

Facebook: www.Facebook.com/arcadiahighlands
Website: arcadiahighlandshoa.org

2. RANCHO SANTA ANITA PROPERTY OWNERS' ASSOC.

President – Sharon Kwan (626) 807-6311
ARB Chairperson – Brad Koehler (626) 510-9233

3. SANTA ANITA OAKS ASSOCIATION

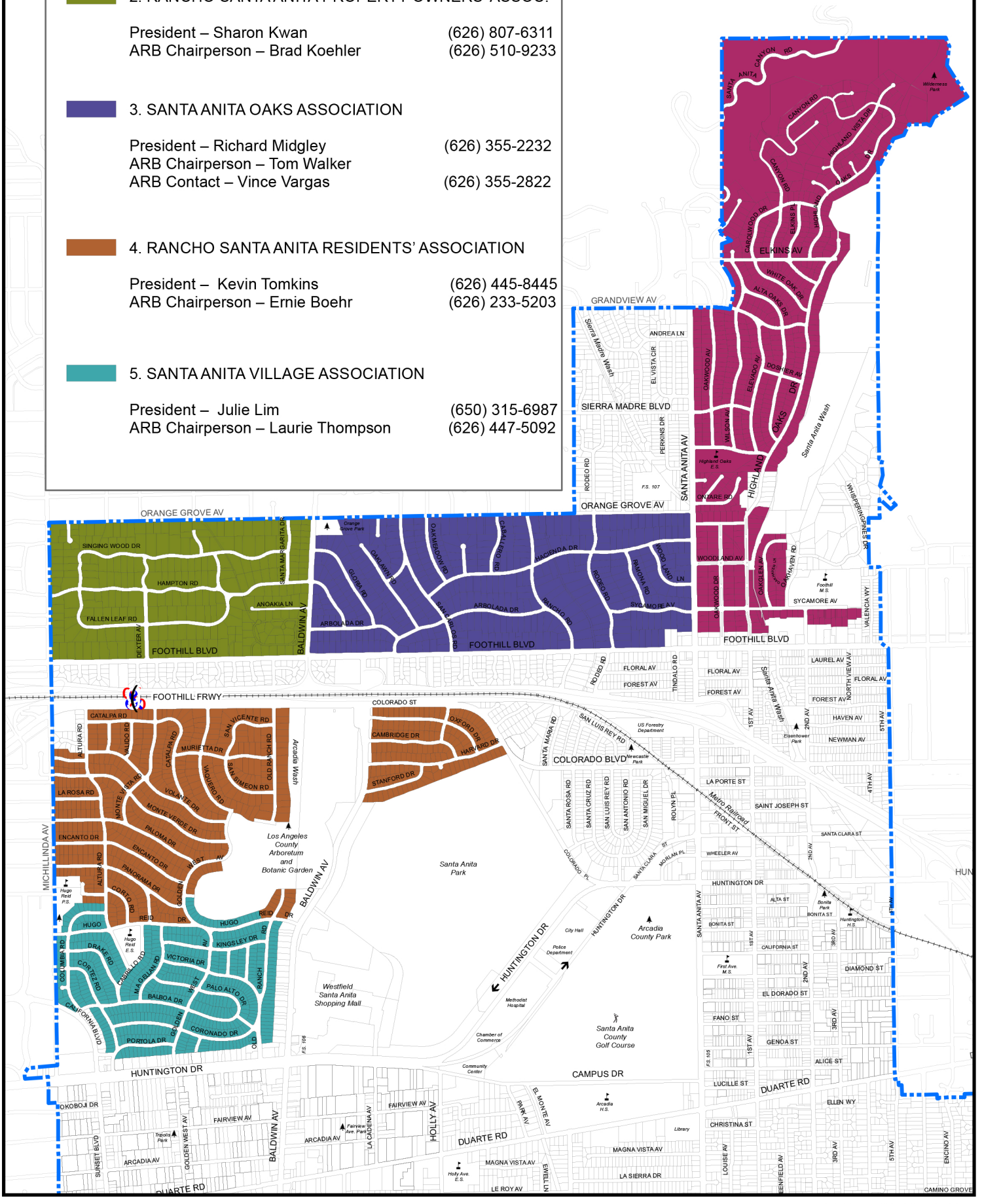
President – Richard Midgley (626) 355-2232
ARB Chairperson – Tom Walker
ARB Contact – Vince Vargas (626) 355-2822

4. RANCHO SANTA ANITA RESIDENTS' ASSOCIATION

President – Kevin Tomkins (626) 445-8445
ARB Chairperson – Ernie Boehr (626) 233-5203

5. SANTA ANITA VILLAGE ASSOCIATION

President – Julie Lim (650) 315-6987
ARB Chairperson – Laurie Thompson (626) 447-5092



Data Sources: City of Arcadia, 2010.

Homeowner Associations

City of Arcadia, California

Miles
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The following is the mandatory procedure for submitting proposals to your Architectural Review Board (ARB) for a Short Review:

First: Architectural Design Review – Contact the Architectural Review Board Chairman to arrange a preliminary discussion of your design ideas for the site before any plans are drawn. Please contact your ARB Chairperson Monday through Friday between 10:00 a.m. and 5:00 p.m.

A determination should have been made whether the proposed project is subject to a Short Review process for minor alterations to an existing property, or Regular Review process for a new house or major alteration.

Second: Zoning and Building Code Compliance – After a preliminary set of plans have been developed, please present your plans to Planning Services in City Hall prior to submitting any proposal to your Architectural Review Board (ARB). The purpose of this review is to ascertain whether, or not the proposal complies with the applicable zoning and protect tree regulations. This review will usually be done over-the-counter.

Third: Submit a complete application package to the ARB - Incomplete applications will not be accepted. The following items are required:

1. Application form (attached)

2. Three sets of complete architectural plans that are drawn to scale and clearly dimensioned, which include to the following information:

    a. Scale and north arrow
    b. Street address
    c. Accurate lot dimensions
    d. Accurate depiction of the adjacent City parkway(s)
    e. Location and size of all existing and proposed structures
    f. Location of all landscaped areas
    g. Location of all mechanical and plumbing equipment (i.e. air conditioning units, pool equipment, water heaters etc.)
    h. All building and setback areas shall be clearly dimensioned
    i. Property owner's and Architect or Designer's names and contact information
    j. Elevations and photos of all existing buildings on the site
    k. Floor plans, elevations, sections, and details of the proposed project
    l. A description of the exterior materials, colors, treatments, etc. (samples should be provided).
    m. Photos of the neighboring properties together with a depiction of the completed project to show the scale of the proposed project in relationship to the adjacent structures
    n. The ARB may request additional materials during the design review process

3. Letter size envelopes with proper postage, addressed to the owner and applicant (if different) and to all owners within the required area of notification.

Fourth: Protected Tree Permit - If the proposed project is subject to a Protected Tree permit, please contact Planning Services at (626) 574-5423. The protected tree applications (e.g. diseased/hazardous, encroachment, and removal) must be reviewed by the City prior to submitting plans to Building Services. You may obtain application at Planning Services and at the City's website at www.ArcadiaCA.gov.

City Council Resolution No. 6770 sets forth the design review regulations, procedures and criteria for all five Homeowners' Associations (available in Planning Services and on the City's website). Please note that the ARB's Short Review and Regular Review processes, as set forth by Resolution No. 6770, have time limits. The ARB must act on a Short Review application within 10 working days from the date a complete application is filed with the ARB and within 30 working days from the date a complete Regular Review application is filed with the ARB. During the design review process, the ARB may request for additional materials. Failure to take action in said times shall be deemed an approval of the application.

The ARB's decision may be appealed to the Planning Commission. An appeal must be made in writing and delivered to Planning Services within 7 calendar days of the ARB's decision and shall be accompanied by 12 copies of the plans and the appeal fee in accordance with the applicable fee schedule.

FILE NO. _____
DATE FILED _____

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

PROJECT ADDRESS: _____

PROPERTY OWNER'S NAME: _____

ADDRESS (IF DIFFERENT): _____

TELEPHONE NO.: _____ E-MAIL ADDRESS: _____

APPLICANT NAME (IF DIFFERENT):_____

ADDRESS: _____

TELEPHONE NO.:_____ E-MAIL ADDRESS: _____

DESCRIPTION OF PROJECT (Check applicable):

- ☐ Single-story remodel (includes window replacement) and/or addition(s)
- ☐ Detached accessory structure(s) and/or Accessory Dwelling Units – new, additions to, and/or remodels
- ☐ Fences and/or walls in and/or facing (i.e., visible from) front and street side yards
- ☐ Hardscape, landscaping and structural elements in front and street side yards, including without limitation, swimming pools, spas, fountains and other water features
- ☐ Fences, lights, and other features related to tennis courts, sports courts or other significant paved features
- ☐ Mechanical equipment
- ☐ Roofing

ACTION & FINDINGS:

- ❑ **Approved – The project is consistent with all applicable guidelines**
- ❑ **Conditionally Approved – With the following conditions, the project will be consistent with all applicable guidelines** _____

  _____

  _____
- ❑ **Denied – The project is not consistent with the following guideline(s)** _____

  _____

By_____, ARB Chairperson Date:_____